

Instructions for putting together the Region 5 Assembly Handbook

Introduction

This document contains all the basic pieces you need to assemble the Region 5 Assembly Handbook. Please follow the instructions as described below.

Handbook Assembly Instructions

1. Purchase the following items:
 - a. 1 basic 3-ring view binder (at least 1- ½ inch).
 - b. Pack of dividers with multi-color tabs. You will at least 9 dividers with tabs.
2. Print the following documents either at home, with an OA friend or at a commercial organization that provides printing services. You can request reimbursement from your intergroup. All documents can be found on the Region 5 Website R5 Resources page in section Business Documents or Packet A for the upcoming Assembly. Print the documents on 3 hole paper. To save paper print double sided.
 - a. Print the Region 5 Assembly Handbook (this document).
 - i. The first page is the instructions and does not need to be added to the handbook.
 - ii. The last pages contains the tabs and section cover pages.
 - b. Region 5 Bylaws.
 - c. Region 5 Policy and Procedures.
 - d. Region 5 Convention Guidelines.
 - e. Region 5 Standing Rules.
 - f. Region 5 Assembly Information
 - g. Parliamentary overview pamphlet - R5.pdf
 - h. Assembly Packet A documents (that is not listed above)
3. Remove the last page and cut and fit the titles into the tabs.
4. Put the cover page in the front plastic of the cover.
5. Put the first tab in with the Table of Contents.
6. Put the Second Tab in with the Organization pages from the Region 5 Assembly Handbook. This includes: Service Structure; Region 5 Map; List and Map of OA Regions; and the History of Region V (5)
7. Put the Third Tab in with the Bylaws.
8. Put the Fourth Tab in with the Policies and Procedures.
9. Put the Fifth Tab in with the Convention Guidelines.
10. Put the Sixth Tab in with the Standing Rules.
11. Put the Seventh Tab in with the Assembly Information.
12. Put the Eight Tab “Miscellaneous” in followed by the following documents:
 - a. Principles of the OA Program
 - b. Decorum in Debate
 - c. Parliamentary Procedures
13. Put in the Ninth Tab “Current Assembly” followed by the Assembly Packet A documents. Use the table of contents as a guide to which documents to print.

If you are having difficulty, please contact the Region 5 Secretary: r5secretary@outlook.com



Region Five Handbook

- Organization & History
- Bylaws
- Policies and Procedures
- Convention Guidelines
- Standing Rules
- Assembly Information

Region 5 Handbook

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The Structure of OA

Individual members

OA's diverse membership consists of more than 6,500 registered groups in over 75 countries.

Groups

A group consists of two or more people. Each group practices the [Twelve Steps](#) and [Twelve Traditions](#) of OA, guided by the Twelve Concepts of OA Service. No member of a group is required to practice any actions to remain an OA member or to have a voice at a meeting.

Intergroups and Service Boards

Intergroups and Service Boards consist of two or more groups. Intergroups are usually formed of meetings within a general geographic area. Service Boards are service bodies that provide support for groups and/or intergroups that are not otherwise served

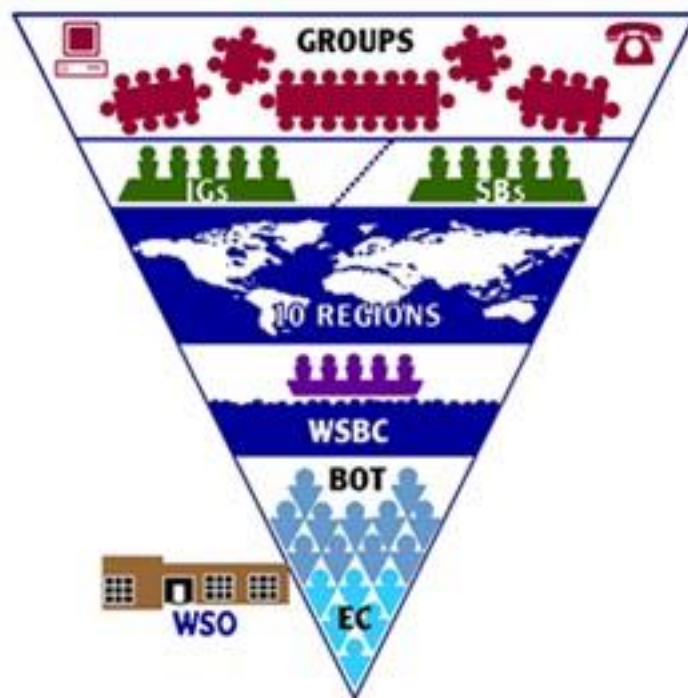
within the existing service structure. This includes national service boards (NSBs), language service boards (LSBs), and virtual service boards (VSBs). NSBs serve groups and intergroups that speak one language (usually not English). LSBs serve groups and/or IGs, usually in different countries, that share a common language. VSBs serve virtual groups (online or telephone meetings).

Regions

OA has 10 regions worldwide that maintain direct communication with groups and intergroups. Regions sponsor local conventions and assemblies. Regional assemblies also nominate trustee candidates to serve on OA's Board of Trustees (BOT), whose members are elected at the [World Service Business Conference \(WSBC\)](#).

World Service

The World Service Business Conference (WSBC), attended by delegates from around the world, meets annually each Spring to conduct the business of OA and to elect the 17-member [Board of Trustees](#). The board acts on behalf of all members of the OA Fellowship. The World Service Office (WSO) works with the BOT to provide quality support and services to the entire OA Fellowship. (EC stands for the Executive Board of the BOT.)



WSBC is the worldwide group conscience of OA. Each member has a voice in the Fellowship by participating in the meeting's group conscience. Each group has a voice in that group conscience is by sending a group representative to intergroup. Each intergroup has a voice is by sending representatives to region and delegates to WSBC.

All levels are essential to our continuing recovery as a Fellowship. We can do some kind of service every day. Let's incorporate this valuable tool of the program (service) into our daily lives.



REGION 5:

USA: Central Illinois IG and the greater Chicago area, Indiana, Kentucky, Michigan, Ohio, Wisconsin

Canada: Southwestern Ontario

APRIL/MAY 2014
Regions of Overeaters Anonymous

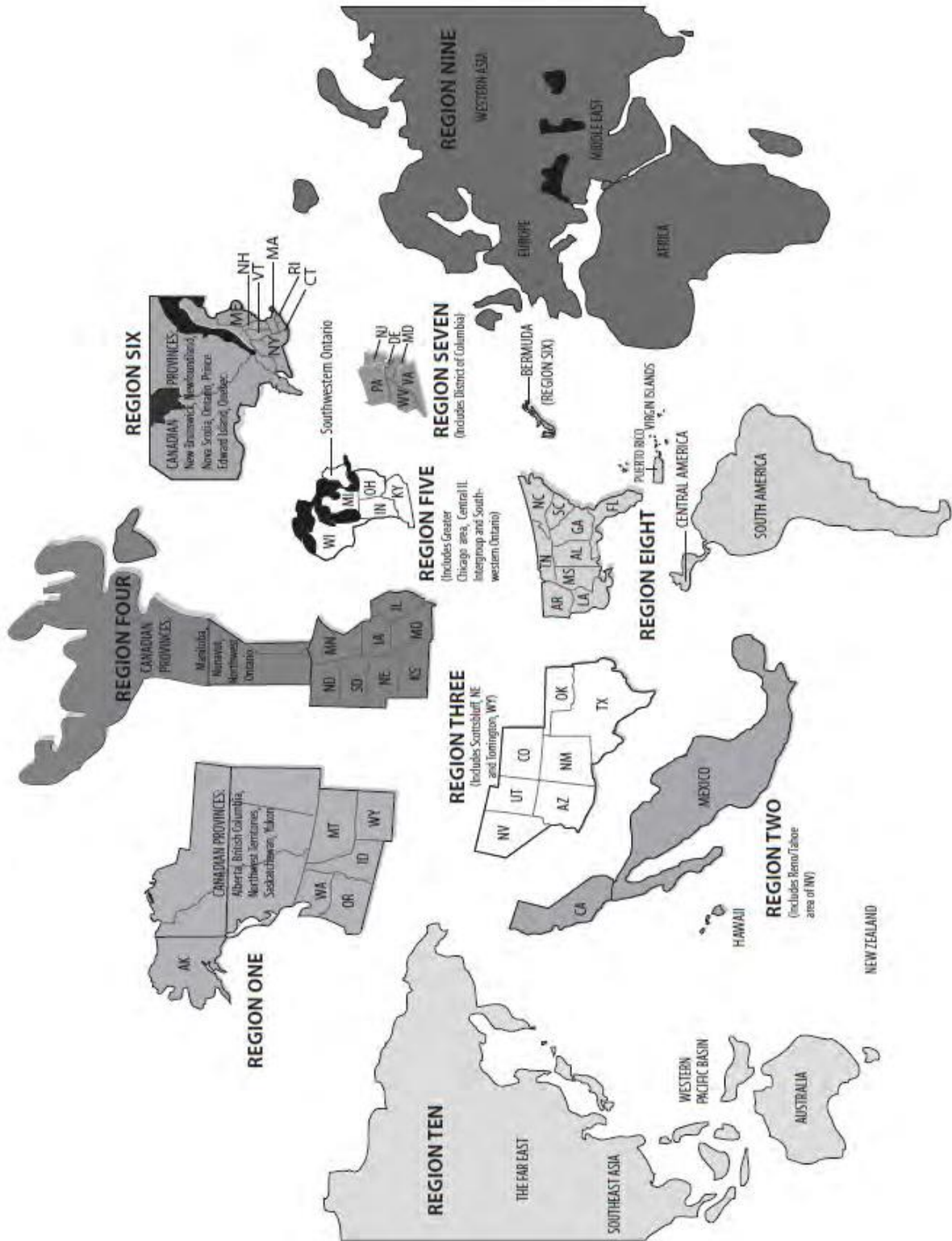
Region	Service Areas
Region One	US: Alaska, Idaho, Montana, Oregon, Washington, Wyoming (except Torrington, WY) Canada: Alberta, British Columbia, Northwest Territories, Saskatchewan, Yukon
Region Two	US: California, Hawaii, Reno/Lake Tahoe area of Nevada Mexico
Region Three	US: Arizona, Colorado, Nevada, New Mexico, Oklahoma, Texas, Utah and Outstates IG, which includes Scottsbluff, NE and Torrington, WY
Region Four	US: Illinois (except the Greater Chicago area and Central Illinois IG), Iowa, Kansas, Minnesota, Missouri, Nebraska (except Outstates IG, which includes Scottsbluff, NE), North Dakota, South Dakota Canada: Manitoba, Northwestern Ontario, territory of Nunavut
Region Five	US: Greater Chicago area and Central Illinois IG, Indiana, Kentucky, Michigan, Ohio, Wisconsin Canada: Southwestern Ontario
Region Six	US: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont Canada: New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec Bermuda
Region Seven	US: Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia
Region Eight	US: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virgin Islands Aruba, Central and South America
Region Nine	Africa, Europe, Middle East, Western Asia
Region Ten	Australia, Far East, New Zealand, Southeast Asia, Western Pacific Basin

Virtual Service Boards of Overeaters Anonymous

12 Step 4 COEs VSB

OA HOW Two Hour Format Phone Meeting VSB

APRIL/MAY 2014
Map of Overeaters Anonymous Regions



A Brief History of Region 5
(which started as Region V)

This document is a work in process, as history continues to unfold. We are starting to bring this up to date now in 2017. Watch for future updates.

From the Region V Policy and Procedures Manual, Revised July 2004:

REGION V COMES ALIVE - - - A HISTORY

The fifteenth annual Conference of Overeaters Anonymous (1976) adopted changes that were designed to give the Board of Trustees a more comprehensive representation from the various regions of the United States.

The first change was to form geographical regions, each of which was to choose a regional trustee to sit on the board. Region V consisted of Minnesota, Wisconsin, Michigan, Indiana, and Ohio.

The second change was to restrict the number of conference delegates to ONE delegate for every TEN groups. This meant forming Intergroups and designing a system for delegate selection.

A Regional Committee needed to be formed, representing as many groups and/or Intergroups to facilitate the decision making process involved in this reorganization.

The Detroit Intergroup hosted the first Regionalization Meeting in Taylor, MI on July 17, 1976. Because of a very limited mailing list, only around fifty notices were sent out for this meeting and a total of two Intergroups were present. (We know that success in this program cannot be measured in numbers!!!)

Much was accomplished at the First Regionalization Meeting: a regional chairman was selected, a funding policy for the trustee was adopted (each Group/Intergroup was to set a quarterly pledge for a given amount "to help defray the travel expenses of the trustee to the Quarterly BOT meetings.); policy was adopted for the trustee selection ("The Selection Committee will be composed of the delegates to the Regional Meeting to be held in December, 1976. The delegates will review the applications, and vote by simple majority on the candidates." The regions were to present the World Service Conference with at least one and not more than three names. The candidate receiving the most votes will be our Regional Trustee, the additional candidates will have their names submitted as candidates for Trustee-at-Large."); qualifications were set for the Regional Trustee (As stated in the OA bylaws, two years of continuous abstinence were required with the last year being that of maintenance. "Additional considerations are: 1. Service experience, preferably as delegate or as an Intergroup Officer. 2. Professional experience or qualifications. 3. Knowledge of the Twelve Traditions of the AA Service Manual and their applications. 4. Personal growth through the Twelve Steps."), and the next meeting date and place were selected.

The North Central Service Office hosted the second Regionalization Committee meeting in Minneapolis on September 18, 1976. There were representatives from Michigan, Ohio, Minnesota and Wisconsin.

(Unfortunately, we have not even had a correspondence from Indiana. Are you there, Indiana?)

Policies adopted are as follows: Regional Conferences will be held quarterly on a rotating basis throughout the Region by invitation of the various member Intergroups. Three meetings each year will rotate through the Region, the fourth meeting each year will be held in Los Angeles, California, prior to the start of the World Service Conference; "delegates serving a two year term beginning May, 1977"; "all Regional communications will be the responsibility of the Regional Committee Chairperson and will be financed by an equalized donation by the various member Intergroups"; the Regional Chairperson will serve a term of two years to coincide with the term of office of all World Service Conference delegates and shall be chosen from the Intergroup member delegates"; all business conducted by the Regional Committee, including the election of Regional Trustee, will be by simple majority of delegates present at the meeting"; the Regional Committee recommended that financing for our Regional Trustee be the moral responsibility of each Intergroup in the Regions and that each Intergroup should pledge a minimum of one dollar per group they represent, per quarter, ... to defray the expenses of the Regional Trustee for attending quarterly meetings in Los Angeles and three meetings each year throughout the Region" (funds were to be paid directly to the Regional Trustee and are due on a quarterly basis at the Regional Conferences. The Regional Trustee is directly accountable to the Regional Committee regarding disbursement of these funds"); and "the Regional Trustee Selection Committee will consist of all voting delegates attending the December 1976 Regional Conference..."

The third meeting of Region V, hosted by the Milwaukee Area Intergroup, was held December 4, 1976, in Greendale, Wisconsin. There were twenty-two Reps present from all five states. "A motion was made and passed that for this meeting only, Indiana be allowed two votes as they do not have an Intergroup and two separate areas were present at the meeting." The following Intergroups were present: Detroit, Minnesota, Cleveland and Cincinnati.

At this meeting our first Regional Trustee was elected from the two applicants; the second applicant's name was submitted to WSO as a Trustee-at-Large nominee.

It was determined that the "Regional Meetings will be held at least two weeks prior to Trustee meetings."

In regard to the next Regional mailing, "a motion was made and passed that each Intergroup handle the mailing for groups in their areas."

The first Region Chairperson sent reports following the first two meetings; a secretary took minutes of the third meeting.

Region V Rep's held three meetings during the 1977 World Service Conference at the Biltmore Hotel in Los Angeles. Region V now had a Treasurer. (Seventh Tradition checks were to be designated either for "Trustee expenses" or "office expense".) A new Region Chairperson was also elected.

The next Region V meeting was held July 30, 1977, in Cincinnati. Rep's examined and revised the proposed bylaws.

On September 19, 1977, the Region Chairperson sent information and an agenda for October 22, 1977 meeting to be held in Detroit. At this particular meeting, the Bylaws for Region V were adopted. The Minnesota representative announced that Minnesota was petitioning WSO to transfer from Region V to Region IV.

At the January 7, 1978 meeting, hosted by the Akron Intergroup, the Trustee announce that WSO was now publishing a newsletter, "WSO Notebook." Minnesota's petition was denied, the Region was to remain the same for a couple years to get "working experience." A Speaker's List" and Sponsor by Mail or Tape" list was started. A Regional Convention was discussed for the first time. The meeting adjourned at MIDNIGHT!

Five Intergroups offered to host the first Regional Convention; Cincinnati was selected.

On May 2, 1979 our first quarterly newsletter came into being. This was also the first time a Regional Representative from Southwest Ontario was mentioned in the past minutes; Southwest Ontario officially became a part of Region V on August 22, 1981.

Our first Region Convention was held June 15-17, 1979 at the University of Dayton.

May 2, 1980 the newsletter masthead, "Freedom from Bondage" was adopted. Our logo was adopted on July 9, 1983, and a Chicago Intergroup joined us on November 21, 1981.

This is a brief history of Region V, starting with two Intergroups present at an "assembly" and a treasurer's report with a balance of \$247.21 (October 20, 1977) to what we have today.

N.B. Quotation marks indicate quotes from early reports of minutes of meetings.

This concludes the original history written in 1982. Since then these are the major changes that have occurred. This was gathered by reviewing past minutes. No minutes exist prior 1985.

- 1985 12 Step With-in Committee Established, Rule established 1 Region Rep for every 10 groups
- 1986 Region V Delegate Scholarship was established, Board members and Trustee must live within the borders of the Region , Dinner is no longer included
- 1991 Assembly changes from 4 to 3 Assemblies. The Winter Assembly was dropped.
- 1998 Assembly to meet for 1 year in central location FT Wayne for the year 2000
- 2000 Assembly meet in a central location in FT Wayne, IN starting in 2002, Created a Region 5 Website. Webmaster is a board appointed service position.
- 2002 Region Reps will have at least 1 year of Abstinence
- 2006 New Convention Guidelines were adopted
- 2007 Only US Currency will be accepted. Changed the Committee Name H.I.P.M. to Professional Outreach (PO).
- 2008 Board applicants should have regular access to Email. Newsletter is only available electronically - printed copies are no longer distributed.
- 2009 Merged Public Information Committee and Professional Outreach Committee to form a single PI/PO Committee. Close Assemblies with the Serenity Prayer, the Third Step Prayer, Seventh Step Prayer or OA Promise (prior to this it was the Chairs choice and often the Lord's Prayer was used).
- 2010 Changed from using the Roman numeral V to the Arabic numeral 5. New Region 5 Logo was adopted.
- 2011 Toll Free Phone Number Discontinued
- 2012 Merrillville, IN will be the central location beginning with the year 2014 or sooner for the March and November assemblies. The July assembly location shall rotate to different areas of Region 5 beginning July 2015

- 2014 No animals will be present at assembly except service animals as defined by law. Two new Website New Pages: For the Newcomer and For the Professional.
- 2015 Officers shall have at least two years of current continuous abstinence. Treasurer servers as Chair of Finance Committee and Vice Chair servers as Hotel Liaison to Convention Committee. Electronic devices are permitted at Assembly Meetings only to assist attendees to conduct assembly related business.
- 2016 Newsletter Committee becomes the Media Committee. New motions and committee reports may be presented electronically or using the correct form. The Assembly changes from 3 Assemblies to 2 starting in 2017. The summer assembly was changed to mid-summer update conference call. Assembly locations may rotate at the discretion of the Region 5 board. Assembly adopted new format that stretches from Friday to Sunday. Business Committees are Bylaws, Finance, Convention, and Media. A new committee was formed called the Outreach Committee is a "Committee of the Whole" to address issues regarding: Twelfth Step Within, Public Information/Professional Outreach, and Intergroup Outreach. The spring assembly sets the agenda for the Outreach Committee. The fall assembly sets holds elections.
- 2017 The Hotel Liaison service responsibilities was removed from the Vice-Chair service responsibilities. New board appointed service position was created Hotel Liaison responsible for finding, negotiating, and assisting with Hotels for Assemblies and Conventions.

The old Region 5 logo prior to 2010:



Locations of Conventions and Assemblies*

Year	Convention	Assembly Winter	Assembly Spring	Assembly Summer	Assembly Fall
2017	Cincinnati, OH		Merrillville, IN		Indianapolis, IN
2016	Detroit MI		Merrillville, IN	Madison, WI	Merrillville, IN
2015	Chicago IL		Merrillville, IN	Merrillville, IN	Merrillville, IN
2014	Columbus, OH		Merrillville, IN	Merrillville, IN	Merrillville, IN
2013	Milwaukee, WI		Merrillville, IN	Merrillville, IN	Merrillville, IN
2012	Cleveland, OH		FT Wayne, IN	FT Wayne, IN	Merrillville, IN
2011	Indianapolis, IN		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2010	Detroit MI		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2009	Oak Brook, IL		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2008	Cincinnati, OH		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2007	Louisville Metro IG		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2006	Columbus OH		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2005			FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2004	Indianapolis, IN		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2003	Schaumburg, IL		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2002	Milwaukee, WI		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2001			Toledo, OH	Ann Arbor, MI	Chicago IL
2000	Cleveland, OH		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
1999	Chicago, IL		FT Wayne, IN	Windsor, Ontario	Cincinnati, OH
1998			Muskegon, MI	Green Bay WI	Milwaukee, WI
1997	Central Indiana IG		Columbus, OH	Suburban North IG	Northwest, IN
1996	Michigan City, IN		Ann Arbor, MI	Toledo, OH	Madison WI
1995	Northwest Indiana IG		Rosemont, IL	London, Ontario	Indianapolis, IN
1994	Cincinnati, OH		FT Wayne, IN	Canton, OH	Rosemont, IL
1993	Chicago, IL		South Bend, IN	Lansing, MI	Akron, OH
1992	Toledo, OH		Muskegon, MI	Milwaukee, WI	West Lake, OH
1991		Cincinnati, OH	Chicago, IL	Madison, WI	Detroit, MI
1990					
1989					
1988		Dayton, OH	Columbus OH	Flint, MI	Arlington Heights, IL
1987	Cincinnati, OH	South Bend, IL	Carol Stream, IL	Indianapolis, IN	Bowling Green, OH
1986	N.W. Indiana	Palatine, IL	Youngstown, OH	Green Bay WI	FT Wayne, IN
1985		Merrillville, IN	Cleveland, OH	Kenosha, WI	Lansing, MI

* The above list was gathered by reviewing the minutes from previous years. Conventions and assemblies have occurred every year and are mentioned in the minutes but locations were not included. No minutes exist prior to 1985.

Principles of the OA Program		
The Principles of the 12 Steps	The Principles of the 12 Traditions	The Principles of The 12 Concepts of Service
Step One: Honesty	Tradition One: Unity	Concept One: Unity
Step Two: Hope	Tradition Two: Trust	Concept Two: Conscience
Step Three: Faith	Tradition Three: Identity	Concept Three: Trust
Step Four: Courage	Tradition Four: Autonomy	Concept Four: Equality
Step Five: Integrity	Tradition Five: Purpose	Concept Five: Consideration
Step Six: Willingness	Tradition Six: Solidarity	Concept Six: Responsibility
Step Seven: Humility	Tradition Seven: Responsibility	Concept Seven: Balance
Step Eight: Self-discipline	Tradition Eight: Fellowship	Concept Eight: Delegation
Step Nine: Love for others	Tradition Nine: Structure	Concept Nine: Ability
Step Ten: Perseverance	Tradition Ten: Neutrality	Concept Ten: Clarity
Step Eleven: Spiritual Awareness	Tradition Eleven: Anonymity	Concept Eleven: Humility
Step Twelve: Service	Tradition Twelve: Spirituality	Concept Twelve:
		a) Selfishness
		b) Realism
		c) Representation
		d) Dialogue
		e) Compassion
		f) Respect

Decorum in Debate

Robert's Rules of Order Newly Revised, 11th Edition pages 391-394

"The following practices and customs observed by speakers and other members in an assembly assist the carrying on of debate in a smooth and orderly manner." (RONR p. 391)

1. Confining remarks to the merits of the pending question.

Remarks must be germane to the question being addressed – must have a bearing on whether the motion should be adopted.

2. Refraining from attacking a member's motives.

Can speak against the consequences of the action being proposed, but avoid personalities or attack motives of the member who has spoken or who has proposed the issue.

3. **Addressing all remarks through the chair.

Speaker should not address comments to another member. If a member wishes to question comments made by the previous speaker, he/she must seek recognition from the chair and address the assembly. The speaker can then ask the chair to request an answer from the previous speaker.

4. Avoiding the use of members' names. (used in large assemblies)

It is better to say "the member who spoke last" or "the delegate from _____". Officers should be referred to by their office. The speaker may use first person in relating their views.

5. Refraining from speaking adversely on a prior action not pending.

Speaking on an action previously taken is allowed only when the issue is being reconsidered, rescinded, or amended.

6. Refraining from speaking against one's own motion.

A person can vote against their own motion but cannot speak against it. If the maker decides that the action should not be taken, he/she can ask permission to withdraw the motion.

7. Reading from reports, quotations, etconly with permission.**

A member may ask permission to read a report or quotation, etc. while speaking in debate.

8. Being seated during an interruption by the chair. (used in large assemblies)

If the chair is asked to make a ruling, the speaker should be seated....and may resume speaking after the chair is finished.

9. Refraining from disturbing the assembly.

During debate or during voting, members should not talk to others or move about the assembly. (side conversations!!)

Jan Strand, PRP

March 1, 2014

Parliamentary 'Tips.' or What to Do & Why

The following summary will help you determine when to use the actions described in Robert's Rules.

A main motion must be moved, seconded, and stated by the chair before it can be discussed.

If you want to move, second, or speak to a motion, *stand and address the chair.*

If you approve the motion as is, *vote for it.*

If you disapprove the motion, *vote against it.*

If you approve the idea of the motion but want to change it, *amend it or submit a substitute for it.*

If you want advice or information to help you make your decision, *move to refer the motion to an appropriate group or committee with instructions to report back.*

If you feel they can handle it better than the assembly, *move to refer the motion to a group or committee with power to act.*

If you feel that there the pending question(s) should be delayed so more urgent business can be considered, *move to lay the motion on the table.*

If you want time to think the motion over, *move that consideration be deferred to a certain time.*

If you think that further discussion is unnecessary, *move the previous question.*

If you think that the assembly should give further consideration to a motion referred to a committee, *move the motion be recalled.*

If you think that the assembly should give further consideration to a matter already voted upon and you voted on the prevailing side, *move that it be reconsidered.*

If you do not agree with a decision rendered by the chair, *appeal the decision to the assembly.*

If you think that a matter introduced is not germane to the matter at hand, *raise a point of order.*

If you think that too much time is being consumed by speakers, *you can move a time limit.*

If a motion has several parts, and you wish to vote differently on these parts, *move to divide the motion.*

If there are several motions that are similar, and you feel the outcome for all of them should be the same, *move to consider by paragraph (or 'in seriatim').*

If you would like the Assembly to say the Serenity Prayer at any time, *raise a point of privilege.*

Bylaws / Policy / Parliamentary Procedure/ Standing Rules

Bylaws (which include the 12 Steps, 12 Traditions and 12 Concepts) take precedence over all other rules of the assembly. They describe things such as who can vote at an Assembly and Roles (e.g. officers), how often meetings are held, etc.

Policy discusses how bylaws are to be implemented and practiced. They include things such as Officer Duties, financial practices, Committee responsibilities, etc.

Standing Rules limit the practice of Parliamentary Law with regards to the Assembly being held. They speak to items such as limiting debate, election procedures, etc.

Parliamentary Procedure provides the Assembly with rules so that the business of an Assembly can be processed effectively and efficiently and more than anything else, *fairly.*

Parliamentary information is based on contents of Robert's Rules of Order, Newly Revised (11th edition) [RONR] and Region 5 Bylaws, Policies & Procedures and Standing Rules

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www.region5oa.org



OA REGION 5

Parliamentary Overview

What every member should know in order to fully participate in a Region 5 Assembly

“American Parliamentary Law is built on the principle that rights must be respected: rights of the majority, of the minority, of individuals, of absentees and rights of all these together.”
Roberts Rules of Order;
11th edition

“Anonymity is the spiritual foundation of all these traditions, ever reminding us to place principles before personalities.”
The 12th Tradition of OA

Parliamentary Procedures: Placing principles before personalities

Basic Principles Include:

- x Only one question can be considered at a time. It must be put in the form of a Motion by one member and seconded by another (or from a committee, where no second is required) and must be stated by the presiding officer, after which it is open to debate and amendment.
- x No one can make a motion or speak in debate until they have come to the Pro or Con microphone have been "recognized" by the presiding officer.
- x No member can speak a second time on the same question provided anyone desires to speak who has not spoken on that question.
- x Remarks should not be addressed to another member; they must be addressed to the presiding officer.
- x When a question is before the assembly it must be adopted or rejected by a vote, or disposed of in some other way before any other subject can be introduced (except for certain privileged motions).
- x All members are equal. Every member has the same rights.
- x A quorum (minimum number of members) must be present to transact business.
- x A question once settled may not be presented again in the same form in the same session. The only way to bring it back in the same meeting is to move to reconsider (some motions may not be reconsidered).
- x A majority vote decides a question except in cases where basic rights of members are involved.
- x A two thirds vote is necessary for any motion that deprives a member of their rights – such as changing rules of debate, cutting off debate, closing nominations, closing polls, rescinding action without notice, etc.
- x Silence gives consent. Those who do not vote when a vote is taken, by their silence, agree to go along with the decision of the majority.

Basic Principles (continued)

A motion is the means by which all business is introduced to an Assembly. There are six (6) steps necessary to putting a motion on the floor and disposing of it:

1. Make the Motion ("I move that...")
2. Second the Motion (a seconder need not rise or address the chair)
3. Chair states the motion
4. Chair calls for debate and questions
5. Chair puts the question to a vote
6. Chair announces the results.

The 'Rules'

Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result.

Request for Information: Ask a question. If the chair feels that the question is actually debate (i.e. Asking "Is it not true..." followed by a statement is probably not a question), he/she may choose not to answer.

Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules).

Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

Main Motion: Brings new business (the next item on the agenda) before the assembly.

Divide the Question: Divides a motion into two or more separate motions (each must be able to stand on their own).

Consider by Paragraph ('in Seriatum'): Adoption of multiple similar motions (or a single, highly complex motion) may be considered at the same time. Adoption is held until all parts of the motions are debated and amended.

Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.

Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor.

Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time.

Limit Debate: Closing debate at a certain time, or limiting to a certain period of time.

The 'Rules' (continued)

Postpone to a Certain Time: State the time the motion or agenda item will be resumed.

Object to Consideration: Objection must be stated before discussion or another motion is stated.

Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.

Take from the Table: Resumes consideration of item previously "laid on the table."

Reconsider: Can be made only by a member who voted on the prevailing side of a question who has changed position or view.

Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.

Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred.

Informal Consideration: When the assembly goes into a "Committee of the Whole," a (possibly time-limited) discussion [chaired by someone other than the R5 Chair] is held. All votes if taken during an informal consideration are considered recommendations. NOTE: Robert's Rules of Order prohibits straw polls calling them "meaningless and dilatory" as they

neither adopt nor reject a measure (RONR 11 ed. p 429).

Appeal from the Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business.

Suspend the Rules: Allows a violation of the assembly's own rules (except Bylaws); the object of the suspension must be specified.

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