

# Region 5 Bylaws Amendment Form B1

**Date: January 8, 2022**

**MOVE TO AMEND: Page B-3, Article III.C.2 to allow Chair to vote when meeting is virtual**

## **CURRENT WORDING:**

**C. The voting membership of Region 5 representing the entire membership of OA in the region shall be called the Region 5 Assembly and shall be comprised of:**

- 1. Duly elected Region 5 representatives or their alternate**
- 2. All Region 5 officers, excluding the chair. The chair shall have the ability to vote only when a written ballot is used.**

## **PROPOSED WORDING:**

**C. The voting membership of Region 5 representing the entire membership of OA in the region shall be called the Region 5 Assembly and shall be comprised of:**

- 1. Duly elected Region 5 representatives or their alternate**
- 2. All Region 5 officers, excluding the chair. The chair shall have the ability to vote only ~~when a written ballot is used.~~ when an anonymous method is used.**

## **SUBMITTED BY:**

**Bylaws Committee – Marilyn D 330-606-1426 marde0216@aol.com**

## **INTENT:**

**To allow the Chair to vote during a virtual Assembly as they currently do during an in-person Assembly.**

## **IMPLEMENTATION:**

**The online voting method needs to be considered – will it be anonymous? (For Zoom, the ‘poll’ appears to meet the criteria.)**

## **COST:**

**Minimal – update the documentation. If we continue to use Zoom or some similar online tool, we need to ensure the voting method remains anonymous for the Chair to be able to vote.**

## **RATIONALE:**

**Current Bylaws wording states the Chair votes only when a written ballot is used. This means the Chair cannot vote during a virtual Assembly as we do not use a written ballot. This change allows the Chair to participate in voting as long as the online method is anonymous. Example: If a show of hands is the method chosen for an online vote, the Chair cannot participate (same as an in-person Assembly) – the method is not anonymous.**

## Region 5 Bylaws Amendment Form B2

**Date:** January 8, 2022

**MOVE TO AMEND:** Page B-5, Article VI.A.8.a to reflect online methods for elections

### **CURRENT WORDING:**

#### **A. Election of Officers**

8.a. The election shall be by ballot. To be elected, a nominee must receive a majority of the votes cast. If more than one ballot is necessary for any position, on subsequent ballots the name of the candidate with the lowest number of votes shall be dropped from the ballot, except that the top 2 candidates must remain.

### **PROPOSED WORDING:**

#### **A. Election of Officers**

8.a. The election shall be by written or electronic ballot. To be elected, a nominee must receive a majority of the votes cast. If more than one written or electronic ballot is necessary for any position, on subsequent written or electronic ballots, the name of the candidate with the lowest number of votes shall be dropped from the written or electronic ballot, except that the top 2 candidates must remain.

### **SUBMITTED BY:**

Bylaws Committee – Marilyn D 330-606-1426 marde0216@aol.com

### **INTENT:**

To allow for virtual or in-person election of Officers

### **IMPLEMENTATION:**

Current use of Zoom allows 'polls' which meets the criteria, so no changes needed at this time.

### **COST:**

Minimal – update the documentation. Should we choose to use some other virtual meeting software, we need to ensure electronic voting for Officers meets our criteria.

### **RATIONALE:**

Current Bylaws wording indicates a written ballot is being used to elect Officers. This is true only for in-person elections. With a virtual meeting, we need to allow for electronic ballots also. Refer to the Policy & Procedure Manual page C-5 I.C.5 for more information on voting.

## Region 5 Bylaws Amendment Form B3

**Date:** January 8, 2022

**MOVE TO AMEND:** Page B-6, Article IX.C to reflect who is considered a 'member' of Region 5 Standing Committees

**CURRENT WORDING:**

C. Members of any such committees shall hold office in concurrence with the terms of present Region 5 offices.

**PROPOSED WORDING:**

C. Members of any such committees shall ~~hold office in concurrence with the terms of present Region 5 offices~~ be current Region 5 representatives.

**SUBMITTED BY:**

Bylaws Committee – Marilyn D 330-606-1426 marde0216@aol.com

**INTENT:**

To indicate who serves on Region 5 Standing Committees. (Also, no one could explain what the "current" language means.)

**IMPLEMENTATION:**

At each Assembly, ensure the members of the Standing Committees (with voice & vote) are currently serving Region 5 Representatives.

**COST:**

Minimal – update the documentation.

**RATIONALE:**

These members have an ongoing responsibility to that Standing Committee activity while they remain Region 5 Representatives. While Visitors may attend the Committee meetings, they have no voice or vote and do not have ongoing responsibilities to the Committee.

## Region 5 Policies Amendment Form P1

**Date: January 8, 2022**

**MOVE TO AMEND: Policy & Procedure Manual page C-4 – add a statement above “I. REGION 5 GENERAL POLICIES”**

**CURRENT WORDING**

N/A

**PROPOSED WORDING**

Add a statement: Reminder: Any reference to 'in-person' or 'hotel' or 'ballot' is not applicable to a virtual/online event (Assembly, Convention, etc.).

**SUBMITTED BY:**

Bylaws Committee Marilyn D. 330-606-1426 marde0216@aol.com

**INTENT:**

To remind anyone reading the Policy & Procedure Manual to disregard statements related to in-person events or hotel guidelines or voting with ballots when we meet virtually. Adding this one statement encompasses what could have been at least 11 changes to the Manual. We chose to keep this simple!

**IMPLEMENTATION:**

Update the Policy & Procedure Manual on page C-4 only

**COST:**

Minimal – time needed to add this statement to the electronic version of the Policy & Procedure Manual

**RATIONALE:**

There are many references throughout the Policy & Procedure Manual to in-person events, hotels, ballots. These do not apply to virtual/online Assemblies and/or Conventions or any other online event that may be hosted by the Region in the future. Ballots are replaced by polls/other electronic method of voting. Rather than lose the integrity of those valuable policy & procedure guidelines, we chose to add a reminder at the beginning of the P&P Manual that those guidelines/procedures don't apply when we meet virtually.

## Region 5 Policies Amendment Form P2

**Date:** January 8, 2022

**MOVE TO AMEND:** Amend Policy & Procedure Manual page C-5, I.C.1.d 4 to reflect the requirement for any Officer applicant to have regular access to email and virtual communication tools (ex. Zoom).

### **CURRENT WORDING**

I.C.1.d It is strongly suggested that applicants have regular access to email.

### **PROPOSED WORDING**

I.C.1.d It is ~~strongly suggested~~ **required** that applicants have regular access to email **and virtual communication tools.**

### **SUBMITTED BY:**

Bylaws Committee Marilyn D. 330-606-1426 marde0216@aol.com

### **INTENT:**

To ensure that Officer applicants can actively participate in Board meetings, all Region communication, virtual Assemblies and Conventions, etc.

### **IMPLEMENTATION:**

Update the Policy & Procedure Manual on page C-5 only

### **COST:**

Minimal – time needed to update the electronic version of the Policy & Procedure Manual

### **RATIONALE:**

In order for Region 5 Officers to effectively represent and conduct the business of the Region, electronic communication and virtual meeting tools are a necessity. Many events (Assemblies, Conventions, Board meetings) are being held virtually. Communication is almost exclusively electronic. A 'strong suggestion' is no longer good enough; this has become a requirement.

## Region 5 Policies Amendment Form P3

**Date: January 8, 2022**

**MOVE TO AMEND:** Amend Policy & Procedure Manual page C-8, I.H.5 – update to show that the subcommittees of the Outreach Committee of the Whole meet at all Assemblies and the Summer Conference Call.

### **CURRENT WORDING**

**I.H.5 Outreach Committee of the Whole**

Meets during the spring assembly to determine the outreach goals of Region 5 for the following year and forms subcommittees to accomplish those goals

### **PROPOSED WORDING**

**I.H.5 Outreach Committee of the Whole**

Meets during the spring assembly to determine the outreach goals of Region 5 for the following year and forms subcommittees to accomplish those goals. The subcommittees meet at each Assembly and the Summer Conference Call.

### **SUBMITTED BY:**

Bylaws Committee Marilyn D. 330-606-1426 marde0216@aol.com

### **INTENT:**

To reflect current business practice – the subcommittees meet at least three times a year (each Assembly and the Summer Conference Call).

### **IMPLEMENTATION:**

Update the Policy & Procedure Manual on page C-8 only

### **COST:**

Minimal – time needed to update the electronic version of the Policy & Procedure Manual

### **RATIONALE:**

Subcommittees are formed at the spring Assembly. These subcommittees also meet during the Summer Conference Call and the fall Assembly. The Policy & Procedure Manual needs to reflect current business practice.

## Region 5 Policies Amendment Form P4

**Date:** January 8, 2022

**MOVE TO AMEND:** Amend Policy & Procedure Manual page C-9, II.A.1.f – delete outdated guidelines

### **CURRENT WORDING**

**II.A.1.f Communications:** All communications required to carry on the duties of the officer are to be reimbursed by Region 5. Officers are allowed to make personal calls not to exceed ten minutes per day when traveling on OA business.

### **PROPOSED WORDING**

Delete this section entirely

~~**II.A.1.f Communications:** All communications required to carry on the duties of the officer are to be reimbursed by Region 5. Officers are allowed to make personal calls not to exceed ten minutes per day when traveling on OA business.~~

### **SUBMITTED BY:**

Bylaws Committee Marilyn D. 330-606-1426 marde0216@aol.com

### **INTENT:**

Current methods of communication no longer require Region reimbursement.

### **IMPLEMENTATION:**

Update the Policy & Procedure Manual on page C-9 only

### **COST:**

Minimal – time needed to update the electronic version of the Policy & Procedure Manual

### **RATIONALE:**

Current technology allows for Officers to use cell phones/laptops/tablets/etc. to keep in touch while on Region business. This guideline is old (referring to 'pre cell-phone' days when Officers may have had to use hotel phones to reach out or had no computer accessible to them).

## Region 5 Policies Amendment Form P5

**Date: January 8, 2022**

**MOVE TO AMEND:** Amend Policy & Procedure Manual page C-10, II.B.1.d – restate a guideline to reflect current practice

### **CURRENT WORDING**

#### **II.B Duties of the Region 5 Chair**

1. Region Assembly, Board and Special Meetings
  - d. Arranges for a professional parliamentarian

### **PROPOSED WORDING**

#### **II.B Duties of the Region 5 Chair**

1. Region Assembly, Board and Special Meetings
  - d. Arranges for a **professional** parliamentarian

### **SUBMITTED BY:**

Bylaws Committee Marilyn D. 330-606-1426 marde0216@aol.com

### **INTENT:**

Allow the Chair to use a volunteer or a professional Parliamentarian

### **IMPLEMENTATION:**

Update the Policy & Procedure Manual on page C-10 only

### **COST:**

Minimal – time needed to update the electronic version of the Policy & Procedure Manual

### **RATIONALE:**

For many years, Region 5 has utilized the services of a professional Parliamentarian. Recently, a volunteer was recruited to serve in this position. This change allows for either a professional or a volunteer, as long as someone serves as Parliamentarian.

## Region 5 Policies Amendment Form P6

**Date: January 8, 2022**

**MOVE TO AMEND:** Amend Policy & Procedure Manual page C-13, II.D.2.b – generically state the guideline to reflect current practice

### **CURRENT WORDING**

II.D Duties of the Region 5 Secretary

- e. Management
- b. Keeps and maintains computer, printer, and tape recorder and other such equipment as needed

### **PROPOSED WORDING**

II.D Duties of the Region 5 Secretary

2. Management

- b. Keeps and maintains all appropriate Region 5 equipment ~~computer, printer, and tape recorder and other such equipment as needed~~

### **SUBMITTED BY:**

Bylaws Committee Marilyn D. 330-606-1426 marde0216@aol.com

### **INTENT:**

Reflect current business practice – some equipment is outdated and no longer used.

### **IMPLEMENTATION:**

Update the Policy & Procedure Manual on page C-13 only

### **COST:**

Minimal – time needed to update the electronic version of the Policy & Procedure Manual

### **RATIONALE:**

Several years ago, in-person Assemblies were recorded using a tape recorder. Currently, virtual Assemblies are being recorded electronically. The Region 5 Secretary is also responsible for sound equipment (in storage). The equipment needs may continue to evolve so we believe it is appropriate to state this requirement more generically.

## Region 5 Policies Amendment Form P7

**Date: January 8, 2022**

**MOVE TO AMEND:** Amend Policy & Procedure Manual page C-13, II.E.1.b – generically state the guideline to reflect current practice

### **CURRENT WORDING**

**II.E Duties of the Region 5 Treasurer**

1. Management
  - b. Keep accurate accounts of the finances of Region 5 in books provided for that purpose

### **PROPOSED WORDING**

**II.E Duties of the Region 5 Treasurer**

1. Management
  - b. Keep accurate accounts of the finances of Region 5 ~~in books provided for that purpose~~

### **SUBMITTED BY:**

Bylaws Committee Marilyn D. 330-606-1426 marde0216@aol.com

### **INTENT:**

Reflect current business practice – the finances of the Region are currently kept using online software

### **IMPLEMENTATION:**

Update the Policy & Procedure Manual on page C-13 only

### **COST:**

Minimal – time needed to update the electronic version of the Policy & Procedure Manual

### **RATIONALE:**

Several years ago, all financial records for the Region were kept in hardcopy form in a large binder. Currently, many deposits are handled electronically, reports are created in online software, payments are made electronically. As long as the financials are being accurately maintained, this guideline allows for any method to be used.

## Region 5 Policies Amendment Form P8

Date: January 8, 2022

**MOVE TO AMEND:** Amend Policy & Procedure Manual page C-14, II.F.1 – add item f to the list of responsibilities of Region 5 Representatives

### CURRENT WORDING

II.F Duties of the Region 5 Representatives and/or Alternates

1. Assemblies
  - a. Completes online or returns paper assembly registration by deadline
  - b. Brings Region 5 Handbook to all assemblies
  - c. Attends and participates at Region 5 assemblies. The Region representative shall be present during all business sessions.
  - d. When voting,
    1. Consider the group conscience of the intergroup represented.
    2. Be mindful of what is in the best interest of Region 5 and OA as a whole
  - e. Distribute information obtained at the assembly to the intergroup

### PROPOSED WORDING

II.F Duties of the Region 5 Representatives and/or Alternates

1. Assemblies
  - a. Completes online or returns paper assembly registration by deadline
  - b. Brings Region 5 Handbook to all assemblies
  - c. Attends and participates at Region 5 assemblies. The Region representative shall be present during all business sessions.
  - d. When voting,
    1. Consider the group conscience of the intergroup represented.
    2. Be mindful of what is in the best interest of Region 5 and OA as a whole
  - e. Distribute information obtained at the assembly to the intergroup
  - f. Participate in a Business Committee and a Committee of the Whole subcommittee throughout the term as a Region Representative.

### SUBMITTED BY:

Bylaws Committee Marilyn D. 330-606-1426 marde0216@aol.com

### INTENT:

Reflect current business practice

### IMPLEMENTATION:

Update the Policy & Procedure Manual on page C-14 only

### COST:

Minimal – time needed to update the electronic version of the Policy & Procedure Manual

### RATIONALE:

All Region representatives select a Business Committee and an Outreach Committee of the Whole subcommittee on which to serve at the time they register for the Assembly. This is a current responsibility and needs to be included in the Policy & Procedure Manual.