

Tips for Region 5 Representatives:

General Tips:

1) Options for 7th Tradition giving:

- a. Please contribute directly to your face-to-face meetings. That money is used for rent and literature for that meeting, as well as shared with the local intergroup, Region 5, and World Service.
 - b. Contributions may also be made to your intergroup, Region 5, and/or World Service directly. Contributions may be made through online or mailed in payments. Donation forms and/or online donation options are usually posted on the service body's website. If the contribution is to be credited to a meeting or service body, please include the number of that meeting or service body.
 - c. Please make contributions for virtual meetings that you attend, using the meeting's number so that that meeting is credited for the contribution.
 - d. We each have the option of additional automatic contributions to OA at the World Service level through oa.org.
 - e. Give as you are able. Give often and as if our life depends on it, because it does.
- 2) Consider **carpooling** with other intergroups to travel to region assembly, as it rotates around the region.
 - 3) Use precise, simple, and positive language when **writing motions** and the appropriate motion format/form as posted on region5oa.org on the Forms page
 - 4) The **OA Promise** is not a prayer, but a pledge to each other. It can be particularly meaningful to look into each other's eyes while reciting it.
 - 5) There was a time when our region was labeled Region V. That has changed. We are now known as **Region 5**. If you see Region V anywhere in current documents or correspondence, please ask that it be changed to Region 5.
 - 6) **Region 5 addresses** change with rotation of service. The general Region 5 PO box (where 7th tradition is sent) usually changes when a new treasurer is elected. The address for assembly registration and applications for officer changes with the secretary. And the address for convention registration is different for each convention.

Registration for assembly:

- 1) When registering for assembly, you are asked to indicate your role at assembly.
 - a. A **Representative** has full privileges/responsibilities to participate in the assembly, including working on committees, being able to speak and vote during business sessions, and reporting back to the Intergroup.
 - b. An **Alternate Representative** has all the privileges/responsibilities of a representative, EXCEPT they cannot vote UNLESS filling in for one of the representatives for that intergroup who is unable to serve in that way.
 - c. A **Non-Voting-Representative** has no vote, but otherwise has the privileges/responsibilities of a representative.
 - d. A **Visitor** has no voice and no vote in business sessions, but may participate in committee meetings and do other service.
- 2) **Assembly registration** may be done online or via US mail. When using US mail, send your registration and check directly to the secretary at the address on the form. Be aware that that address changes when the secretary moves or rotates out of office.
- 3) **Committee selection** during registration does not guarantee a particular committee assignment. It is preferable to serve on the same committee for 3 or more assemblies, but please be flexible. Sometimes the region business is better served by assignment changes. *(Note: The convention committee is made up of members of the hosting IGs)*
- 4) Due to **Health Department Codes**, we are not allowed to bring our own food in to the luncheon room. Therefore, if you have special food needs that you feel will not be provided for on our menu, please discuss that with the Region 5 Vice Chair as soon as possible once registration has started.
- 5) Rooms reservations in the Region 5 room block help defray the cost of the meeting rooms. Part of being self-supporting is being sure your room is reserved using the information given in Packet A.

Before assembly:

- 1) It is helpful to provide the hotel with the names of all who are sharing a room so all **roommates** can access the room independently.

- 2) A copy of the **credentials report** is sent out in the 2nd assembly packet (the “B” packet). The number of meetings registered for each intergroup (IG) determines the number of votes that IG is eligible to have during our business meeting. *If the number of meetings listed for your IG is incorrect, contact the Region 5 trustee (region5trustee@gmail.com) ASAP to get it corrected.*
- 3) The **minutes and the officer reports** will not be read during the assembly. Please review these before assembly and be ready with your questions for the Saturday morning business session.
- 4) It is important that you **have documents** to refer to during the assembly. It is expected that you will have your up-to-date Region 5 Handbook and any other documents you may need, either in hard copy or electronic form.
- 5) Before each assembly, there are two packets sent out to the Region 5 email list:
 - a. **Packet A** generally includes the following:
 - i. Secretary Letter with information about assembly registration and hotel reservations, plus any changes you need to be aware of.
 - ii. Hotel information
 - iii. Assembly Registration Form
 - iv. Funding Assistance Form
 - v. Proposed Assembly Agenda
 - vi. Previous Assembly Minutes
 - vii. Region 5 Bylaws
 - viii. Region 5 Policies and Procedures
 - ix. Region 5 Convention Guidelines
 - x. Region 5 Standing Rules
 - xi. New documents: Motion, Officer Applications, Event Flyers, etc.
 - xii. Tips for R5 Representatives
 - b. **Packet B** generally includes the following:
 - i. Secretary Report
 - ii. Chair Report
 - iii. Vice Chair Report
 - iv. Trustee Report
 - v. Credentials Report
 - vi. New or changed Documents
- 6) It is important that you **prepare for assembly**. Read the documents that you receive, making notes of questions and comments you have. You will

have an opportunity to ask questions (during sessions and one to one) of officers and committee chairs regarding their reports and other issues. During sessions there will not be time to read the documents or search for what you wanted to ask. BE PREPARED, rested, alert, and focused on Region 5 business.

At Assembly:

- 1) At assembly, the **credentials report** will be taken early in the morning and afternoon sessions. This is how we determine who will be able to vote during our business sessions. A copy of the report is available for you to fill in along with the vice chair. In the morning session, reps from each intergroup will stand and identify themselves. In the afternoon session, they will just stand to be counted. If a representative is not present when his/her intergroup reps are counted, he/she will not be able to vote during that session.
- 2) During the assembly business meetings, the **seating arrangement** is generally as follows:
 - a. Head table: Officers, Trustee, and Parliamentarian
 - b. Front of the room: Voting Representatives (and timer)
 - c. Back of the room: Non-Voting Representatives and Visitors
- 3) After the Saturday afternoon assembly business meeting is adjourned, there is a **Good of the Order** meeting for current, out going, and new R5 officers, trustee, and committee chairs. This is a debriefing session. All others are to leave the room.
- 4) In assembly sessions, **technology** is to be used only for Region 5 business and emergency personal issues.
- 5) Take care of yourself! You have been sent to assembly to do service and represent your intergroup. To **fulfill your duties well** requires that you are present, well rested, alert, and focused.

After assembly and between assemblies:

- 1) It is your responsibility to deliver to your intergroup pertinent information from region (from assembly or emailed) as well as to be an advocate for your intergroup to the region.
- 2) The committee you served on during assembly is the committee you serve on between assemblies. Please complete any assignments in a timely manner.
- 3) **Packet C** is a post assembly packet that generally includes

- a. The previous assembly minutes
 - b. The previous assembly credentials report
 - c. Documents that were updated or distributed at the previous assembly
 - d. New/updated information, forms, and documents
- 4) **Submit articles** for our newsletter *Freedom from Bondage to R5NewsletterSubmissions@gmail.com*.
- 5) **To update intergroup information**, and submit intergroup minutes, newsletters, and meeting lists, click on the “Submit information here” link on the Intergroups page. **NOTICE the 3 REQUIRED actions for your submission to be received for consideration:**
- a. Enter required information (name and email address) ****REQUIRED****
 - b. Fill in subject and message
 - c. Attach any documents
 - d. Type in the security code shown ****REQUIRED****
 - e. Click on send ****REQUIRED****
- 6) **To submit event information or flyers**, click on “Submit an Event” on the Calendar page. **NOTICE the 3 REQUIRED actions for your submission to be received for consideration:**
- a. Enter required information (name and email address) ****REQUIRED****
 - b. Fill in subject and message
 - c. Attach any documents
 - d. Type in the security code shown ****REQUIRED****
 - e. Click on send ****REQUIRED****
- 7) **To submit a resource**, click on the “Submit a Resource” on the Region 5 Resources page. **NOTICE the 3 REQUIRED actions for your submission to be received for consideration:**
- a. Enter required information (name and email address) ****REQUIRED****
 - b. Fill in subject and message
 - c. Attach any documents
 - d. Type in the security code shown ****REQUIRED****
 - e. Click on send ****REQUIRED****
- 8) Check out the many resources available on region5oa.org. **Make sure your intergroup information is up to date!**

Please send your tips for representatives (or questions you have) to the Region 5 Secretary. Thank you for sharing your experience, strength, and hope.