

Region 5 Assembly Information for Representatives and Visitors

The OA Responsibility Pledge

Always to extend the hand and heart of OA to all who share
my compulsion: for this I am responsible.

As a Region 5 Representative, it is your responsibility to deliver to your intergroup (IG) pertinent information from region (from assembly or emailed) as well as to be an advocate for your IG to the region; you represent your IG in region decisions and do service work to support the region. Region 5 has several documents that provide the guidelines within which we as an organization operate.

1. The primary and most important document is the **Region 5 Bylaws**. Our Bylaws are our organization's fundamental operating manual. This document defines our purpose, membership, basic structure, financial structure, and the roles of our elected officers. The Bylaws formalize how decisions can be made and business conducted. Some parts of our Bylaws are inherited from the Bylaws of World Service and cannot be amended by the Region. Other parts may be amended during Assembly by the voting members present at an assembly.
2. The second document is the **Region 5 Policy and Procedures (P&P)**. Our P&P expands on the Bylaws, filling in the details where our Bylaws do not. It also serves as an operation manual. It provides specifics about the various things we do and the service roles we may fill. The P&P also provides suggestions on how to conduct Intergroup Sharing, the assembly Open OA Meeting, and the First Time Region 5 Reps Orientation. The P&P can be amended during Assembly by the voting members present at an Assembly.
3. The **Region 5 Convention Guidelines** provide guidelines for how to hold a Region 5 Convention. This document is utilized by the Region 5 Convention Committee and the Region 5 Convention Hosting Intergroup. The Convention Guidelines are updated periodically as needed.
4. The **Region 5 Standing Rules** are rules or resolutions on administrative matters and functions concerning how a business assembly is conducted. These rules function under the umbrella of our Bylaws and serve to define specifics of the assembly business such as the seating arrangements. The Standing Rules can be amended and they are adopted at each Assembly.

This document's purpose is to provide explanations and clear descriptions on how we conduct business in Region 5. It is based on the above documents and is not intended to replace the above documents nor serve in any way as a new set of rules for conducting business in Region 5. Instead, this document is a general description of how we conduct business within the guidelines of our Bylaws, Policy and Procedures, Convention Guidelines, and Standing Rules.

Table of Contents

Region 5 Participant Roles and Qualifications.....	3
Before Assembly.....	4
Register for the Region 5 Assembly.....	4
Room reservations.....	5
Transportation	6
Before Assembly – New Reps.....	6
Before Assembly – Returning Reps.....	6
At Assembly-All Reps.....	7
Assembly Packets	8
Use of Technology	8
Self Care.....	9
Assembly Seating.....	9
Credentials Report.....	9
Committee Meetings	10
Writing Motions	11
The Good of the Order meeting	12
Executive Board Meetings	12
After the Assembly.....	12
Between Assemblies.....	12
Phone Committee Meetings	13
Video Conference.....	13
Summer Conference Call.....	15
Additional Service Opportunities.....	15
Newsletter Submissions	16
Intergroup Information Submissions.....	16
Event Submissions.....	16
Resource Submissions.....	17
Miscellaneous Information.....	17
7 th Tradition.....	18
At Assemblies.....	18
Options for financial 7 th Tradition giving.....	18
Ways to be Self Supporting beyond Finances.....	18

Region 5 Participant Roles and Qualifications

- When registering for assembly, you are asked to indicate your **role at assembly**.
 - **An Officer/Trustee** is an elected service position and serves on Region 5 Executive board. The Officers/Trustee include:
 - **The Region 5 Chair** serves to organize and facilitate Assemblies, Board Meetings and other special meetings as designated by the assembly. The Chair also represents the Region at World Service and with other Regions.
 - **The Region 5 Vice-Chair** serves as a backup to the Region 5 Chair when the Chair is not available and is the liaison with the assembly hosting intergroup and the Region 5 Hotel Liaison.
 - **The Region 5 Secretary** serves to record the Assemblies and Executive Board Meetings. The Secretary facilitates communication between all executive board members, the assembly, intergroups, and OA members in the Region. This service position is responsible for maintaining all Region 5 Documents and is the archivist for the Region 5 history. The Secretary also is the liaison with the Region 5 Web Master.
 - **The Region 5 Treasurer** manages all Region 5 funds and securities. The Treasurer also serves as the Chair to the Region 5 Finance Committee.
 - **The Region 5 Trustee** is affirmed by the region assembly and is elected by the World Service Business Conference to serve on the World Service Board of Trustees (BOT). The Trustee serves as the liaison between the BOT and Region 5.
 - A **Region 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.
 - A **Region 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.
 - A **Visitor** has no voice and no vote in business sessions, but may participate in committee meetings and do other service, such as making copies, being a timer, or being an election teller during the assembly.
- To qualify as a **representative** or **alternate representative**, one needs to have at least one year of current continuous abstinence. A representative needs to be able to have access to and be able to communicate by e-mail.
- The fee that is collected during registration serves to pay for the facilities where the assembly meets and the lunch that is served on Saturday.
- The **maximum number of voting** representatives an IG may send is dependent on number of meetings in the IG and is indicated on the credentials report.

- Visitors are always welcome. They are encouraged to register. Visitors register and may attend at no cost but may reserve lunch on Saturday for a fee. Visitors may be asked to provide service to help the assembly conduct its business. The service positions include Timer, Copy Coordinator, Check-in Volunteer, or Election Teller.
- The responsibilities of Region 5 Representative and/or Alternates can be found in the Region 5 Policy and Procedures (P&P). The P&P can be found posted on the Region 5 website on the Resources page. It can also be found in Packet A for the assembly. Representatives are asked to familiarize themselves with their responsibilities prior to attending a Region 5 assembly.
- The Region Representatives and Alternates are also responsible to review and familiarize themselves with the information presented in the Region 5 Bylaws, Convention Guidelines and Assembly Information.

Before Assembly

Register for the Region 5 Assembly

- This may be done online or by paper form via mail.
 - **The online registration link** can be found attached to the assembly event in the Region 5 Calendar.
 - **The registration paper form** can be found in Packet A for the assembly. Send your registration directly to the Region 5 Secretary at the address on the form. *Be aware that the address changes when the secretary moves or rotates out of office.* The registration form and check must be received no later than the registration deadline. Each individual being registered must have his/her own form. However, you can have multiple forms and one check in the envelope.
 - When you register online you have a **choice of paying by credit card or check**. The check must be sent to Region 5 Secretary at the address listed on the online registration form. *Be aware that the address changes when the secretary moves or rotates out of office.* The check must be received no later than the registration deadline.
- When you register online you can choose to register one person or multiple people at once. Please make sure all information is accurate.
- Representatives must be registered by the **registration deadline**. Only visitors may register at the door.
- **Assembly luncheon** reservations are made and pre-paid at the time of registration. Due to **Health Codes**, we are **not** allowed to bring our own food into the luncheon room. Therefore, if you have special food needs that you feel will not be met by the menu (provided in Packet A), please talk to the Region 5 Vice Chair or Hotel Liaison as soon as possible once registration has started.
- Select your **business committee preference**. Committee selection during registration does not guarantee a particular committee assignment. It is preferable to serve on the same

committee for 2 or more assemblies, but please be flexible. Sometimes the region business is better served by assignment changes. The committee you served on during assembly is the committee you serve on between assemblies. Descriptions of the committees is provided later in this document.

- If you are a visitor you will have the option to volunteer to do service at the assembly. You can volunteer for one or more of the following positions:
 - The **Copy Coordinator** assists during committee meetings with making copies at the hotel business center.
 - The **Timer** sits at the front of the room to assist the Region 5 with timing the parts of the assembly.
 - The **Election Teller** assists during elections with collecting and counting votes.
- If you need a roommate there is a place on the registration to indicate that. The Region 5 Secretary will attempt to match up potential roommates. You may want to reserve a room anyway. There is no guarantee that roommate will be found. It is easier to cancel a reservation than to scramble looking for a room at the last minute.
- There is a donation box in case you wish to donate an additional 7th Tradition amount with your registration.
- There is also text box for a coupon code. This for special processing requirements. If you qualify for this you will be given a coupon code prior to your registration for the assembly. Enter that code in the textbox and click the button provided.
- When your registration has been completed and accepted, you will receive a confirmation email. **Print this confirmation email out and bring it with you to the assembly.** Present this ticket to the Check-in table which is usually outside the assembly room. Check-in times are listed on the proposed agenda, which can be found in Packet A.

Room reservations

- Book your hotel room before the deadline. Refer to Packet A for details.
- The cost of the meeting rooms depends on how many guest rooms are booked in the Region 5 room block. Please be sure your room is reserved using the information given in Packet A.
- It is better to reserve a room before the deadline, then cancel the reservation when you know it is no longer needed, than it is to miss the deadline and still need a room.
- If you miss the deadline or the room block is full, we cannot guarantee the price or availability of rooms. However, **let us know**, so we can try to negotiate with the hotel to include your reservation in our block.
- 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.

Transportation

- Consider **carpooling** with other intergroups to travel to region assembly, especially as it rotates around the region.

Before Assembly – New Reps

- Talk with your Intergroup’s previous Region Rep about region service.
- The **Region 5 Handbook** is a notebook of resources for Region 5 participants.
 - If you received a handbook from the previous representative, you will want to update it from Packets A & B, which are sent out by email from the R5 Secretary before assembly and posted on the assemblies page of region5oa.org.
 - The page numbers of most of the documents that go in the Handbook have a section letter followed by a page number. (For example, the first page of the Bylaws is B-1, the first page of the Policies is C-1, and the first page of the Convention Guidelines is D-1. These page numbers are unrelated to the labels given to documents in the packets.)
 - The packets are described in the assembly packets section of this document.
 - Most of the Handbook documents are not updated each assembly. The table of contents, for instance, changes only occasionally, usually due to a major change in pagination in one or more of the sections.
 - Most of the documents that go in the Handbook have the revision date in the footer. Make sure that the documents in your Handbook agree with the latest version in the packets.
 - If you do **not** have a Region 5 Handbook, you may order one when you register.
- **Read the secretary’s letter carefully**—it is the first document in each packet.
- *Become familiar with these documents in **preparation** for the assembly.*
- If this is your first time at an assembly make plans to attend **the New Representative (also know as Green Dot) Orientation** as scheduled on the proposed agenda.

Before Assembly – Returning Reps

- Update handbook from Packets A and B sent by the R5 Secretary before assembly.
- Finish any outstanding committee follow-up work.
- Discuss issues with your Intergroup that they would like you to bring up to the assembly.
- Ask if the Intergroup needs help of any sort from Region 5.
- There is no time for reading documents once you are at Assembly, so read the documents that are available in Packet A and B, making notes of questions and comments you have. You will have a limited opportunity to ask questions so **be prepared**.

- The Minutes, Officers, and Committee Reports **will not** be read at assembly, so read them ahead of time.
- Have documents to refer to during assembly. See the Secretary's letter for specifics.
- You will want to **have either hard copies of or electronic access to** at least the Agenda, Bylaws, Policies and Procedures, Convention Guidelines, Standing Rules, and the motions being considered.

At Assembly-All Reps

- Upon arrival, check in at the check-in table. Present the printed confirmation email from your registration. You will be given your name badge, any items you might have purchased (such as the Assembly Handbook), and any items that might be important for a service position (such as a Committee Folder for Committee Chairs).
 - There will be a book with all of the intergroup information such as address, email and contacts. Please take the time to review this to keep the intergroup information up to date. This book will be kept at the back of the assembly room once the check-in is over. If you don't have your intergroup information with you, please take the time during the weekend to get the latest information and update the book.
- Wear your badge to all events—it identifies you as a voting representative for the business meetings. Your badge also identifies which Business Committee you are serving on and serves as your lunch ticket.
- Newcomers are required to attend the New Representatives (Green Dot) Orientation. Returning reps may consider attending the Green Dot orientation. You may learn something new or get something clarified you didn't understand previously.
- Attend the opening session followed by
 - Intergroup Sharing Meeting-come ready to share questions and ideas.
 - State/Province Meetings
- At assembly business meetings, only those voting representatives present at roll call will be eligible to vote.
- Participate in the meetings of the committee to which you were assigned.
- Enjoy an abstinent luncheon and the company of other Representatives.
- Attend the Open OA Meeting hosted by the hosting IGs.

Additional Information

Assembly Packets

- Assembly packets are all of the documents you need to conduct business during an assembly. These packets are posted on the Region 5 Website (region5oa.org) Assemblies page under the current assembly. Links to these packets can be found in an email sent out via the Region 5 email distribution list, on the assembly event in the Region 5 Calendar, and on the assembly registration confirmation email.
- Packets A and B are pre-assembly packets, Packet C is a post assembly packet.
- The documents are labeled using the packet letter followed by the number of the document in the order it was sent. *(This is unrelated to the Region 5 Handbook pagination, which consists of the section number followed by the page number within that section.)*
- Packet A generally includes the following:
 - Secretary Letter
 - Hotel information and floor plan
 - Assembly Registration Form
 - Funding Assistance Form
 - Proposed Assembly Agenda
 - Previous Assembly Minutes
 - Region 5 Bylaws
 - Region 5 Policies and Procedures
 - Region 5 Convention Guidelines
 - Region 5 Standing Rules
 - Region 5 Officer Application Form
 - New documents: Motion, Officer Applications, Event Flyers, etc.
 - Region 5 Assembly Information
- Packet B generally includes the following:
 - Secretary Report
 - Chair Report
 - Vice Chair Report
 - Trustee Report
 - Credentials Report
 - Committee Reports
 - New or changed Documents
- Packet C generally includes the following:
 - Secretary Letter
 - The minutes and credentials report of the previous assembly
 - Documents that were updated or distributed at the previous assembly
 - New/updated information, forms, and documents

Use of Technology

- In assembly sessions, technology is to be used only for **Region 5 business** and emergency personal issues.
- For the safety of everyone at assembly, representatives and visitors will not be allowed to run cords to plug in devices. If you plan on using a computer or tablet at the assembly, please bring an extra battery or battery pack.

- There will be some cords run along the floor of the assembly room at the front of the room. These are necessary and unavoidable for the microphones, speakers, the Region 5 Secretary's computer and the video presentation system. Extra effort will be made to secure these cords in a safe manner to prevent them from being a tripping hazard. Still if you are going to speak at the front of the room for any reason, **be careful when you cross these cords**.
- No personal tape recorders are to be used at the assembly. The meeting is taped by the Secretary for the purpose of clarity in transcribing the minutes.

Self Care

- **Take care of yourself!** You have been sent to assembly to do service and represent your intergroup. Fulfilling your duties well requires that you are present, well rested, alert, and focused. Relax and enjoy your time as a region representative, knowing that you are providing an important service to your intergroup and to Region 5.
- Dress in layers, as the meeting room temperatures tend to vary widely.

Assembly Seating

- During 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 (includes those who missed roll call that session) and visitors-
- As a courtesy to those with allergies please avoid perfumes, fragrances, and other strong scents in meeting rooms.
- No food of any kind shall be consumed in the meeting room during the business sessions.
- 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. If you need to communicate with someone else present during the business assembly please write a note and pass it to the individual who it is destined for.

Credentials Report

- A Credentials report is provided by the Region 5 Trustee and is included in Packet B. Make sure you print this out and include it in your Assembly Handbook.
- The **credentials report** will be taken early in each assembly business session. This is how we determine who is able to vote during the business of that session.
- The Region 5 Vice-Chair conducts the roll call. Listen to the instructions carefully when presented. Each State and Intergroup will be called in an Alphabetical order. In the first business session when your intergroup is called, the representatives will stand and identify themselves. After that, the non-voting representatives and visitors will be asked to stand and identify themselves. In later business sessions, each group will simply stand to be counted when they are asked to.
- **Fill in** your copy of the credentials report during roll call.

- If a representative is not present when his/her intergroup representatives are counted, he/she will **not** be able to vote during that session.

Committee Meetings

- There are three types of committees which you may be assigned to or which you volunteered to serve on.

a. Business Committees

- a. The **Bylaws Committee** is responsible for keeping the Region 5 Policies and Procedures, Bylaws, and the Standing Rules pertinent and current. The Bylaws committee is also the emergency new business committee which determines if motions generated need to be considered at the current assembly.
- b. The **Finance Committee** manages the investment and use of funds in the Region 5 bank accounts and prepares the budget for approval at the last assembly of the year.
- c. The **Convention Committee** puts on the Region 5 Convention which is held once a year somewhere in the region. The members of this committee are usually limited to Region 5 Representatives from the intergroup hosting the Convention in the upcoming year, the Region 5 Vice-Chair and Region 5 Hotel Liaison.
- d. The **Media Committee** creates a newsletter (*The Freedom from Bondage*) and reviews and suggests content for the Region 5 Website.

b. Outreach Committee of the Whole

- a. This committee consists of everybody attending the assembly and is concerned with Intergroup Outreach, Public Information, Professional Outreach, and Twelfth Step Within activities. It meets at the spring assembly to determine outreach goals for the following year. It then forms subcommittees to accomplish those goals. These subcommittees meet during the following year to achieve the stated goals.

c. Special Committees

- a. The **Minutes Approval Committee** is appointed at each of the assemblies by the Region 5 Chair to review and edit the assembly minutes for accuracy.
 - b. The **Nominating Committee** is appointed at the spring assembly by the Region 5 Chair to seek out qualified members who are willing to serve as a Region 5 officer or trustee.
 - c. **Ad-Hoc Committee(s)** are formed at the discretion of the Region 5 Chair to perform a specific task which may include discovery, review, or the creation of something the Region needs or wants. The Region 5 Chair will appoint members to these committees when they are formed.
- **Committees decide who their Chairs are.** The Region 5 Chair has final approval of this appointment. A committee chair is responsible for making sure the stated goals of the committee are carried out. Typically a committee chair is someone who will be able to at least serve for one year if not longer at that position.
 - **Committees will be given time at the Assembly to** meet face-to-face to conduct the business of the committee. It is suggested that committees continue to meet between assemblies on a monthly basis to continue the work at hand.

- Business Committee Chairs will be given a **Committee folder** which contains the report, minutes and notes from previous committee meetings, and a blank form for new minutes, notes and report for the current assembly. This folder also contains information that is pertinent to this specific committee.
- A **roster** shall be completed by all the attending committee members.
- Committee Chair asks one of the committee's members to be the **committee secretary**, keeping the meeting notes/minutes during the meeting. Then this person assists the committee chair converting those notes/minutes to a report as defined by the blank form in the Committee folder.
- **The roster, minutes, and report should be copied.** A copy should be given to each of the committee members. One copy should be placed in the committee folder. A copy coordinator volunteer is provided at each assembly to assist with this. *An electronic version of the report should be emailed to the Region 5 Secretary before the close of the assembly.*
- The Committee Chair will deliver a **report** on what the committee accomplished during the last assembly session. The committee chair should be ready to answer questions.
- **The committee folder** is returned to Region 5 Secretary when the report has been delivered and questions addressed (or the allotted time has elapsed).
- **Motions** created by committee meetings should be submitted to the Region 5 Secretary by email at least 30 days prior to the next assembly unless it is emergency new business. Emergency new business consists of items that should not wait until the next assembly. These must be submitted in writing and electronically to the Region 5 Secretary, prior to 12:30 pm on Saturday of the fall assembly and prior to 5:00 pm on the Saturday of the spring assembly. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at this assembly.

Writing Motions

- There are three (3) types of motions that have specific formats and forms available at region5oa.org on the Forms page and in the committee folders:
 - a. The **Policy Amendment** is for changes to the Region 5 Policies and Procedures, Convention Guidelines, or Standing Rules. This would include changes to the intent of the policy written. This would not include grammar, punctuation, or formatting changes to these documents. The executive board can authorize minor changes as long as it doesn't change the intent.
 - b. The **Bylaws Amendment** is for changes to the Region 5 Bylaws. This would include changes to the intent of the Bylaws. This would not include grammar, punctuation, or formatting changes to these documents. The executive board can authorize minor changes as long as it doesn't change the intent.
 - c. The **New Business motion** is for any business the assembly can consider that is not an Amendment to the Policy and Procedures, Convention Guidelines, Standing Rules or the Bylaws. An example is requesting a budget override.
- Use precise, simple, and positive language when **writing motions**. Ask for assistance from the Bylaws committee or the Region 5 Secretary if you are not sure what to do.

The Good of the Order meeting

- After the final assembly business meeting is adjourned, the current, out going, and new R5 officers, trustee, and committee chairs meet for the Good of the Order. This is a closed debriefing session. **All others** are asked to leave the room.

Executive Board Meetings

- Before and after the assembly, the Region 5 Executive Board holds a meeting to discuss any issues that may need to be handled during the assembly or as a result of the assembly.
- The Executive Board meeting on Friday (before the assembly, typically from 3:00 PM to 5:00 PM) is an open meeting where all Region 5 OA members can attend. Please be quiet and respectful during this meeting. You may ask the Region 5 Chair for permission to contribute to the meeting.
- The Executive Board meeting on Sunday (after the assembly, typically from 11:00 AM to 12:00 PM) is a closed meeting. Only Executive Board Members and those OA members who are invited to attend may be present during this meeting.

After the Assembly

- Check out the many resources available on region5oa.org and oa.org. **Make sure your intergroup information is up to date!**
- Update your handbook with documents included in Packet C, which is sent out after the assembly.
- Write and give a report to your IG.
 - Share the workshop materials, committee activity, and results of the business meetings.
 - *Explain how the decisions will affect your Intergroup.*
- Talk about your region service experience and encourage involvement in Region 5 service.
- Reps rotating out of assembly service:
 - Help identify the next Rep as needed by your IG
 - Give your Region handbook to new Rep.
 - Consider running for a position as a Region 5 officer or trustee

Between Assemblies

- Our business doesn't end when the assembly ends. As a Region 5 Representative you have made a commitment to serve and to carry on the business of the committee between assemblies as needed.
- There are things you will need to do with your committee after the assembly. There will be committee meetings you may need to attend. There is also a Summer Conference Call, which all Region 5 Representatives are asked to attend.

Committee Meetings between Assemblies

- Committees will continue to hold monthly meetings (or as needed) so be sure to attend and to perform such duties as requested by Committee Chairs or other service positions. Your service is very much appreciated and needed. Your contribution makes us a much stronger and effective organization.
- Keep a copy of your committee rosters to make sure you have the ability to communicate with other members of your committees.
- Keep in contact with your Committee Chair as you work on assignments.
- Please complete any assignments in a timely manner.
- Attend all Committee meetings as scheduled by your Committee Chair. If you are unable to make a meeting contact your Committee Chair to see if the meeting can be rescheduled.
- Committee Meetings may be held by phone or by video conference.

Phone Committee Meetings

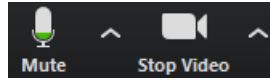
- The Committee Chair will provide a phone number to call with an access code or meeting number to be entered when prompted. These phone calls may not be toll free.
- Typically it is best to announce yourself when you have connected to indicate that you are at the meeting. The Committee Chair may want to take a roll call for the record.
- Phone Committee Meetings may be recorded by the Committee Chair to enable the creation of minutes and the report.

Video Conference

- Region 5 has budgeted to provide video conference service to facilitate committee meetings between assemblies. This service provides the ability:
 - for committees to meet virtually via video conferencing on computers, tablets, and mobile devices
 - to share a white board, apps, and screen for collaboration effort
 - for virtual voting
- How to host a video conference for your committee
 - Contact the Region 5 Secretary. The secretary will schedule the meeting for you and send you instructions on how to connect, work with the software, and close the meeting.
- How to connect to the video conference committee meeting using your computer
 - You can connect using any popular browser. You will need to have internet connection, speakers and a microphone (can be a headset), and a webcam.
 - You will be sent an email invitation to join the meeting. Click on the link and your browser will open. You should be taken immediately to the meeting. Alternately you may need to click on the "Join a Meeting" link. This will open a "Join the Meeting" dialog. Enter the meeting number (provided in the email invite) into the textbox and then click the "Join" button. You may be prompted to download an app. Click the download and run link or button. When installed, the meeting should open. You may

also have "Join from Browser" option. This will preclude the need to download an app, but it has limited functionality. *Note: it is best to download the app.* Once you connect to the meeting you will be prompted for your name. The field will automatically be filled in with your computer name. Either click "ok" or change the value in the textbox and then click "ok".

- Once you have joined, you can join by audio only or include video. ~~Make sure you connect by video.~~ You will have control over your audio and video via the audio and video buttons found in the lower left hand corner. Note: this toolbar may hide itself, so to make it visible, move your cursor over the lower part of the screen.



Clicking the button that looks like a microphone either mutes or unmutes your microphone. Alt-A (PC) or Shift-Command-A (MAC) will also mute and unmute your microphone. A red line or X will appear over the button when it is muted. Clicking the ^ next to the button will open more options, such as testing your microphone. It is suggested you mute your microphone when you connect and unmute it only when you need to speak. This will prevent background noises from disrupting the meeting.

When you connect you may find that your video is disabled. There will be a red line or x over the button that looks like a video camera. Click this button to start or stop the video. Clicking the ^ next to the button will open a menu with more options, such as adjusting your video.

- You can also connect by phone. Instructions for this will be in the invite email. Dial the number provided and, when prompted, enter the meeting number.
- If you connect by video you will also be able to view screen sharing and even share your screen if the host gives you the ability to do that.
- How to connect to the video conference committee meeting using your tablet or smart phone
 - The video conference software also works with iOS and Android devices. Find the video conference software in your app store and install it on your tablet or smart phone.
 - Clicking the link sent to you in the invitation email should start the app and automatically join the meeting. Alternately start the app and select "Join a Meeting". You will be prompted for the meeting number (found in the invitation email) and your name. Then tap the "Join" button.
 - There will be audio and video buttons available that will allow you to mute/unmute or turn on or off the video.
- Video Conference Committee Meetings may be recorded by the Committee Chair to enable the creation of minutes and the report.

Summer Conference Call

- The Summer Conference Call occurs between the spring and fall assemblies and no later than the first week of August. This event's purpose is to facilitate communication and the continued effort towards the established goals of our committees. It is a time for everybody to get caught up on what is going on around our region. It also is a time to give an update on committee work. There will be no voting or decision-making during this conference call.
- During the Summer Conference Call, the full assembly membership holds a phone or video conference meeting in much the same way that a committee holds a meeting between assemblies. You can find a full description above in the section "[Committee Meetings between Assemblies](#)".
- 14 days before the Summer Conference Call there will one packet of information released. This packet will generally contain:
 - Proposed agenda.
 - Credentials report.
 - Officer reports.
 - Trustee reports.
 - Financial report for the first half of the year.
 - Business committee reports.
 - Outreach subcommittee reports.
 - Special committee reports.
 - Day in the life write ups for Executive Board service position up for election at the upcoming fall assembly.
 - Any applicable forms.
 - Updated documentation from the recent spring assembly.
- During the summer conference call there will be a roll call taken by the Vice Chair. A Credentials report is provided by the Region 5 Trustee and is included in the Summer Conference Packet. It is suggested that you print this out before the Summer Conference call. Listen to the instructions carefully when presented. Each State and Intergroup will be called in an Alphabetical order. When your intergroup is called, the representatives and guests take turns identifying themselves.

Additional Service Opportunities

- Write articles for your local newsletter, the Region 5 newsletter, or Lifeline magazine about your experience with service beyond your Intergroup. Be sure to tell how it has helped your recovery.
- Offer to lead a workshop or breakout during an intergroup event.
- Hold a meeting to share what you have learned to help foster individual recovery.

How to submit articles, updated intergroup information, events, and resources to Region 5

Newsletter Submissions

- Submit articles for our newsletter *Freedom from Bondage* to R5NewsletterSubmissions@gmail.com.
- Newsletters are posted online on our website. Thus, newsletter articles should be created with consideration for “No Tradition Breaks”. This includes no last names of OA members or personal identifying email addresses in keeping with the tradition that there are no stars in OA and with our tradition of personal anonymity in public media.

Intergroup Information Submissions

- To update intergroup information or submit intergroup minutes, newsletters, and meeting lists, click on the “Submit information here” link on the Intergroups page.
 - Enter required information (name and email address)
 - Fill in subject and message
 - Attach any documents (ie: intergroup minutes, newsletters, and meeting lists)
 - Type in the security code shown
 - Click on send
- Intergroups should be careful that whatever they submit to be posted on the Intergroup Information page has no tradition breaks. There can be no last names of OA members or personal identifying email addresses in keeping with the tradition that there are no stars in OA and our tradition of personal anonymity in public media.

Event Submissions

- To submit event information or flyers, click on “Submit an Event” on the Calendar page.
 - Enter required information (name and email address)
 - Fill in subject and message
 - Attach any documents (IE: Flyers)
 - Type in the security code shown
 - Click on send
- Special Event Flyers should be created with consideration for “No Tradition Breaks”. This includes no names of speakers or facilitators in keeping with the tradition that there are no stars in OA, and no last names in keeping with our tradition of personal anonymity in public media. Please do include:
 - Event Title/Theme
 - Date and time
 - Location (venue and address)
 - Contact names and phone numbers
 - Cost if applicable
 - Optionally include directions and agenda if desired.
 - Please avoid using email addresses with personal identifying features.
- It is best if documents are submitted in Adobe PDF format. If necessary, we can accept other word processor files (.doc, .rtf, .pages).

Resource Submissions

- To submit a resource, click on the “Submit a Resource” on the Region 5 Resources page.
 - Enter required information (name and email address)
 - Fill in subject and message
 - Attach any documents that would be posted
 - Type in the security code shown
 - Click on "Send"
- Resources are OA related material, stories, forms, or tools that can be used by OA members for their recovery or service. All resources will be reviewed by the Region 5 Executive Board to decide if the document is appropriate for the Region 5 website and has no tradition breaks.

Miscellaneous Information

- 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.
- **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. The address for convention registration is different for each convention.
- Please remember that **Anonymous** is part of our fellowship name and an important principle in our recovery. We honor the anonymity of our fellows and ourselves in order to protect both members and the fellowship. Therefore, in any public media, we withhold last names and faces of all members, including ourselves.
- This has become more challenging in this digital age. Here is an example of a problem that recently occurred in Region 5:
 - A member was the contact person for an OA event, and had her first name and email address (which contained her last name) on the flyer, which was posted on the Intergroup’s webpage. Four years later, that flyer came up as one of the top results of an internet search on that member's first and last name—making her membership known at the public level of communications. This type of problem is difficult to eliminate once it has occurred, but it is completely avoidable. Free email addresses (without last names) can be created through various providers.
- Please take this into consideration before publishing the email address of a member. Anything posted on the internet that isn't password protected is viewable by the public.

7th Tradition

At Assemblies

- Be aware that 7th Tradition envelope will be passed, usually during the afternoon session. If you wish to participate, be prepared.

Options for financial 7th Tradition giving

- 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.
- 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.
- Please make contributions for virtual meetings that you attend, using the meeting's number so that ~~that~~ meeting is credited for the contribution.
- We each have the option of additional automatic contributions to OA at the World Service level through oa.org.
- We also have an option to contribute an additional 7th Tradition amount during the registration.
- Give as you are able. Give often and as if our life depends on it, because it does.

Ways to be Self Supporting beyond Finances

For Individuals

- Abstinence, live the steps and traditions, support OA through service.

For Groups

- Send representatives to intergroup
- Inform intergroup and OA.org of changes in meeting status and contact information.

For Intergroups

- Send representatives to region assemblies
- Send delegates to World Service Business Conference
- Inform Region 5 and OA.org of changes in intergroup status and contact information.

The OA Promise

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.

OA Promise

I put my hand in yours,
and together we can do what we could never do alone.
No longer is there a sense of hopelessness,
no longer must we each depend upon our own unsteady willpower.
We are all together now,
reaching out our hands for power and strength greater than ours,
and as we join hands, we find love and understanding
beyond our wildest dreams.