

REGION 5 POLICIES & PROCEDURES

I. REGION 5 GENERAL POLICIES

A. Date and Location of assemblies

1. The Region 5 assembly will be held the second Saturday of March, July, and November. If the second Saturday conflicts with a US or Canadian major holiday or a scheduled BOT meeting/WS Convention, or the availability of the meeting site, the date will be moved to the first or third weekend.
2. Merrillville, IN will be the central location beginning with the year 2013 or sooner for the March and November assemblies. The July assembly location may rotate to different areas of Region 5 beginning July 2014.
3. A hosting intergroup will be solicited by the vice chair from all intergroups within the following areas for each assembly:
 - a. During even numbered years: Michigan, Ohio and Southwestern Ontario/Kentucky
 - b. During odd numbered years: Wisconsin, Indiana and Illinois within Region 5.
4. The hosting intergroup will
 - a. Provide volunteers to serve at the registration table on Friday evening and Saturday morning
 - b. Coordinate the Saturday night OA meeting.
 - 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 Intergroup Outreach Committee will provide a leader for this meeting. (See suggested format on page C-11.)
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. Lunch at the assembly will be paid by Region 5 for all Region representatives and voting alternates provided that registrations are received by the deadline.
4. Region 5 will pay for the Region 5 trustee'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 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, page C-12.)
6. The Saturday night open OA meeting will be facilitated by the hosting intergroup. (See suggested format on page C-12.)
7. Each officer is responsible to register for each Region 5 assembly but hotel reservations for officers are made by the vice chair.

C. Elections

1. Application Procedure for Region 5 Officer:

- a. Application forms shall be sent out with each scheduled assembly agenda.
- b. Completed application forms must be received by the Nominating Committee chair 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 strongly suggested that applicants have regular access to e-mail.
2. Elections shall be held during the afternoon 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 and mails the minutes of that assembly before the duties of that office cease.
 - b. The outgoing Treasurer shall satisfy the Bylaws provisions of Article VI, Section B, Item 4-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 shall take place simultaneously on one printed ballot listing all nominees with spaces for write-ins. Space shall be provided next to each name for a yes or no vote.
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 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 (2).
 - d. Notification of affirmation process results shall be sent to Region 5 intergroups.

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.

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. Assembly materials, including Region 5 business reports and information, will be available at registration Friday night and Saturday morning. Only essential 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 or an intergroup.
6. Registrations for assemblies are not refundable.
7. Registrations for conventions are not refundable after posted deadline.

F. Region 5 Convention

1. The Convention Committee is to be made up of at least one person from each state and province when possible.
2. Region 5 Convention expenses are paid for the current chair, Region treasurer, and the current convention chair. (After the election assembly, the new chair is the current chair. The new treasurer is the current treasurer.) One of the complimentary rooms negotiated with the hotel is to be used by the convention chairperson.
3. A set of all Region 5 Convention recordings will be purchased and placed in the Region 5 Library. This can be a negotiation point with the recording service.
4. Only U.S. funds will be accepted.
5. Any profit from the convention is to be split: 25% to the hosting intergroup(s) and 75% to Region 5.
6. 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.
7. Convention speakers must have a minimum of one (1) year of current, continuous abstinence.
8. 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 three 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. Each Region 5 standing committee or ad hoc committee should have a representative from each state and province when possible. The Region 5 chair will appoint such people if necessary for these committees: Emergency New Business, Nominating, and Finance.
2. Each committee must meet at least once during the assembly.
3. 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.
4. 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.
5. Committee budget requests shall be given to the Finance Committee chair at the July assembly.
 6. Committee chairs are responsible to keep a current statement of purpose for their committee and to develop and prioritize their own agendas.
 7. Committee chairs shall maintain written and/or telephone contact with committee members when appropriate.
 8. Each committee may recommend to the Region 5 chair an individual to be appointed as next committee chair.
 9. Committee chairs will meet with the Region 5 chair prior to and immediately following the assembly.
 10. To offer consistent and efficient functioning, committee appointments will be for a one-year term.

H. Committee Purpose

1. Bylaws Committee: Keep the Policies and Procedures Manual, Region 5 Bylaws and the Standing Rules pertinent and current.
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. Emergency New Business Committee: Provide a mechanism for critical new business motions to be processed at Region 5 assemblies without complying with procedures in the bylaws and standing rules.
4. Finance Committee: Prepares the annual budget for approval at the last assembly of the year and manages the investment and use of funds of the prudent reserve. This includes maintenance of bank accounts at a level to avoid transaction fees. The Region 5 vice chair serves as chair of this committee and the treasurer serves in an advisory capacity.
5. Intergroup Outreach Committee: Provide information to intergroups and unaffiliated groups.
6. **Newsletter** Committee: (Housekeeping update 1-27-15)
 - a. The name of the newsletter is FREEDOM FROM BONDAGE.
 - b. Region 5 will not publish any events in the newsletter that contain Tradition violations.
 - c. The date and place of the next assembly will be published.
 - d. Committee will set deadlines for submissions and inform body of this date.
 - e. The newsletter will be available on line via the Region 5 website. Hard copy subscriptions are no longer available.
7. Nominating Committee: Seek out qualified members who are willing to serve as Region 5 officers. A Nominating Committee will be appointed by the Region 5 chair at the first two scheduled assemblies each year. This committee shall be chaired by the Region 5 secretary 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.
8. Public Information/ Professional Outreach (PI/PO) Committee:
 - a. Take such public information and professional outreach actions as are appropriate or possible on a regional basis rather than on an intergroup basis.

- b. Distribute and keep updated materials and information. Provide a forum for new ideas to help intergroups and other interested individuals carry the OA recovery message to professionals, institutions, clergy, health care professionals, health care institutions, correctional institutions, and military personnel (both on and off military bases).
- 9. Twelfth Step Within Committee:
 - a. Purpose:
 - 1) To help carry the OA message of recovery to those who still suffer within the OA fellowship.
 - 2) To deal with relapse and issues of membership retention, offering the message of hope.
 - 3) To encourage OA members to maintain recovery and prevent relapse.
 - b. Activities:
 - 1) Distribute materials helpful to the recovery process (individual members, intergroups, region and others).
 - 2) Maintain the Region 5 audio files in any form.
 - 3) Maintain the Region 5 Speaker List.
 - 4) Strengthen sponsorship.
 - c. Service:
 - 1) Being well ourselves.
 - 2) Giving service, sponsorship and friendship
 - 3) Encourage membership retention.
 - 4) Attending meetings and OA events.

II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND REPRESENTATIVES OF REGION 5

- A. All officers' expenses are to be paid by Region 5. It should not cost the officer to serve as an officer. Expenses shall include but not be limited to:
 - 1. Travel: All officers are to be reimbursed for all of their travel expenses to and from Region 5 assemblies. (If an officer is traveling with another intergroup, it is suggested they share expenses.)
 - 2. Personal Auto: Region 5 follows IRS guidelines for mileage reimbursement plus all tolls and parking fees.
 - 3. Vehicle Rental: Region 5 will reimburse an officer for the use of a rental vehicle, tolls, and parking fees.
 - 4. Air: Region 5 will reimburse airfare for an officer to get to and from the assembly. An officer may elect to travel by air when the site of the assembly is in excess of 250 miles from the officer's home, or when a medical condition exists, or a business or personal schedule conflict occurs.
 - 5. Meals: Officers are budgeted up to \$40.00 per day for each assembly. The chair and treasurer are budgeted up to \$40.00 per day for the convention.
 - 6. Communications: All communications required to carry on the duties of the officer are to be reimbursed by Region 5. Officers are allowed to make personal calls not to exceed ten minutes per day when traveling on OA business.
 - 7. Lodging: Region 5 will provide officers with individual rooms with the provision that, when possible and appropriate, the officers will share the room with another person who will be responsible for one-half the room cost and personal incidentals.

8. 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.
- B. All bills/receipts should be sent to the Region 5 Treasurer within 30 days of expenditure with an expense form for payment.
- C. All officers will be bonded.
- D. All officers shall attend the Intergroup Sharing Meeting whenever possible.
- E. 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.
- F. 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 professional parliamentarian.
 - e. May call emergency business meetings if and when necessary.
 - f. Perform duties as designated by the Region 5 Assembly.
 2. Region Committees
 - a. Serve as ex-officio member of all committees.
 - b. Either confirms or denies appointment of Region 5 committee chairs subsequent to consultation with committees or appointed region representatives.
 - c. Time permitting, visits each Region 5 committee during assemblies.
 - d. Meets with committee chairs prior to the start of and immediately after the closing of the Saturday general business session and at other times as might become necessary.
 3. Region Convention
 - a. Serves as liaison with Region 5 officers and Convention Committee.
 - b. Checks to assure convention dates do not conflict with World Service Office meeting, Regional Chairs Committee meetings, and local, national or religious holidays.
 - c. Consults with Convention Committee and/or hosting intergroup about convention site and visits site.
 - d. Reviews and approves hotel contract.
 - e. Attends convention.
 4. 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.
 5. Management
 - a. Oversees the signing of all trustee 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

- d. the objectives of the region in an effective and timely manner.
 - d. Maintains ongoing communication with the Region 5 trustee.
 - 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.
6. 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.

G. 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. Serves as chair of the Finance Committee.
 - e. Serves as liaison between assembly hotel and Region 5.
 - f. Prepares the annual Region 5 budget prior to the November assembly.
 - g. Performs duties as designated by chair.
- 2. Assembly Hotel Selection and Related Responsibilities
 - a. Researches and selects hotel sites for Region 5 assemblies. Makes a personal inspection, if necessary.
 - b. Signs contract with hotel on behalf of Region 5.
 - c. Makes reservations for region officers at the assembly hotel and advises officers of arrangements.
 - d. If available, obtains hotel forms and/or other hotel promotional material to be forwarded to the Region 5 secretary for distribution to region representatives and/or alternates.
 - e. Notifies assembly hotel of number of luncheon participants.
 - f. Periodically checks with hotel to ensure no unexpected events have occurred that would interfere with holding the assembly at the site.
 - g. Assists Intergroup Outreach and Twelfth-Step Within committees with their responsibilities at the assembly.
 - h. Authorizes payment of the hotel bill after review with the region treasurer.
 - i. Solicit a hosting intergroup per **Region 5 Policies and Procedures**, Section IA, Item 3.
- 3. Management
 - a. Orders and maintains an inventory of necessary materials and publications for use in the orientation meetings for new region representatives and alternates. This includes parliamentary procedures books and "*The Twelve Concepts of OA Service*" (pamphlet) which will be provided to all new region representatives and alternates.
- 4. Other Functions.
 - a. Performs other region responsibilities in the absence of the chair, as needed.
 - b. Shall conduct workshops as in Section E under Responsibilities and Duties of

the Officers and Representatives of Region 5.

H. Duties of the Region 5 Secretary

1. Region Assembly
 - a. Records minutes of Region 5 assemblies and executive board meetings and collects all reports.
 - b. Maintains mailing list of intergroups and region representatives with current phone numbers, postal and email addresses.
 - c. Makes above list available to region board and newsletter editor and is included in the minutes of each assembly.
 - d. Updates mailing list at Region 5 assemblies and distributes at following assembly.
 - e. Assembles minutes and all reports; produces and distributes same along with the updated mailing list to all intergroups and region representatives.
 - f. Gives notice of Region 5 assemblies.
 - g. Assembles, emails or mails packet consisting of:
 - 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 form with pre-addressed envelope when email address is unavailable.
 - 11) Any other current pertinent information.
 - h. Prepares sign-in sheets, name tags, and committee member lists for registration at each assembly.
 - i. Prepares a list of new region representatives and sends to trustee.
 - j. Receives assembly registration forms with checks and forwards checks to Region 5 treasurer to deposit.
 - k. Perform duties as designated by chair.
2. Management
 - a. Maintains legal, historical and current files:
 - 1) Bylaws.
 - 2) Minutes and reports.
 - 3) Standing Rules for Region 5 Assemblies.
 - 4) Letterhead, logo and other original forms.
 - 5) Handbooks, guidelines and other materials produced by Region 5.
 - 6) Correspondence pertinent to Region 5.
 - 7) Other pertinent records.
 - b. Keeps and maintains computer, printer, and tape recorder and other such equipment as needed.
3. Other Functions
 - a. Chairs Nominating Committee.

- b. Answers mail, email and phone calls and initiates correspondence as needed.
- c. Shall conduct workshops as in **Region 5 Policies and Procedures** Section II E, Responsibilities and Duties of the Officers and Representatives of Region 5.

I. 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 in books provided for that purpose.
 - 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 checkbook monthly, has checkbook audited monthly for insurance purposes, and submits checkbook for audit at each assembly.
 - g. Sign all checks and orders for the payment of money, which shall be countersigned by another officer of Region 5.
 - 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.
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 in an advisory capacity.
 - b. Attends meetings as an ex-officio member.
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** Section II E under Responsibilities and Duties of the Officers and Representatives of Region 5.
- 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.

J. Responsibilities of the Region 5 Representatives and/or Alternates

- 1. Assemblies
 - a. Completes and mails assembly registration form by deadline.
 - b. Brings Region 5 Policy and Procedures Manual 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.
- 2. Region 5 Policy and Procedures Manual
 - a. Update the Region 5 Policy and Procedures Manual as material is provided.
 - b. Shall transfer manual and other materials to successor upon completion of Region 5 representative term.
- 3. Other Functions
 - a. Send intergroup minutes and newsletter to the Region 5 chair. Send event announcements to Region 5 Trustee. Once an event announcement has been approved by the Trustee, the intergroup may send the announcement to the Region 5 webmaster for posting on the website.
 - b. Be knowledgeable of the Twelve Traditions, Twelve Concepts and the **Region 5 Policy and Procedures** manual.
 - c. Keep the Region 5 secretary informed of any changes in mailing addresses, phone numbers, or e-mail addresses.

K. There shall be a Region 5 webmaster selected by the chair. The duties of the webmaster shall include:

- 1. Maintaining the Region 5 website.
- 2. Attending all Region 5 assemblies as a non-voting representative. The webmaster's attendance at all Region 5 assemblies will be funded at the same rate as Region board members.

L. 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 at the end of the July assembly that they may submit applications.

- b. If adequate funding is available, region delegates should attend the Region 5 March 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 November assembly.
 - d. If there is a vacancy between the time of the November assembly and WSBC, the board may appoint members to fill the position(s).
- 3. Application and Selection Process
 - a. Applicants will file a written application.
 - b. Applications shall be submitted to the Region 5 board 30 days before the November Region 5 assembly in the year(s) Region 5 is eligible to send delegates.
 - c. The board will screen applications to determine eligibility and then select delegates by a random drawing.
 - d. The term of service of the Region 5 WSBC delegate(s) shall be one year.
- 4. Responsibilities
 - a. Complete paperwork required of WSO to attend WSBC (including approval signatures.)
 - b. Commit to attend all sessions at WSBC.
 - c. Participate in a committee at WSBC and throughout the following year.
 - d. Submit a written and oral report to their home intergroup.
 - e. Write an article for "Freedom from Bondage" sharing their personal experiences as a delegate to WSBC. (Articles are due the first of the month preceding the assembly.)
 - f. Submit an expense report to the Region 5 treasurer complete with all receipts for reimbursement. (Region 5 will be responsible for half the room cost.)

M. Region 5 Delegate Support Fund

Region 5 currently provides financial assistance to intergroups wishing to attend Region 5 assemblies. A similar Region 5 fund has been established for intergroups to request financial assistance to send a delegate to WSBC. (WSBC also maintains a Delegate Support Fund; information available at oa.org.)

- 1. Funding
 - a. Region 5 will budget \$1000 annually to assist intergroups in sending a delegate to WSBC.
 - b. If funding is awarded, the delegate should attend the Region 5 March Assembly preceding WSBC.
- 2. Applicants
 - a. The intergroup requesting assistance should complete the Region 5 Delegate Support Fund Application (procedure and application available on the Region 5 website).
 - b. The selection process is outlined in the procedure available on the Region 5

website.

3. 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.
 - 1) 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.)
- b. Complete paperwork required by WSO to attend WSBC (including approval signatures).

III. INTERGROUP SHARING MEETING SUGGESTED FORMAT

The Intergroup Outreach Committee 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. Announce the 7:30 am Saturday meeting for committee chairs.
- G. Close with the Serenity Prayer, the Third Step prayer, the Seventh Step prayer, or the OA Promise.

IV. SUGGESTED FORMAT FOR OPEN OA MEETING

The hosting intergroup is responsible for the content of the Saturday night meeting.

- A. Leader opens with the Serenity Prayer
- B. Have someone read "Our Invitation to You."
- C. Have someone read the "Twelve Traditions."
- D. Close the meeting with the Serenity Prayer or the OA Promise.
- E. Appoint a timer to limit pitches to three minutes.

V. INSTRUCTIONS FOR LEADER OF FIRST TIME REGION 5 REPS ORIENTATION MEETING

A. Introductions

- 1 Go around the room and have everyone say his/her name and what intergroup he/she represents. Include city and state if not in name of intergroup.
- 2 Share about how you felt at your first assembly (briefly) and how long you

have been attending Region 5 assemblies (10 minutes).

B. Format of Assembly Weekends

1. Go over agenda and what will happen specifically at the assembly (elections, presentations, etc).
2. Tell Region representatives about committees and responsibility of serving on a committee.
3. Remind Region representatives of the open meeting or other event in the evening after the assembly.
4. Suggest Region representatives get a sponsor during the assembly.
5. Remind Region representatives of the importance of writing and presenting a report to their intergroup when they return.

C. Booklets available from Region 5

1. The ***Policies and Procedures Manual of Region 5*** 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***