



**OVEREATERS ANONYMOUS – REGION 5 SECRETARY**

April 1, 2026

**RE: Region 5 2026 Spring Assembly - March 6<sup>th</sup>-7<sup>th</sup>, 2026.**

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

The 2026 Spring Assembly Packet C will be posted on the Assemblies page of region5oa.org shortly. Thank you for all you do for the REgion and for OA.

The final total for the 7<sup>th</sup> Tradition contribution taken during the Assembly was incredible. Region 5 received \$505.00 in donations that weekend. You are awesome!

**Region 5 2026 Spring Assembly Packet C Documents:**

- C01\_Region 5 2025 Spring Assembly Secretary Letter
- C02\_Region 5 2025 Spring Assembly Minutes
- C03\_Region 5 2025 Spring Assembly Credentials Report
- C04\_Region 5 2025 Spring Assembly Adopted Agenda
- C05\_Region 5 2025 Spring Assembly Adopted Motions
- C06\_Region 5 Policies and Procedures\_UPDATED March 2026
- C07\_Region 5 Standing Rules Virtual\_UPDATED
- C08\_Region 5 Spring Assembly Business Committee Reports
- C09\_Region 5 Spring Assembly Outreach Committee Reports
- C10\_Region 5 2026 Convention Flier
- C11\_Friday Night Specific Focus Groups Flier
- C12\_Parliamentarian Moment Slideshow

Don't forget to mark your calendars:

2026	
July 18	Board and Committee Chair Reports due to Secretary. No Conference call.
Region 5 Convention September 4 <sup>th</sup> -6 <sup>th</sup> , 2026	Crowne Plaza Indianapolis, Indiana. 2501 S High School Rd, Indianapolis, IN
October 23-25	Region 5 Fall Assembly at Hilton Garden Inn, Chesterton, IN
2027	
March 12-13?	Spring Assembly: Virtual (Exact date to be determined)
July 17	Board and Committee Chair Reports due to Secretary. No Conference call.

**October 22-24?**

Region 5 Fall Assembly (Location to be determined)

If you have any questions, please don't hesitate to email me.

In loving service,

Kerry M.

Region 5 Secretary

R5Secretary@outlook.com



# Overeaters Anonymous 2026 Spring Assembly Minutes

Location: Virtual Assembly

## Saturday, March 7 – Morning Session

1) **The 2026 Spring Assembly Morning Session was called to order** by the Region 5 Chair – Pam P.

at 8:30 AM CT and 9:30 AM ET, Opened with:

- a) The OA Responsibility Pledge and the Serenity Prayer.
- b) For Today was read by Allen B.
- c) The 12 Steps were read by Norma B.
- d) The 12 Traditions were read by Barb K.
- e) Five Minute Get to Know You Share – Leigh Ann 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:	21
Voting Officers Present:	4
<b>Eligible Voters Present:</b>	<b>25</b>
Non-voting Alternates, Guests	2
Parliamentarian	1
Region Trustee Liaison	1
<b>Total Attendance</b>	<b>29</b>

c) The full Credentials Report can be found in Packet C: “C03\_Region 5 2026 Spring 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) **Standing Rules:**

a) The Standing Rules for Virtual Assembly, distributed in Packet B, were read by Bylaws Committee Chair – Susan M.

b) The Standing Rules were adopted.

4) **Agenda:**

a) The Proposed Agenda UPDATED, distributed in Packet B, was reviewed. Note that minor, housekeeping editorial changes (timing and workshop titles) 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”.

5) Consent Agenda: (CA)

**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.oe@gmail.com](mailto:susan.m.oe@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.

- a) Consent Agenda was presented in Packet B10, details in Packet A05 Amendments. Policies Amendment P7.
  - b) Called for discussion and/or objections.
  - c) No objection to CA as is, and it was adopted by the Assembly.
- 6) **Countdown for years of Abstinence was conducted.**
- 7) **Introduction and welcome of Assembly Newcomer Reps (Green Dots)** was conducted.
- 8) **Former Officers and Trustees were introduced.** Present were Allen B., Chris B., Susan M., Gerri M., Barb K.
- 9) **Five Minute Get to Know You Share-** Allen B.
- 10) **Thanks to the Region 5** Unity Intergroup in Minnesota that hosted the OA meeting over the weekend.
- 11) **Volunteer Services:**
- a) Nominating Committee for open positions for Next Fall – Barbara D. (MI), Theresa H. (IN), Marylyn D. (OH), Susan M. (IL), Carol Ann M. (WI), Suzy R. (KY), Liz Z. (MN), and Brent H. (MO). Marilyn D. was appointed chair of this committee by the Board Chair.
  - b) Minutes Approval Committee – Norma B. and Liz Z.
  - c) Timer – Leigh Ann M.
- 12) **The 2026 Spring Assembly Morning was adjourned** at 9:40 AM CT, 10:40 AM ET, for a 15-minute break.
- 13) **Executive Committee Reports with Q/A:**
1. Region 5 Chair
    - i) Three important things reported.
    - ii) Q and A discussion.
  2. Region 5 Vice-Chair
    - i) Three important things reported.
    - ii) Q and A discussion.
  3. Region 5 Secretary

- i) Three important things reported.
- ii) Q and A discussion.
- 4. Region 5 Trustee Liaison
  - i) Three important things reported.
  - ii) Q and A discussion.
- 5. Region 5 Treasurer
  - i) Three important things reported.
  - ii) Q and A discussion.

**14) New Business:**

**14.1 Policy and Procedure Motion P1, distributed in Packet A, was read by the Chair.**

- a) The proposed P1 was approved for consideration by the Bylaws Committee Chair- Susan M.
- b) The first pro for proposed P1 was presented by the maker of the motion: the Bylaws Committee represented by Susan M.
- c) P1 was allowed a debate of pros and cons.
- d) Friendly editorial changes were accepted.
- e) An amendment was proposed, seconded, debated, discussed, and voted on.
- f) The amendment failed.
- g) The original proposal moved forward with pros, cons, and discussion.
- h) P1 was brought to a vote.
- i) P1 was adopted by the Assembly.

**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.

## 14.2 Policy and Procedure P2, distributed in Packet A, was read by the Chair.

### 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, need 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.

- a) The proposed P2 was approved for consideration by the Bylaws Committee Chair- Susan M.
- b) The first pro for proposed P3 was presented by the maker of the motion: the Bylaws Committee, represented by Susan M.
- c) P2 was allowed a debate of pros and cons.
- d) P2 was allowed five minutes for discussion.
- e) P2 was brought to a vote.
- f) P2 was adopted by the Assembly.
- g) The Chair will reach out to other Region Chairs to learn of their Conflict of Interests Policies in order to develop such a policy for Region 5.

## 14.3 Policy and Procedure Motion P3, distributed in packet A, was read by the Chair.

- a) The proposed P3 was approved for consideration by the Bylaws Committee Chair- Susan M.
- b) The first pro for proposed P3 was presented by the maker of the motion: the Bylaws Committee, represented by Susan M.
- c) P3 was allowed a debate of pros and cons.
- d) Friendly amendments and editorial changes were accepted.
- e) P3 was allowed five minutes for discussion.
- f) P3 was brought to a vote.
- g) P3 was adopted by the Assembly.

## 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 ~~New R~~epresentatives ~~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, the "Twelve Concepts of OA Service" pamphlet and Parliamentary Procedures 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.

**14.4 Policy and Procedure Motion P4, distributed in Packet A, was read by the Chair.**

## 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:

<b>Current Wording:</b>	<b>Proposed Wording:</b>
<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>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.

- a) The proposed P4 was approved for consideration by the Bylaws Committee Chair- Susan M.
- b) The first pro for proposed P4 was presented by the maker of the motion: the Bylaws Committee, represented by Susan M.
- c) P4 was allowed a debate of pros and cons.
- d) P4 was allowed five minutes for discussion.
- e) P4 was brought to a vote.
- f) P4 was adopted by the Assembly.

**14.5 Policy and Procedure Motion P5, distributed in Packet A, was read by the Chair.**

**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:

<p><b>Current Wording:</b> 1. 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.</p>	<p><b>Proposed Wording:</b> 1. Assembles and emails links to the posted <u>Summer Packet</u> 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.</p>
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**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.

- a) The proposed P5 was approved for consideration by the Bylaws Committee Chair- Susan M.
- b) The first pro for proposed P5 was presented by the maker of the motion: the Bylaws Committee, represented by Susan M.
- c) P5 was allowed a debate of pros and cons.
- d) P5 was allowed five minutes for discussion.
- e) P5 was brought to a vote.
- f) P5 was adopted by the Assembly.

**14.6 Policy and Procedure Motion P6, distributed in Packet A, was read by the Chair.**

**Region 5 Policies Amendment**

**P6**

**Date: January 18, 2026**

**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.
  - e. 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.

- a) The proposed P6 was approved for consideration by the Bylaws Committee Chair- Susan M
- b) The first pro for proposed P6 was presented by the maker of the motion: the Bylaws Committee, represented by Susan M.
- c) P6 was allowed a debate of pros and cons.
- d) P6 was allowed five minutes for discussion.
- e) P6 was brought to a vote.
- f) P6 was adopted by the Assembly.

15) **The 2026 Spring Assembly Morning was adjourned** at 12:00PM CT, 1:00 PM ET, for lunch.

16) **The 2026 Spring Assembly Afternoon session was called to order** by the Chair with the Serenity Prayer at 1:32PM CT, 2:32 PM ET.

17) **Credentials Report:**

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

Voting Reps Present:	22
Voting Officers Present:	4
<b>Eligible Voters Present:</b>	<b>26</b>
Non-voting Alternates, Guests	2
Parliamentarian	1
Region Trustee Liaison	1
<b>Total Attendance</b>	<b>30</b>

- c) The full Credentials Report can be found in Packet C: "C03\_Region 5 2026 Spring 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.

**New Business Continued:**

**14.7 Bylaws Motion B1, distributed in Packet A, was read by the Chair.**

<p><b>Region 5 Bylaws Amendment</b></p> <p>March 31, 2025</p> <p><b>Move to amend Region 5 Bylaws, Article X Meetings, Section D</b> by inserting as follows:</p> <p><b>Current Wording:</b> 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.</p> <p><b>Final Wording after the passed amendment:</b> D. At a Region 5 Assembly held upon proper notification, two <u>(2)</u> Region 5 officers and <u>a minimum of one (1)</u> Region 5 representatives present shall constitute a quorum for the transaction of any Region 5 business.</p> <p><b>Submitted by:</b> Bylaws Committee Chair Susan M 847-710-8823 <a href="mailto:susan.m.oa@gmail.com">susan.m.oa@gmail.com</a></p> <p><b>Intent:</b> To make it clear that 2 officers do not constitute a quorum.</p> <p><b>Implementation:</b> Update Bylaws</p> <p><b>Cost:</b> Nominal</p> <p><b>Rationale:</b> The current wording could be interpreted that two officers constitute a quorum.</p>	<p><b>B1</b></p>
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- a) The proposed B1 was approved for consideration by the Bylaws Committee Chair- Susan M.
- b) The first pro for proposed B1 was presented by the maker of the motion: the Bylaws Committee, represented by Susan M.
- c) B1 was allowed a debate of pros and cons.
- d) An amendment was made and seconded.
- e) The amendment was allowed pros, cons, and discussion.
- f) The amendment was voted on and passed.
- g) Pros and cons to the new B1 continued.
- h) The new B1 was allowed five minutes for discussion.
- i) B1 was brought to a vote.
- j) B1 was adopted as amended by the Assembly.

**14.8: New Business Motion NB1, distributed in Packet A, was read by the chair**

- a) The proposed NB1 was approved for consideration by the Bylaws Committee Chair- Susan M.
- b) The first pro for proposed NB1 was presented by the maker of the motion: the Bylaws Committee, represented by Susan M.
- c) NB1 was allowed a debate of pros and cons.
- d) A friendly amendment was made based on the previous motion; it was accepted.
- e) NB1 was allowed five minutes for discussion.
- f) NB1 was brought to a vote.
- g) NB1 was adopted by the Assembly.

## 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 after the friendly amendment:**

1. At a Region 5 Assembly held upon proper notification, Two (2) Region 5 officers and any a minimum of one (1) Region 5 representative present 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

### 18) Business Committee Meetings met in breakout rooms.

- a) Bylaws Committee
- b) Convention Committee
- c) Finance Committee
- d) Media Committee

### 19) Outreach Committee Meetings met in breakout rooms.

- a) Intergroup to Intergroup
- b) PIPO
- c) 12th Step Within

20) **The 2026 Spring Assembly Evening Session was called to order** by the Chair – Pam P. at 6:30 PM CT, 7:30 EST

21) **Opened with the Serenity Prayer.**

22) **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:	20
Voting Officers Present:	4
<b>Eligible Voters Present:</b>	<b>24</b>
Non-voting Alternates, Guests	2
Parliamentarian	1
Region Trustee Liaison	1
<b>Total Attendance</b>	<b>28</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.

**23) Minutes Approval for the 2025 Fall Assembly.**

a) One correction was proposed.

b) As there were no objections to the 2025 Fall Assembly Minutes as presented, the Minutes were approved by the Assembly.

**24) 7<sup>th</sup> Tradition for the Assembly** was collected virtually over the course of the two days. The total will be presented in packet C.

**25) Parliamentary Moment was presented by Gerri M.**

**26) Business Committee Reports:**

a) Bylaws Committee

i) Report presented by the Bylaws Committee Chair – Susan M.

ii) No questions.

b) Convention Committee 2026

i) Report was presented by the Convention Committee member – Barb K.

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 – Norma B.

ii) No Questions.

**26) The Power of We Outreach of the Whole Sub-committee Reports:**

a) Intergroup to Intergroup Sub-committee

i) Report presented by acting Sub-committee Chair – Ali E.

ii) Q and A discussion.

b) PIPO Sub-committee

i) Report presented by Sub-committee member – Kevin F.

ii) Q and A discussion.

c) 12 Step Within Sub-committee

i) Report presented by Sub-committee member – Carol Ann M.

ii) No questions.

27) **Emergency New Business:** None.

28) **Outgoing Representatives acknowledged.**

29) **Five Minute Get to Know You Share** – Theresa H.

30) **New representative graduation (Green Dot) ceremony was conducted.**

31) **Announcements were made.**

32) **The 2026 Spring Assembly was adjourned at 7:22 PM CT, 8:22 PM ET.**

Thank you.

*Kerry M*

Region 5 Secretary

*Approved on 3/14/2026 by the Minutes Approval  
Committee*

Region 5 Credentials Report Spring 2026

St/Prov	Intergroup Name	Number	Groups	Eligible Reps	Sat A.M.	Sat Midday	Sat PM
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	24	3	2	2	1
IL	Chicago West Intergroup Farout	9168	17	2	1	1	1
IL	Turning Point	9467	16	2	1	1	1
IL	Chicago Suburban Southwest	9539	20	2	0	1	1
IL	Two Rivers	9690	15	2	1	1	1
	<b>Illinois</b>		<b>92</b>	<b>11</b>	<b>5</b>	<b>6</b>	<b>5</b>
IN	Midwest Crossroads	9096	33	4	2	2	2
IN	Let Go Let God (LG2)	9642	12	2	0	0	
	<b>Indiana</b>		<b>45</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>2</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	1	1	1
MI	Greater Ann Arbor Area	9251	17	2	0	0	0
	<b>Michigan</b>		<b>72</b>	<b>9</b>	<b>2</b>	<b>2</b>	<b>2</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	0	0	0
MO	Greater Kansas City Area	9525	20	2	1	1	1
	<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	20	2	1	1	1
OH	Cleveland Central	9041	41	5	3	3	3
OH	Central Ohio Service	9134	19	2	1	1	1
OH	Greater Dayton	9175	12	2	1	1	0
OH	Crossroads of Hope	9274	7	1	0	0	0
	<b>Ohio</b>		<b>99</b>	<b>12</b>	<b>6</b>	<b>6</b>	<b>5</b>
WI	Milwaukee Area	9053	35	5	2	2	2
WI	Rock River	9073	8	1	0	0	0
WI	Madison Area	9161	15	3	0	0	0
	<b>Wisconsin</b>		<b>58</b>	<b>9</b>	<b>2</b>	<b>2</b>	<b>2</b>
Voting Reps Present			512	64	21	22	20
Voting Officers Present				4	4	4	4
<b>Eligible Voters Present</b>					<b>25</b>	<b>26</b>	<b>24</b>
Non-voting alternates, guests					2	2	2
Parliamentarian					1	1	1
Region Trustee Liaison					1	1	1
<b>Total Attendance</b>					<b>29</b>	<b>30</b>	<b>28</b>





## Spring Virtual Agenda OVEREATERS ANONYMOUS

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

### PROPOSED AGENDA

2026 Region 5 Spring Assembly

**FRIDAY** (March 6, 2026)

*All times listed are CENTRAL TIME*

4:30 PM CT	<b>Region 5 Board Meeting</b>
5:15 PM CT	<b>Open OA Meeting</b>
7:00 PM CT	<b>Workshop – Specific Focus Groups</b>
8:15 PM CT	<b>Break</b>
8:30 PM CT	<b>Intergroup Sharing Meeting</b> - bring your Best Practice & what you need work
9:30 PM CT	<b>State/Province Meetings</b>

**SATURDAY** (March 7, 2026)

*All times listed are CENTRAL TIME*

8:30 AM CT	<b>MORNING BUSINESS SESSION</b>
	<ul style="list-style-type: none"><li>• <b>Call to Order</b></li><li>• <b>Opening Ceremonies</b> (OA Responsibility Pledge, Serenity Prayer, For Today, 12 Steps, 12 Traditions) – <i>Readings assigned by Pam P. at the Assembly.</i></li></ul>
	<b>Morning Business</b>
	<ol style="list-style-type: none"><li>1. Roll Call (Credentials Report in <b>Packet B04</b>)</li><li>2. Adoption of Credentials Report</li><li>3. Assembly Standing Rules (<b>Packet B03</b>)</li><li>4. Agenda UPDATED (<b>Packet B02</b>)</li><li>5. Consent Agenda (<b>Packet B10</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, Minutes Approval Committee, Timer) – <i>Appointed by Pam P. at the Assembly.</i></li><li>9. <b>Executive Committee Reports Top Three Things Presentations with Q &amp; A</b><ul style="list-style-type: none"><li>▪ [Reports from Chair (<b>Packet B 05</b>),</li><li>▪ Vice-Chair (<b>Packet B06</b>),</li></ul></li></ol>

- Secretary Letters (**Packets A01&B01**),
- Trustee Liaison (**Packet B11**),
- Treasurer (**Packet B07-B09**).

**10. Announcements**

**11. Adjournment**

9:45 AM CT  
10:00 AM CT

**Break**

**Bylaws Amendments & Motions**

- Proposal 1-6
- Bylaws B1
- New Business 1

**Lunch**

1:30 PM CT

**Committee Meeting**

1. Bylaws Committee
2. Convention Committee
3. Finance Committee
4. Media Committee

3:00 PM CT

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

1. Intergroup 2 Intergroup
2. PIPO
3. 12th Step Within

5:00 PM  
6:30PM CT

**Dinner Break All times are CENTRAL time zone.**

**1. Business Committee Reports**

- a) Bylaws Committee (Chair reports to the Assembly)
- b) 2025 Convention Committee (Chair reports to the Assembly)
- c) Finance Committee (Barbara H. - Pre-Assembly documents in **Packet B**)
- d) Media Committee (Chair reports to the Assembly)

**2. Outreach Committee of the Whole:**

- a) Intergroup 2 Intergroup (Chair reports to the Assembly)
- b) PIPO (Chair reports to the Assembly)
- c) 12th Step Within (Chair reports to the Assembly)

**3. Emergency New Business (if needed)**

**4. Recognition of Outgoing Representatives**

**5. Green Dot Ceremony**

**6. Announcements**

**7. Adjournment and OA Promise**

8:30 PM CT

**All times are CENTRAL time zone.**

## REGION 5 TIMELINE

### 2026

- |                      |   |
|----------------------|---|
| <b>March 6-7</b>     | Spring Assembly: Virtual                    |
| <b>July 18</b>       | Summer Subcommittee Reports Due             |
| <b>October 23-25</b> | Region 5 Fall Assembly: Chesterton, Indiana |

### 2027

- |                       |                                 |
|-----------------------|---------------------------------|
| <b>March 12 – 13?</b> | Spring Conference: Virtual      |
| <b>July ??</b>        | Summer Subcommittee Reports Due |
| <b>October 22-24?</b> | Region 5 Fall Assembly Virtual  |

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

## Amendments and Motions

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# 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, need 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*, the “Twelve Concepts of OA Service” pamphlet and Parliamentary Procedure 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:

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

**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>
<p>1. 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:</p> <ol style="list-style-type: none"><li>1. Officer Reports,</li><li>2 Trustee Report,</li><li>3. Financial Reports (1/1 through 5/31),</li><li>4. Business Committee Reports,</li><li>5. Outreach Sub-committee Reports,</li><li>6. Day in the Life Write-ups,</li><li>7. Any application forms (support fund applications, assembly funding request, officer application forms), etc.</li></ol>	<p>1. 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:</p> <ol style="list-style-type: none"><li>1. Officer Reports,</li><li>2 Trustee Report,</li><li>3. Financial Reports (1/1 through 5/31),</li><li>4. Business Committee Reports,</li><li>5. Outreach Sub-committee Reports,</li><li>6. Day in the Life Write-ups,</li><li>7. Any application forms (support fund applications, assembly funding request, officer application forms), etc.</li></ol>

**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

P6

Date: January 18, 2026

**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- **Accepted as Consent Agenda** **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.

**Final Wording after the passed amendment:**

D. At a Region 5 Assembly held upon proper notification, two (2) Region 5 officers and a minimum of one (1) Region 5 representatives present 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.

**Final wording after the friendly amendment:**

1. At a Region 5 Assembly held upon proper notification, Two (2) Region 5 officers and any a minimum of one (1) Region 5 representative present 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.

# REGION

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



## REGION 5

# POLICIES & PROCEDURES

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

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

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

1. The Region 5 assembly will be held in the months of March or April and October or November where it does not conflict with a major US or Canadian holiday or scheduled Board of Trustees meeting or World Service Convention.
2. In-person assembly location will be determined 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.

**I. Conflict of Interest Policy**

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.

**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.

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- 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. Region 5 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 year-end 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 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:

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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. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
  - 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.

**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 representatives and returning representatives who volunteered to be mentors.
- C. The Trustee Liaison
  - 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, the "Twelve Concepts of OA Service" pamphlet and Parliamentary Procedures at the Assembly.
    - b. If the assembly will be held virtually, informs new representatives that these items will be sent directly to them.
  - 2. Assigns mentors to new representatives.
  - 3. Electronically sends out mentor assignments.
  - 4. Invites the new representatives to the Orientation Meeting which will be held virtually about one week before the Assembly.

#### **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*



## OVEREATERS ANONYMOUS

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

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

(Continued on opposite side)

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

19. The Chair shall determine the items to be placed on a Consent Agenda. Items for the Consent Agenda may be considered if they are of a routine, non-controversial or of a housekeeping nature.

Revised March 2026 – Kerry M

# BYLAWS COMMITTEE REPORT

3/7/26

- Open with Serenity Prayer
  
- Read Purpose:  
  
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.
- Review our Spring Assembly Report
- Future Direction
  1. Clean up Standing Rules for In-Person and Virtual
  2. Policy regarding use of Images: Review
  3. Handling Amendments at Virtual Meetings
    - a. Submit in Advance.
    - b. Who can propose a motion?
    - c. Do we need a reference committee?
    - d. Make it easier to submit changes. Email to make editorial changes.
  4. Amend Bylaw Article IV; Section A; Paragraph 3; Subpart b. from 3 assemblies to 2.
- Next Meeting to be assigned Doodle poll

# Convention Committee Report

March 7, 2026

In Attendance: Barb K, Teresa H, Kevin F, Marilyn D, Laura W, Leigh Ann M, Barbara D

## Discussion:

Barb K updated the committee on the progress of the Indianapolis convention committees. The committees began meeting in the fall of 2025 and the committee chairs meet via zoom the third Thursday of each month. During the monthly meetings the chairs provide an update on the progress of their committee as well as to discuss any needs or questions.

Next the committee reviewed the convention program and discussed how to better incorporate the theme of the convention into the titles of the sessions. The group also discussed the preconvention workshop topic and rather or not it should differ from the previous preconvention workshop topic or build upon it.

Other topics discussed included the registration flier, cost of the convention, meals, the hotel accommodations and number of speakers or panelist needed for the convention.

## Next Steps:

The discussion ideas will be taken back to the Indianapolis convention chairs for further discussion.

Respectfully Submitted.

Teresa H.

# **The Region 5 Media Committee Meeting Minutes**

**Saturday, March 7, 2026**

**Acting secretary:**

Chris B. CHI-WIF

**Chair:**

Norma B. Southwest Michigan

**Others members present:**

Brent H. Greater Kansas City

Carol Ann M. Milwaukee Area

Diane Mc. Suburban North

Kerry M. Region 5 Secretary

**Minutes:**

Statement of Purpose was read. Brent offered his experience in Information Technology. Since links to old/outdated newsletters were found. He is willing to go through the different intergroup newsletter links on the Region 5 website to see which ones are valid and which ones may have issues. The Region 5 Newsletter was discussed. In the past, encouragement has been made to submit articles for the Newsletter and this encouragement was stated again. However, there are no previous minutes for the Media Committee to reference.

SMART GOAL 1: We will each submit at least one (1) online article to the R5 Newsletter as follows:

March: Norma

April: Diane

May: Chris

June: Carol Ann

July: Brent

SMART GOAL 2: Brent will make time to check out links on the website sometime over the next week (by March 14, 2026).

SMART GOAL 3: Committee would like to look on the Region 5 website for old information by the end of April, 2026.

SMART GOAL 4: Ask intergroups and/or home groups for five minute writing exercise time and ask them to write on their favorite Slogan or Step or Tradition by the end of April, 2026.

# The Region 5 Finance Committee meeting

Saturday March 7, 2026

Acting secretary: Liz Z.

Chair: Barbara H.

Other members present: Sally L., Lynn H., Hudson S., Mary Ann P., Martha D., Beverly B.

## Notes:

- Friendly audit – At last meeting, discussed budget and talked about friendly audits, and Pam’s potential trip to Poland.
- Barbara described how she does data entry into QuickBooks and reconciles it with the bank account. Barbara got access to the Region 5 bank account and started doing data entry in January 2025. The previous treasurer had already loaded the budget into QuickBooks and it could not be changed. Barbara worked with Pam (chair) to simplify how the budget was organized to be easier to read and understand. Also streamlined how payments were processed to reduce fees and duplicated effort. It has been a challenging transition from one way of organizing the budget and QuickBooks to another way of organizing. Barbara has double-checked all of the data that has been put into QuickBooks and everything is accounted for. But the changeover makes it difficult to run reports that make sense with the new way of presenting the budget.
- Budget vs actual vs 2026 budget
  - At October, R5 Assembly, added money to budgets for PIPO and Intergroup to Intergroup committees. When it got added, there was already money in the budget which resulted in an excess. Barbara moved it to the chair travel for potential trip to Poland.
  - Corrections made to the budget report were discussed:
    - WSO Region chair registration/travel line item to \$2000.
    - Region chair travel to other regions line items will be increased to \$4000.
- Barbara asked if it would be valuable to offer to meet with intergroup treasurers? YES!!! Maybe starting in May perhaps every other month. Many new treasurers would probably welcome the help and chance to ask questions.
- Louisville IG is asking if Region 5 can help fund PIPO effort to put small billboards (posters) in their area. Asking for \$1000 to help bring info about OA to people in the area. Posters are up for a month or until someone else wants the space. The billboard company knows how many people see the signs (pinging cell phones going by).
  - Cleveland put up posters in areas that are underrepresented in OA and have an OA meeting nearby. They are trying to remember to ask newcomers how

they heard about OA. Size of poster boards are good. Cleveland IG feels it is money well-spent.

- Could use the Intergroup funding assistance budget line to fund it. Needs approval from the finance committee. It will also go to the PIPO committee or PIPO.
- Motion made to recommend that the PIPO committee give \$1,000 to Louisville Metro for their poster project. Seconded and approved.

## **INTERGROUP 2 INTERGROUP SUBCOMMITTEE REPORT**

March 7, 2026

Region 5 Assembly

Chair – Ali

Secretary – Beverly B

Review of last Assembly meeting's minutes. Goals accomplished:

1. Unaffiliated groups were contacted to encourage affiliation with an Intergroup.
2. Survey of Intergroups who had not attended Region 5 Assemblies in 2024 were surveyed in 2025.
3. Presentation of key findings were presented by Beverly. The Key Findings report will be posted on the R5 website. Most people said that getting people to give service was the biggest hurdle.

DISCUSSION: How do we get people to do service? Perhaps we should be asking, how do we make giving service attractive, so they want what they see. Some of the key ideas are:

1. Sharing the “gifts of service” by members of Intergroup 2 Intergroup to Intergroups and/or meetings.
2. Offering workshops on how to build on other Intergroup's best practices.
3. Dispelling the financial myth that one Intergroup had that accepting assistance from R5 Delegate Scholarship Fund goes against the Tradition of a meeting being fully self-supporting.
4. Creating best practices and how to's about successful PI/PO initiatives – like billboards and attending farmer's markets with a table.

GOALS FOR 2026:

1. Develop a Mentorship Program where one Intergroup “adopts” another intergroup
  - a. Help with events
  - b. Show how to meet PI/PO objectives

2. Step One in this process – Contact Intergroups and ask what their strengths are which they would be willing to share

3. Step Two in this process – develop a survey with very specific questions on what groups could share.

NEXT MEETING:

Saturday, May 2, 2026 12:30 CT/1:30 ET for 90 minutes. Pam to set up Zoom access.

## Region 5 OA – PIPO Subcommittee

### Meeting Minutes

**Date:** March 7, 2026

**Time:** 3:30–5:00 p.m. CST

**Location:** Zoom

**Recorder:** Tess Mc

#### Attendees

Kevin F; Tess; Gerri; Barb H; Suzy R; Lynn H; Martha D; Hudson S; Brent H; Mary Ann P; Norma B

#### Top three takeaways

1. The group approved the Louisville Metro Billboard funding request. Sample below



2. Kevin F is coordinating with a public relations professional to design Region 5 posters to be used by IG
3. The remaining time was spent on attendees exchanging ideas IGs are locally doing for PIPO.

#### Topics Discussed

##### 1. Public Information / Public Outreach (PIPO) Initiatives

- Milwaukee OA Intergroup hired a special worker to create and manage a public relations campaign, including a logo, posters, and a recognizable branding strategy shared on Facebook.
- Several Intergroups are collaborating to staff farmer's markets as public outreach opportunities.
- Some farmer's markets offer reduced table rental fees, and church hosted markets may provide free table space.

##### 2. Outreach Materials and Messaging

- Holiday themed posters related to food and overeating (Valentine’s Day, Thanksgiving, Christmas) were discussed for use on websites and Facebook pages, with periodic rotation.
- Suggested shift in outreach language:
  - “Do you know someone who has a problem with food?” instead of “Are you having a problem with food?”

### **3. Regional Collaboration**

- A proposal was made to invite the Milwaukee PR special worker to speak with the Region 5 PIPO Subcommittee to assist with posters and other PR tools. A virtual meeting is being coordinated.
- Hudson presented a proposal for a billboard outreach initiative.

### **4. Upcoming Meeting with Special Worker**

- **Date:** Wednesday, April 8
- **Time:** 6:00 p.m. Central Time
- **Zoom Meeting ID:** 607 888 5381
- **Passcode:** FXHL41

### **5. PIPO Kits and Intergroup Resources**

- Norma reported that her Intergroup created a mobile PIPO kit stored in rolling duffle bags, including two easels and two posters for indoor and outdoor events. Weights are needed for stability. The approximate cost was \$300.
- Norma’s Intergroup is willing to share information about the mobile PIPO kit as a resource for other Intergroups.
- Suzy noted that Region 5 has funds available to assist Intergroup PIPO projects, and that some Intergroups already have mobile PIPO kits.

### **6. Financial Assistance and Policy**

- Discussion was held regarding how PIPO funds are disbursed and the need for clear policies and procedures.
- Barb H reported that the Region 5 Finance Committee has established a policy delegating authority to the PIPO Committee to disburse funds. A financial request form is available on the Region 5 website.

### **7. Louisville Metro IG Funding Request**

- Hudson reviewed the Louisville Metro Intergroup request for Region 5 OA funds to support a PIPO project using freestanding posters placed near busy streets in four quadrants.
- Posters are planned for installation during the second week of October.
- **Motion:** Approve \$1,000 in funding for the Louisville Metro IG Holiday 2026 campaign
  - **Second:** Martha D
  - **Result:** Motion carried

### 8. Additional Outreach Ideas

- Hudson suggested collaboration with colleges for public outreach initiatives.
- Gerri shared efforts to place OA 12 & 12 books in local libraries; some libraries do not accept books older than five years.
- Hudson purchased and placed OA books in four libraries across different quadrants.
- Other Intergroups have conducted mass mailings to healthcare professionals; physical therapy groups were suggested as a potential outreach audience.
- Norma noted plans to attend health fairs and shared that materials are available for members to take to doctor appointments, including *The Courier* published by WSO.

### Assigned Tasks & Responsibilities

- **Vice Chair:** Coordinate a virtual meeting with the Milwaukee PR special worker for the Region 5 PIPO Subcommittee.
- **Kevin F:** Provide Zoom information for the April 8 PIPO Committee meeting.
- **Barb H (Region 5 Treasurer):** Send the approved \$1,000 in funds to the Louisville Metro Intergroup.
- **Norma:** Share information and details about the mobile PIPO kit with other Intergroups upon request.

### Adjournment

Motion made by Gerri to adjourn the meeting. Closed with Norma's personal dinner prayer and Serenity Prayer.

## The Region 5 Twelfth Step Within for Saturday March 7, 2026

Acting secretary: Liz Z.

Chair: CarolAnn M.

Other members: Betsy D., Allen B., Marilyn D., Chris B., Barbara K., Barbara D., Juliette R.

Notes:

Did a great workshop on 12/12/25. Don't need to recreate anything. We could use the format of the event we did and make it available to other intergroups. Intergroups could make a request and we could do it for them. Extend an invitation to intergroups that are not currently coming to R5 and offer it to them. Can we access something 12<sup>th</sup> step within on other region websites?

What are the needs we see in terms of 12<sup>th</sup> step within?

- Emotional sobriety and getting upset about external things that are happening
- Emotional sobriety topic was one of the biggest draws at Convention
- Group does a marathon meeting every year. That is what they chose for their topic. Remaining abstinent no matter what. Putting principles before personalities no matter what is going on. 'Principles over personality in life today'.
- Life on life's terms. New theme will be 'OA is the solution for life' after the 'Power of We' theme has concluded. 'The OA solution is for life'.
- My abstinence is not based on circumstances. OA is the solution for life. Recovery: when life is life-ing.
- Step 12 wraps everything into one: Spiritual awakening, service and practicing principles in all our affairs.
- Emotional abstinence through sickness, death of a loved one, job losses, etc. Could have people sharing on how program was the strength to get them through. Also, positive situations (weddings, birthdays, babies, new jobs, celebrating by overeating, retirement).
- Marilyn heard a 'experience strength and hope' talk recently talking about when they were celebrating a win and everyone was partying and wanting to be a part of the celebration.
- Can also be the little things – flat tire? call suicide prevention.
- Emphasis on experience, strength and hope. And how we help each other.
- Having had a spiritual awakening – must do the first 11 steps first.

- So many reasons to pick up, but no excuses. If you pick up, that is an additional problem to deal with. Reason so pick up = 0. Reasons to recover = 1-12.

Do another workshop or marathon on the solution and staying abstinent through good and bad? How would picking up help you? Food is not the solution to whatever you are feeling.

Principles of steps 11 and 12: spiritual awareness and service. This must be a design for living that works all the time. Allergy of the body and disease of the mind. This is a life recovery program because I am not normal when it comes to food. When I pick up, all bets are off. If I pick up, it will compound my problem. Reaching out to the people who are no longer coming to meetings.

Membership retention is key. Once they are here, encourage, nurture, nourish them to stay. Make OA attractive rather than promoting it. The 12th step within is to carry the message that recovery is possible no matter what is going on. OA is the only recovery. Make the call and leave the outcome to HP. If they answer, that is a surprise party. If they don't answer, leave a message with a reading. I have done my part and got the value from it. Don't ask for a call back.

Silent phone calls are calls in my mind that don't actually happen. Even short connections can make a difference. Person came back years later because of quick calls.

Make calls without expectation of return. The value is in reaching out. One on one connections make a big difference.

"I need to talk about food; you go first". "Here is what I'm not overeating over today".

Don't have to wait for 12/12 to do something. There is a 12<sup>th</sup> of every month. Do 12 calls every month on the 12<sup>th</sup>.

Idea to have a list of openers for people who are shy about the phone. Anything to ease people into calling. Script of different opening lines or messages to put on voice mails. Could be shared with intergroups or put on the R5 website.

Come up with a list of what do we do so I stay in recovery. How do I support someone else in their recovery? How do we support each other as a result of that? For the next meeting: list of things we do that work. 2 different kinds of relapse: someone who leaves and doesn't come back for a long time; someone who is in the rooms struggling. Then there are those that are doing program.

Send out a blast on the 11<sup>th</sup> of every month with a suggestion to call someone and a prompt they could use.

Do a campaign encouraging people to call someone. Use the compiled list of openers and pick a favorite each month. Electronic calendars – set myself a task to make a call, and then mark it as complete when done. If I think of someone, I think of it as a prompt from HP.

Buddy up with someone to make outreach calls. Work with sponsees to encourage each other.

Who have I called? What is my part? Accountability.

Next steps: Regular meetings 2<sup>nd</sup> Monday afternoons 2:30 Central, 3:30 Eastern. Next meeting on April 13<sup>th</sup>.

Next time:

- Work on conversation starters for OA calls and how to keep call focused on program and recovery.
- How to share that info.
- CarolAnn will contact Kerry about Zoom link.
- On the 12<sup>th</sup> of March and April, committee members make outreach calls and report on how it went at next meeting.



## SERVICE OPPORTUNITIES

- Registration
- Sell Raffle Tickets
- Session Timer
- Hugger/Greeter
- Marketplace/Literature
- Hospitality
- Wherever I am needed
- OA Meeting Leader/Speaker  
(1 year of current, continuous abstinence required)

If you volunteer to speak or provide service, opportunities are available from 3pm Friday until noon Sunday.

1. Please indicate your arrival/departure times so that we may schedule you accordingly.

- Friday \_\_\_\_\_
- Saturday \_\_\_\_\_
- Sunday \_\_\_\_\_

2. Please provide your cell # in case we need to contact you: \_\_\_\_\_

## SCHOLARSHIP

**You may request a scholarship for the full cost of registration only. Scholarships do not cover meals, rooms or other expenses.**

Would like to apply for a scholarship?

Yes \_\_\_\_ ("First come basis" - apply early!)

Preference may be awarded to those who have not previously attended a Region 5 Convention. You may complete a scholarship application if you have not previously received a scholarship within the last 5 years. You must be a Region 5 resident. Recipients will be notified by the registrar. Scholarship recipients are asked to perform service at the convention in a capacity that matches their abilities. Please indicate the type of service you are willing to provide in the Service Opportunities section (above).

Scholarship Deadline: **June 7, 2026**

## THE TWELVE FREEDOMS OF OA

*For many of us, this freedom came when we took Step Three and turned the entire problem over to our Higher Power.*

*– The Twelve Steps and Twelve Traditions of Overeaters Anonymous, p. 20*

The Twelfth Step of Overeaters Anonymous talks about the qualities we gain as a result of working the Twelve Steps, but the word freedom appears so many times in all of our literature, I began to think about the freedoms from my disease I gained by working each of the Steps of Overeaters Anonymous:

- One: Freedom from the obsession with food
- Two: Freedom from insanity and hopelessness
- Three: Freedom from the bondage of self
- Four: Freedom from dishonesty
- Five: Freedom from isolation
- Six: Freedom from running the show
- Seven: Freedom from self-reliance
- Eight: Freedom from blame
- Nine: Freedom from fear of people
- Ten: Freedom from complacency
- Eleven: Freedom from loneliness
- Twelve: Freedom from lack of purpose

*Voices of Recovery, July 23*  
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REGION 5  
Serving areas in IL, IN, IA, KY, MI, MN, MO, ND, OH & WI

## ANNUAL CONVENTION

## REGISTRATION INFORMATION AND FORM

# FLUTTER



# INTO

# FREEDOM



BASED ON THE TWELVE FREEDOMS FOUND IN  
"VOICES OF RECOVERY" JULY 23RD  
REPRINTED WITH PERMISSION



## SEPTEMBER 4<sup>TH</sup> - 6<sup>TH</sup>, 2026

All activities are in-person and held at the  
Crowne Plaza Hotel by the Indianapolis Airport

Hosted by:  OVEREATERS ANONYMOUS.  
Midwest Crossroads Intergroup

# GENERAL EVENT PROGRAM

## Friday

10:00am-2:00pm Pre-Convention Workshop  
4:00pm-6:30pm Convention Registration  
6:00pm-7:30pm General Session #1  
8:00pm-10:00pm Bingo and Board Games

## Saturday

7:30am-8:15am Registration  
8:00am-9:30pm General Session #2  
10:00am-12:00pm Breakout Sessions  
12:00pm-1:30pm Lunch  
1:30pm-4:30pm Breakout Sessions  
5:00pm-6:30pm Dinner  
6:30pm-8:00pm General Session #3  
8:30pm-10:30pm Dance

## Sunday

**No Sunday Registration**

8:00am-10:00am Breakout Session  
10:00am-11:30am Closing Session

Marketplace  
Literature Sales  
Gift Basket Raffles  
50/50 raffle

**Keynote Speakers**- OA Steps and the Freedoms found in Voices of Recovery

**Breakout Sessions**- How to Run Hybrid Workshops, Living Sanely Through Good Times and Bad, Food Planning Through Different Stages of Life, How to Be a Newcomer, How to Prevent Relapse, How to be a Sponsor, Literature, Meditation, Tools, Traditions

**Live OA Meetings all Weekend Long!**

# PRE-CONVENTION WORKSHOP

## “Emotional Sobriety”

Join us for a workshop on Emotional Sobriety to kickstart a wonderful weekend of recovery!

Friday September 4th; 10am-2pm

Questions?

Email: [convention@mci-oa.org](mailto:convention@mci-oa.org)

# HOTEL INFORMATION

## Crowne Plaza Hotel by the Indianapolis Airport

2501 S High School Rd,  
Indianapolis, IN 46241

## Room Block is OPEN!

Special Room Rate: \$109+tax  
Thursday, September 3<sup>rd</sup>-Saturday, September 5<sup>th</sup>

- Smoke-free property
- Complimentary onsite parking
- Complimentary airport shuttle
- Fitness center
- Coffee/tea maker & Hairdryer in each room
- Workspace in each room
- Mini fridge

Hotel Check-In: 4pm  
Hotel Check-Out: 12pm

**Pre-reservation cutoff is Saturday, August 1st**

**To make your reservation:**

**Call:** 317-244-6861 and mention the OA

Convention room block

**Visit this link:** [Region 5-OA](#)

**OR Use the QR Code:**



## REGISTER BY JUN 7, 2026 FOR EARLY-BIRD PRICING

**Pre-Convention Workshop: \$65**  
“Emotional Sobriety”

Friday September 4<sup>th</sup>; 10am-2pm (lunch included in cost)

**Early Bird Registration: \$155**

Includes Convention, lunch and dinner buffets on Saturday only

**Online or mail (postmarked by June 7<sup>th</sup>, 2026)**

**Regular Pre-Registration: \$185**

Includes Convention, lunch and dinner buffets on Saturday only

**Online or mail (postmarked by August 1st, 2026)**

Quantity: \_\_\_\_\_ Breakfast Buffet Tickets \$20/each

Quantity: \_\_\_\_\_ **Additional** Lunch Buffet Tickets \$30/each

Quantity: \_\_\_\_\_ **Additional** Dinner Buffet Tickets \$50/each

Donation to Scholarship Fund: \$\_\_\_\_\_

Total Enclosed: \$\_\_\_\_\_

**After June 7th, 2026 pre-registration is closed. You must pay at the door (no meals)**

**At- The-Door Pricing:** All Weekend: **\$90**  
Saturday only: **\$60**

**Name (First and Last):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### To Register:

Go online to [www.REGION5OA.org](http://www.REGION5OA.org)  
Payment by major credit card

Detach, complete, and mail this form (1 per person) to:  
Region 5 of Overeaters Anonymous;  
P.O. Box 22175; Louisville, KY 40252  
Payment by money order or check: payable to **OA Region 5**  
*please do not send cash*

# REGION 5 FUNDRAISERS

Marketplace.  
Literature Sales  
Gift Basket Raffles  
50/50 raffle

## OA's Responsibility Pledge:

"Always to extend the heart  
and hand of OA to those who  
share my compulsion, for this  
I am responsible."

Your support of Convention fundraisers  
helps OA carry the message to other  
compulsive eaters!

## PRE-CONVENTION WORKSHOP

Join us for a pre-  
convention morning/  
afternoon workshop on  
Friday September 4<sup>th</sup>  
to kickstart a wonderful  
weekend of recovery!

More details to come!

## THE TWELVE FREEDOMS OF OA

*For many of us, this freedom came when we  
took Step Three and turned the entire  
problem over to our Higher Power.*

*– The Twelve Steps and Twelve Traditions of  
Overeaters Anonymous, p. 20*

The Twelfth Step of Overeaters Anonymous  
talks about the qualities we gain as a result  
of working the Twelve Steps, but the word  
freedom appears so many times in all of our  
literature, I began to think about the  
freedoms from my disease I gained by  
working each of the Steps of Overeaters  
Anonymous:

- One: Freedom from the obsession with food
- Two: Freedom from insanity and  
hopelessness
- Three: Freedom from the bondage of self
- Four: Freedom from dishonesty
- Five: Freedom from isolation
- Six: Freedom from running the show
- Seven: Freedom from self-reliance
- Eight: Freedom from blame
- Nine: Freedom from fear of people
- Ten: Freedom from complacency
- Eleven: Freedom from loneliness
- Twelve: Freedom from lack of purpose

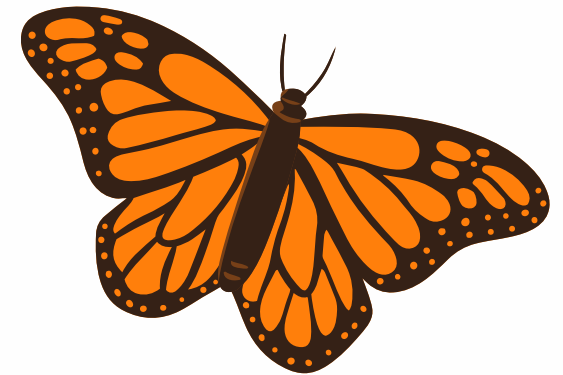
*Voices of Recovery, July 23*  
Reprinted with permission

Sponsored by:  **OVEREATERS  
ANONYMOUS®**  
**REGION 5**  
Serving areas in L, IN, IA, KY, MI, MN, MO, ND, OH & WI

## ANNUAL CONVENTION

**FLUTTER  
INTO  
FREEDOM**

**SEPTEMBER 4<sup>TH</sup> - 6<sup>TH</sup>, 2026**



*BASED ON THE TWELVE FREEDOMS FOUND IN  
"VOICES OF RECOVERY" JULY 23RD  
REPRINTED WITH PERMISSION*

**All events are in-person**

**HOSTED BY:**

 **OVEREATERS  
ANONYMOUS®**  
Midwest Crossroads Intergroup

# GENERAL EVENT PROGRAM

- **Keynote speakers modeling lives of recovery**
- **Levels of service panels**
- **Opportunities to find a sponsor**
- **Writing tools workshops**
- **Live meetings throughout ALL of convention**
- **Recovery-centered crafts**
- **How to adapt a food plan to life's changes workshop**

# HOTEL INFORMATION

**Crowne Plaza Hotel**  
 by the Indianapolis Airport  
 2501 S High School Rd,  
 Indianapolis, IN 46241  
 (317) 244-6861

**Benefit from special room block rates by booking before August 1st !**

Room rates \$109 + taxes and fees  
 Thursday September 3 to  
 Saturday September 5

- Smoke-free property
- Complimentary onsite parking
- Complimentary airport shuttle
- Fitness center
- Coffee/tea maker & Hairdryer in each room
- Workspace in each room
- Mini fridge

Hotel Check-In: 4pm  
 Hotel Check-Out: 12pm

Call **1 877 2 CROWNE (1 877 227 6963)**  
 or visit the Crowne Plaza  
 Indianapolis-Airport website to register!

# REGISTRATION INFORMATION

Friday Pre-Convention Workshop (includes lunch)	\$65
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Convention Registration Fees	
Early-Bird Pricing (register before August 1st)	\$155
Regular Pricing (on or after August 1st)	\$180
Optional Breakfast Add-On (Fee per breakfast)	\$20 (+gratuity and taxes)
Walk-In Pricing (no meals included)	\$105

More registration information and ways to register will be available at [region50a.org](http://region50a.org)

## THE POWER OF WE: Unity and Specific Focus Groups

**Background: R5 disruptive member alienation and the AQ motion.**

**The Question:** Do specific focus groups strengthen or weaken unity? How? As groups form do we ever draw the line? Where is the line? Is there a line? How do we maintain unity while sub-dividing? Consider specific focus groups in light of one of the traditions below and report back to the group as a whole.

*Our primary purpose* in Overeaters Anonymous is to abstain from compulsive eating and to carry the message of recovery through the [Twelve Steps of OA](#) to those who still suffer.

“The Unity with Diversity Committee’s primary concern is that all OA members, in all meetings, feel safe while sharing their experience, strength, and hope and are not told that their share is an outside issue. Everyone needs to be able to share at meetings about factors in their lives that could cause them to act out with food.” (*What is an Outside Issue Letter: July 11, 2023*)

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

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

### 1994b Amended 2008 and 2023.

It was adopted that:

Overeaters Anonymous recognizes the existence of specific-focus meetings comprised of persons with similar attributes. For a list of these meetings, see the oa.org [Find a Meeting page](#). According to the Traditions, bylaws, and policies of OA, the only requirement for membership is a desire to stop eating compulsively. Therefore, we ask each person attending a meeting to respect and consider the group conscience of the whole Fellowship and welcome and give a voice to any person who has a desire to stop eating compulsively.

*Attribute: 1.a quality or feature regarded as a characteristic or inherent part of someone or something.*

## **Tradition 1: Unity**

**Our common welfare should come first; personal recovery depends upon OA unity.**

“Thus, the unity of OA is a matter of life and death to us.” (pg. 92)

“If we as individuals did not value the common welfare of the Fellowship above our own personal viewpoints, OA would soon split into argumentative factions and would lose the strength that comes from our union of many.” (pg. 92)

“OA is a place where every member has ample opportunity to share.” (pg. 92)

“Unity does not mean uniformity.” (pg. 95)

## **Tradition 4: Autonomy**

**Each group should be autonomous except in matters affecting other groups or OA as a whole.**

“Groups should not do anything that will injure other OA groups or OA as a whole.” (pg. 113)

“...are considered a group, as long as that group has no other affiliations...” (pg. 114)

“Living by the Fourth Tradition in OA means learning to act autonomously, even as we live in harmony with others.” (pg. 117)

*Affiliation: 1. the state or relation of being closely associated or affiliated with a particular person, group, party, company, etc.*

## **Tradition 10: Neutrality**

**Overeaters Anonymous has no opinion on outside issues; hence the OA name ought never be drawn into public controversy.”**

“OA has no opinion on Christianity or any other religion or spiritual belief...” (pg. 152)

“Ridicule and disrespectful comments about religions, diets, political beliefs, and other matters have absolutely no place in OA meetings.” (pg. 153)

“Do we concentrate on our common bonds, rather than our differences?” (pg. 155)

## **Tradition 12: Anonymity**

Anonymity is the spiritual foundation of all these Traditions, ever reminding us to place principles before personalities (Tradition Twelve).

*Anonymity: lack of outstanding, individual, or unusual features; impersonality, not named or identified, lacking individuality, distinction, or recognizability.*

“We cease all attempts to use OA to promote our favorite outside issues and enterprises.” (pg. 163)

“To be anonymous in OA means to be one among many..” (pg. 164)

“When we keep the twelfth tradition no one person or group of people is ever given special status in OA.” (pg. 166)

R5 Spring 2026 Assembly

Friday Evening Workshop

Juliette R. Trustee Liaison

# How Robert's Rules Changed for Virtual Meetings

A 3-minute briefing for chairs and boards

# Same principles, clearer procedures

### What stayed the same

Majority rule, protection of minority rights, one speaker at a time, and the chair recognizing the floor.

### What had to change

In-person cues (hands, standing votes, counting heads) became platform features (queues, polls, participant lists).

### Practical takeaway

- Adopt rules that define how to be recognized, make motions, and vote online.
- Make verification (quorum, vote counts, access) explicit instead of informal.

# Electronic meetings must be authorized

In many organizations, the bylaws (or special rules) must explicitly allow virtual meetings.

### What electronic-meeting rules usually specify:

- Who can meet electronically (board, committee, full membership).
- How notice is given and how members authenticate/enter the meeting.
- What counts as “present” and how quorum is verified.
- What tech features are required (real-time audio, ability to seek recognition, etc.).

## Recognition, motions, and debate go digital

### Recognition

Replace “stand / raise hand” with a platform method: raise-hand button, queue, or chat request. The chair still recognizes the floor.

### Motions & seconds

Motions are stated and restated by the chair as usual. Seconds can be spoken or acknowledged via chat—then confirmed on the record.

### Chair tip: keep it visible

- Restate every motion clearly and display it (screen share or chat pin) before debate and before voting.
- Use a consistent speaking order to avoid “who said that?” moments.

# Voting + quorum need verifiable methods

### Common virtual-meeting approaches:

- Quorum: confirm via participant list or roll call before business.
- Voting: polls for counted votes; roll call for high-stakes or when verification matters.
- Challenges: define how votes are verified (re-poll, roll call, or audit trail).
- Tech disruptions: specify what happens if someone drops during a vote or cannot be heard.

# Bottom line

**Robert's Rules didn't change its goals—virtual meetings changed what must be spelled out.**

### 30-second chair checklist

- Confirm authorization and required platform features.
- Explain recognition (raise-hand/queue) and how to make motions.
- Verify quorum and announce the voting method before business.
- State how tech issues and vote challenges will be handled.

Reference: Sample Rules for Electronic Meetings (Robert's Rules Association)



**DELEGATE SUPPORT FUND APPLICATION**

Our intergroup requests assistance from the Region 5 Delegate Support Fund in order to send a delegate to the annual World Service Business Conference in Albuquerque, New Mexico, USA.

<b>Please – Print Legibly Intergroup Name</b>	<b>Intergroup #</b>
<b>Address</b>	<b>Region #</b>
<b>City</b>	<b>State/Province</b>
<b>Country</b>	<b>Postal Code</b>
<b>Contact Name</b>	<b>Telephone #</b>
<b>Address</b>	<b>Email Address</b>
<b>City</b>	<b>State/Province</b>
<b>Country</b>	<b>Postal Code</b>
<b>Delegate Name</b>	<b>Delegate Telephone #</b>
<b>Intergroup Officer Signature/Title</b>	<b>Delegate Email Address</b>

Has the intergroup ever sent a delegate to WSBC?      Yes    No    If “Yes,” when? \_\_\_\_\_  
 Has the applying delegate ever attended WSBC?      Yes    No    If “Yes,” when? \_\_\_\_\_  
 Will the applying delegate be your only WSBC delegate this year?    Yes    No  
 Does the intergroup attend Region 5 Assembly?      Yes    No  
 Has the intergroup also applied to World Service for delegate support?    Yes                      No

**SUPPORT FUND TABULATION TABLE (IMPORTANT!)**

Delegate’s estimated total expenses for WSBC 20xx: (itemize on page 5)	\$ _____
Less amount contributed by the intergroup:	\$ ( _____ )
Less amount contributed by other sources: (neighboring intergroups, fundraising, etc.)	\$ ( _____ )
Amount of money requested from Region 5 Delegate Support Fund:	\$ _____

**(NOTE: Intergroup must attach the latest financial statement in order for the application to be considered. The form provided on page 6 may be helpful.)**



**ESTIMATED DELEGATE EXPENSES**

Expenses: Lesser of Airfare or Mileage (at current IRS rate)	\$ _____
Long-term parking	\$ _____
Transportation to/from hotel (shuttle)	\$ _____
Hotel Room *	\$ _____
Food *	\$ _____
Registration fee (\$119)	\$ _____
Other (please itemize expenses by attaching a separate sheet)	\$ _____
<b>TOTAL:</b>	<b>\$ _____</b>

\*Funding is based on the delegate sharing a room with at least one other delegate. If the delegate chooses to room alone, he/she is responsible to pay the difference between the cost of a single room and half of a shared room. Estimated lodging for five nights, double occupancy (including taxes) is \$395 per person. Estimated meals for five days are \$245.

**FOR REGION 5 BOARD USE ONLY**

Date intergroup last represented at WSBC: \_\_\_\_\_

Date last funded: \_\_\_\_\_

Agenda Questionnaire returned in prior years:                       YES                       NO

Application:                       Approved                       Denied                       Wait List

Reason denied: \_\_\_\_\_

Intergroup / delegate contacted by: \_\_\_\_\_

**Completed Application must be received by Region 5 no later than September 30th.**  
 Region 5 Treasurer  
 PO Box 22175  
 Louisville, KY 40252



**INTERGROUP’S FINANCIAL STATEMENT**

A financial statement for the period January 1, 2022 through August 31, 2022 must be included with your application for funds. The format below may be used.

Cash on hand January 1, 2022	\$ _____
Plus: Income received: Contributions	\$ _____
Fundraisers	\$ _____
Sales	\$ _____
Other	\$ _____
Less: Expenses paid: Rent	\$( _____ )
Utilities	\$( _____ )
Newsletter	\$( _____ )
Travel	\$( _____ )
Literature	\$( _____ )
Other	\$( _____ )
Cash on hand August 31, 2022	\$ _____
Minus amount of prudent reserve:	\$( _____ )
Please list any other outstanding financial commitments:	\$ _____
	\$ _____
	\$ _____
Total available cash on hand August 31, 2022	\$ _____