

Move to amend the Region 5 Policies and Procedures, II, J (Responsibilities of the Region 5 Representatives and/or Alternates) on p C10 as follows:

**Present wording:**

**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.

**Proposed wording:**

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

1. Assemblies
  - a. ~~Completes and mails assembly registration form by deadline.~~ Registers for the assembly before the deadline.
  - b. Brings Region 5 Policy and Procedures Manual Handbook and other pre-assembly documents to all assemblies (in hard copy or electronic form).
  - c. Attends and participates at Region 5 assemblies. The Region representative shall be present during all business sessions and shall participate in committee work as assigned during and between assemblies.
  - 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~~ Handbook
  - a. Update the Region 5 ~~Policy and Procedures Manual~~ Handbook as material is provided.
  - b. Shall transfer ~~manual~~ handbook and other materials to successor upon completion of Region 5 representative term.
3. Other Functions
  - a. Have access to email. The representatives are responsible for sharing electronic notices from Region 5 and OA WSO with their IG and/or local fellowship.
    - ~~a. b.~~ Send intergroup minutes, meeting schedule, and newsletter to the Region 5 chair. The chair shall forward these to the webmaster, as appropriate, for posting.
    - ~~c.~~ 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. The trustee shall then forward them to the webmaster, as appropriate, for posting.
    - ~~b. d.~~ Be knowledgeable of the Twelve Traditions, Twelve Concepts and the ~~Region 5 Policy and Procedures~~ manual Region 5 Handbook.
    - ~~e. e.~~ Keep the Region 5 secretary informed of any changes in mailing addresses, phone numbers, or e-mail addresses.

**Submitted by:** \_\_\_\_\_

**Intent:** To change the P & P to reflect and clarify current practice.

**Implementation:** Changes would be made to the official copy of the Policies and Procedures. The former P & P should be replaced by the updated one in the Region 5 Handbook by representatives before the next assembly.

**Cost:** Nominal

**Rationale:** For I, J, 1a: Registration for assemblies is not always accomplished through the US mail. The more general wording allows for changes in registration procedures.

**For II, J, 1b, 2a&b, and 3b( changed to 3d):** The Region 5 Handbook contains more than just the P&P and each representative is expected to have and maintain said handbook.

**For II, J, 1c:** Committee participation is an expectation of representatives that was not previously listed in this document.

**For the new II, J, new 3a:** Much of Region 5's business and dissemination of information is accomplished through email between assemblies. It is important that this information is passed on to the respective IGs.

**For II, J, 3a (new 3b&c):** To clarify the current method for posting intergroup newsletters, minutes, and events on the Region 5 website.