

# Region 5 Policies Amendment A

**Date:** 2018-08-05

## MOVE TO AMEND:

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

Section D. Duties of the Region 5 Secretary

Paragraph 3. Other Functions

As follows:

## CURRENT WORDING

- 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*** Article II, Section E, Responsibilities and Duties of the Officers and Representatives of Region 5.

## PROPOSED WORDING

- ~~a. Chairs Nominating Committee.~~
- 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.

## SUBMITTED BY:

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## INTENT:

The Secretary no longer has the responsibility of chairing of the Nominating committee. Line a is no longer needed.

## IMPLEMENTATION:

Update the Policy and Procedure manual.

## COST:

No additional costs

## RATIONALE:

Initially the Vice-Chair agreed to chair the Nominating committee. But at the last Assembly this was not agreed to. However, the Secretary is still not chairing the committee so this needs to be removed.

## HISTORY:

This motion was previously present to the 2018 Fall Assembly as motion B where it was tabled. It had two changes in the motion. This motion is the first change in the previous version of this motion. Motion B from the 2018 Fall Assembly is being withdrawn to be replaced by this motion.

# Region 5 Policies Amendment B

**Date:** 2018-08-05

## MOVE TO AMEND:

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

Section C. Duties of the Region 5 Vice Chair

Paragraph 2. Other Functions.

As follows:

## CURRENT WORDING

- 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.

## PROPOSED WORDING

- 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.](#)

## SUBMITTED BY:

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## INTENT:

The Vice-Chair is a member of the Nominating committee and will liaison with the Region 5 Board.

## IMPLEMENTATION:

Changing the Region 5 Policy and Procedure manual.

## COST:

Minimal.

**RATIONALE:**

Initially the secretary and vice-chair have agreed to this exchange of responsibilities, where the Vice-Chair would become the chair of the nominating committee. This was tabled at the 2018 Fall Assembly because the Bylaws committee proposed an amendment to motion C which was accepted that would allow the nominating committee to pick their own chair. As such this motion is being submitted to make the Vice-Chair a member of the committee and will liaison with the Region 5 Board.

**HISTORY:**

This motion was previously submitted at the 2018 Fall Assembly as Motion A to add the line:

f. Chairs the Nominating Committee.

This motion was defeated. This new version of the motion changes the line so that Vice-Chair is only a member of the nominating committee. The committee then is free to choose their own chair which may be the Vice-Chair.

# Region 5 Policies Amendment C

**Date:** 10-20-2018

## MOVE TO AMEND:

Article I. REGION 5 GENERAL POLICIES  
Section H. Committee Purpose  
Paragraph 6. Nominating Committee:

## CURRENT WORDING

Seek out qualified members who are willing to serve as a Region 5 officer or trustee. A Nominating Committee will be appointed by the Region 5 chair at the first assembly 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, when possible.

## PROPOSED WORDING

Seek out qualified members who are willing to serve as a Region 5 officer or trustee. A Nominating Committee will be appointed by the Region 5 chair at the first assembly each year. This committee shall be chaired by ~~the Region 5 secretary vice chair~~ 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.

## SUBMITTED BY:

Bylaw Committee

## INTENT:

This is assuming the responsibilities of chair of the Nominating committee as will be appointed by the chair.

## IMPLEMENTATION:

Changing the Region 5 Policy and Procedure manual.

## COST:

Minimal.

## RATIONALE:

this motion continues to adjust the Policy and Procedure manual to align with the responsibilities from the secretary and the appointed nominating committee chair.

## HISTORY:

This motion was previously submitted at the 2018 Fall Assembly as Motion C. An amendment to the motion was present which was passed. This motion was then tabled by the assembly. No changes have been made to this motion.

# Region 5 Policies Amendment D

**Date:** 2018-08-05

## MOVE TO AMEND:

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

Section D. Duties of the Region 5 Secretary

Paragraph 3. Other Functions

As follows:

## CURRENT WORDING

- 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*** Article II, Section E, Responsibilities and Duties of the Officers and Representatives of Region 5.

## PROPOSED WORDING

- 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.

## SUBMITTED BY:

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## INTENT:

Line c is being added to correct an oversight. All of the Region 5 board members except the Secretary have some verbiage that indicates that they are to attend the Region 5 Convention.

The Region 5 Secretary is expected to attend the convention. A few years the secretary was the only officer who was not attending. A motion was passed that enabled the secretary to attend. Since this is already the expected practice, this motion includes the missing service commitment.

## IMPLEMENTATION:

Update the Policy and Procedure manual.

## COST:

No additional costs will be incurred as this is already in practice. Policy and Procedure Manual Article I.F.2 already indicates "Region 5 Convention expenses are paid for all current Region 5 officers."

## RATIONALE:

This amendment to the P&P on the Region 5 convention is just reflecting what is already expected of the Region 5 Secretary.

The Region 5 Secretary is expected to attend the Region 5 convention for the following reasons:

1. Provides the ability for the Region to meet all of the members of the Region 5 Executive board at the convention.
2. Adds another officer at the convention to help with Registration and the collection of money.
3. Adds another officer at the convention to help with breaks (IE: meal, bathroom, and speaker opportunities).
4. Add another opportunity to express our experience, strength and hope at the convention.

**HISTORY:**

This motion was previously present to the 2018 Fall Assembly as motion B where it was tabled. It had two changes in the motion. This motion is the second change in the previous version of this motion. Motion B from the 2018 Fall Assembly is being withdrawn to be replaced by this motion.

# Region 5 Policies Amendment E

**Date:** 2018-12-23

## MOVE TO AMEND:

Article II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND REPRESENTATIVES OF REGION 5  
Section B. Duties of the Region 5 Chair

## CURRENT WORDING

3. Schedules and Chairs the Summer Board/Committee Update Conference Call.
  - a. Schedules call to be held no later than the first week of August.
  - b. Provides agenda to include (at the minimum):
    1. Time for question of all reports
    2. Time for intergroup sharing
  - c. No motions or official business shall be conducted during this meeting.
  - d. Attendance shall be taken
  - e. Minutes of the call shall be made available on the Region 5 website.

## PROPOSED WORDING

3. Schedules and Chairs the Summer Board/Committee ~~Update~~ Conference Call.
  - a. Schedules call to be held no later than the first week of August.
  - b. Provides agenda to include (at the minimum):
    1. Time for questions of all Executive committee reports
    2. Time for meetings for all Business Committees and Outreach Committee of the Whole
    3. Time for reports and questions for the Business Committees and Outreach Committee of the Whole
    4. Time for intergroup sharing
  - c. No motions or official business shall be conducted during this meeting.
  - d. Attendance shall be taken
  - e. Minutes of the call shall be made available on the Region 5 website.

## SUBMITTED BY:

Region 5 Video Conference Ad-Hoc committee.

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## INTENT:

Since Region 5 has paid for the Zoom Cloud Conferencing service, we now have the ability to expand the scope of our Region 5 Summer Conference Call to include committee meetings. This adjustment changes our policy to include committee meetings at the Region 5 Summer Conference call.

## IMPLEMENTATION:

The Summer Conference call will use Zoom Cloud Conferencing to conduct the meeting. We have already purchased it to facilitate better committee meetings between Assemblies. This service includes the ability to create break-out rooms (up to 50) for committee meetings. We would start off with a general Assembly and then split to various Break-out rooms for the committee meetings.

**COST:**

Zoom Cloud Conferencing is a service Region 5 has already purchased to facilitate better committee meetings between assemblies. So technically there would be no additional cost. However the cost for the service is \$149.90 per year.

**RATIONALE:**

Video conferencing is the next best thing to actually being physically face-to-face. By using Video Conferencing our meeting will be more effective and enjoyable by all participating. Something truly intangible is added when you can see the person talking. Also committees will be able to share documents, screens, video's and share a collaboration space.

Zoom also give us tools for polling and voting but we need more time to decide if this something we would want to use and how we would use it.



# Region 5 Policies Amendment F

**Date:** 2018-12-27

## **MOVE TO AMEND:**

- I. REGION 5 GENERAL POLICIES
- B. Events at the Assembly

## **CURRENT WORDING**

- 7. Each officer is responsible to register for each Region 5 assembly but hotel reservations for officers are made by the vice chair.

## **PROPOSED WORDING**

- 7. Each officer is responsible to register for each Region 5 assembly but hotel reservations for officers are made by the ~~vice chair~~ hotel liaison.

## **SUBMITTED BY:**

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## **INTENT:**

Hotel reservations are no longer made by the vice chair. Reservations are made by the hotel liaison.

## **IMPLEMENTATION:**

This is currently being done, so nothing additional needs to be done.

## **COST:**

Nothing

## **RATIONALE:**

This motion is being put in to correct an oversight when we created the hotel liaison service position. Changing the text to "hotel liaison" only sets the intent of this paragraph to what is being done.

# Region 5 Policies Amendment G

**Date:** January 21, 2019

**To AMEND:**

Article I, Region 5 General Policies, Section A., Paragraph 2.

**CURRENT WORDING**

Article I – Region % General Policies  
Section A – Date and Location of Assemblies

2. Merrillville, IN will be the central location. Assembly locations may rotate at the discretion of the Region 5 board.

**PROPOSED WORDING**

Article I – Region % General Policies  
Section A – Date and Location of Assemblies

2. ~~Merrillville, IN will be the~~ 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.

**SUBMITTED BY:**

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**INTENT:**

Assemblies are no longer being held in Merrillville and are being held in a location still fairly central. The central location may change as conditions warrant. This amendment reflects actual practice.

**IMPLEMENTATION:**

A change to the wording in the Policies and Procedures Manual will be made by the Region 5 Secretary.

**COST:**

None

**RATIONALE:**

Merrillville, IN had been chosen as the usual location based on it being fairly central to the region, though not the true geographic center. Availability and cost of facilities requires allowing a certain degree of flexibility in choosing the location.