



OVEREATERS ANONYMOUS

REGION 5 SECRETARY

July 11, 2024

RE: Region 5 2024 Summer Online Conference

Saturday July 20th, 2024 – 8:00 AM Central Time, 9:00 AM Eastern Time

Dear Region, 5 Intergroups, Representatives, Officers, and Trustee Liaison.

The conference will be held online using Zoom Cloud Conferencing on July 20th, beginning at 8:00 AM Central Time, 9:00 AM Eastern Time, and is **open to all Region 5 OA members**. The Zoom room will open at 7:30 AM Central Time, 8:30AM Eastern Time.

Instructions on how to connect will be emailed to you a few days before the Assembly. If you have not received the connection information by July 19th, please email me. Please check your junk/spam folder also before emailing me.

This letter is part of the 2024 Summer Online Conference Packet A. This is the only Packet that will be provided for this event. It contains Reports for the upcoming Zoom sessions. We strongly suggest reviewing the materials before the Conference. There will be one more Packet released after the Conference containing the Meeting Minutes and other supporting documents.

Region 5 Summer Conference Documents:

- **A01_Region 5 2024 Summer Conference Secretary Letter**
- **A02_Region 5 2024 Summer Conference Agenda**
- **A03_Region 5 2024 Spring Assembly Minutes**
- **A04_Region 5 2024 Summer Conference Credentials**
- **A05_Region 5 2024 Summer Conference Chair Report**
- **A06_Region 5 2024 Summer Conference Vice Chair Report**
- **A07_Region 5 2024 Summer Conference Treasurer Report**
- **A08_Region 5 2024 Summer Conference Trustee Liaison Report**
- **A09_Region 5 2024 Summer Conference Media Committee Report**
- **A10_Region 5 2024 Summer Conference Convention Committee Report**
- **A11_Region 5 2024 Summer Conference 2024 Nominating Committee Report**
- **A12_Region 5 2024 Summer Conference BudgetvsActuals Budget_total**
- **A13_Region 5 2024 Summer Conference Contributions by meeting and program 2024 to July**
- **A14_Region 5 2024 Summer Conference 2024 Sponsorship-Speakers Subcommittee Report**
- **A15_Region 5 2024 Summer Conference 2024 Everything Intergroup Subcommittee Report**
- **A16_Region 5 2024 Summer Conference New Letter to Intergroups**
- **A17_Region 5 2024 Summer Conference 2024 WSBC Delegate Report_SusanM**
- **A18_Region 5 2024 Summer Conference 2024 WSBC Delegate Report_Linda P**

- **A19_Region 5 2024 Summer Conference 2024 Application for Region 5 Officer**
- **A20_Region 5 2024 Summer Conference 2024 Delegate App For 2024**
- **A21_Region 5 Policies and Procedures_UPDATED 11_23**
- **A22_Region 5 Bylaws_UPDATED 03_23_24**
- **A23_Region 5 2024 Summer Conference 2024 Funding Assistance Form updated 2022**
- **A24_Region 5 Standing Rules for Virtual Assembly UPDATED 11_21**
- **A25_Region 5 Assembly Handbook UPDTED 3_24**
- **A26_Region 5 Updated Convention Guidelines_2022**
- **A27_Region 5 2024 Summer Conference Updated Contribution Form**
- **A28_Region 5 2024 Summer Conference 2024 Convention Registration Form**

Region 5 Officer Elections

At the 2024 Fall Assembly, we will be holding an election for the Region 5 Chair and Treasurer. There is an Officer Application form in Packet A, PLEASE APPLY! If you want to run for these service positions, please fill out the application and send it to me, no later than **August 29th, 2024**. Please do not forget to sign the document before sending it to me. If you scan the document, you can also send me the application by email. However, it is not actually received until I have the signed paper copy of the Application.

Thank you.

Keri E.

Region 5 Secretary

R5Secretary@outlook.com

REGION 5 SUMMER ONLINE CONFERENCE

Saturday, July 20th, 2024

8:00 AM Central Time (CT)/9:00 AM Eastern Time (ET)

Responsibility Pledge

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

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 will power.

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.

The Third Step Prayer.

God, I offer myself to Thee - to build with me and to do with me as Thou wilt.
Relieve me of the bondage of self, that I may better do Thy will. Take away my
difficulties, that victory over them may bear witness to those I would help of Thy
Power, Thy Love, and Thy Way of life. May I do Thy will always!

7th Step Prayer

My Creator, I am now willing that you should have all of me, good and bad. I pray
that you now remove from me every single defect of character which stands in the
way of my usefulness to you and my fellows. Grant me strength, as I go out from
here, to do your bidding. Amen.

Proposed Agenda

Region 5 Summer Online Conference

Saturday July 20, 2024

*Please connect at least 5 minutes before the start of the conference Call.
Please mute yourself if you are not talking.*

7:30 AM CT | 8:30 AM ET

- Meeting Room Open

8:00 AM CT | 9:00 AM ET

- Summer Conference Commences **(30 minutes)**
- *Welcome - Open with Third Step Prayer and Responsibility Pledge*
- Roll Call
- Report of the Minutes Approval Committee of the Region 5 Spring 2024 Assembly Minutes
 - The minutes of this assembly are available on the Region 5 Website.
- Executive Committee Letters and Reports Q & A
 - Chair, Vice Chair, Secretary, Treasurer, and Trustee Liaison
- Region WSBC Delegate Reports

8:30 AM CT | 9:30 AM ET

- Split into breakout rooms for Business Committee check-in meetings **(20 minutes)**
 - Bylaws, Finance, Convention, and Media

8:55 AM CT | 9:55 AM ET

- Reconvene general conference
- Split into breakout rooms for Outreach Sub-Committees check-in meetings **(20 minutes)**
 - Everything Intergroup; Sponsorship – Speakers; Communications Connectivity

9:20 AM CT | 10:20 AM ET

- Reconvene General Conference **(30 minutes)**
- Business Committee Reports
- Committee of the Whole Reports
- Nominating Committee Report
- Intergroup Sharing – Would anyone like to share about issues, successes, and experience strength and hope?
- Announcements for Region 5
- Close with OA Promise

Zoom log-in will be emailed a few days before the Conference. This Zoom Conference meetings will be recorded.

REGION 5 TIMELINE

2024

- | | |
|---------------------|--|
| March 8-10 | Region 5 Spring Assembly, Cleveland, OH |
| July 20 | Region 5 Summer Online Conference – Zoom |
| Sept. 6-8 | Region 5 Convention, Holiday Inn in Cleveland, OH, hosted by Cleveland Intergroup. |
| November 1-3 | Region 5 Fall Assembly, Chesterton, IN |

2025

- | | |
|--|--|
| March 7-9 (not final) | Region 5 Spring Assembly, Milwaukee, WI (hotel location TBD) |
| TBD (Earlier in year, maybe Memorial Day weekend) | Region 5 Convention, Milwaukee, WI (hotel location TBD) |
| July 19 | Region 5 Summer Online Conference – Zoom |
| TBD | Region 5 Fall Assembly (location TBD) |



Region 5 2024 Spring Assembly

Location: Edinburgh, IN

Saturday, September 9th, 2024 – Morning Session

- 1) The 2024 Spring Assembly Saturday Morning Session was called to order by the Region 5 Chair – Eileen C. at 8:31 AM ET, 7:31 AM CT. Opened with:
 - a) The OA Responsibility Pledge, a moment of silence for those who are still suffering, and the Serenity Prayer.
 - b) For Today was read by Laura M.
 - c) The 12 Steps were read by Kathy C.
 - d) 12 Traditions were read by Wanda C.
 - e) Welcomed everyone, especially the visitors.

2) Credentials Report:

- a) The Credential Report Roll Call was conducted by the Region 5 Vice-Chair – Kevin F.
- b) Counts were:

Voting Reps Present:	18
Voting Officers Present:	4
Eligible Voters Present:	22
Non-voting Alternates, Guests	5
Parliamentarian	1
Region Trustee Liaison	1
Total Attendance	29

- c) The full Credentials Report can be found in Packet C: “C03_Region 5 2024 Spring Assembly Credentials Report”.
- d) The Region 5 Chair declared a quorum to be present.
- e) There was no objection to the Credentials Report as presented. The Credentials Report was approved.

3) Standing Rules:

- a) The Standing Rules, distributed in Packet A, were read by Bylaws Committee member Carolyn C.
- b) Hearing no objections, the Standing Rules were adopted.

4) Agenda:

- a) Hearing no objections, the Assembly Agenda was adopted.
- b) The adopted Agenda will be in Packet C as file “C04_Region 5 2024 Spring Assembly Adopted Agenda”.

5) Consent Agenda:

- a) No Consent Agenda (CA) for the Spring Assembly.

6) Eileen C. shared 2023 Fall Assembly Five Minute Writing Exercise responses.

7) Countdown for years of Abstinence was conducted.

8) Introduction of Assembly Newcomer Reps (Green Dots) was conducted.

9) Former Region 5 Officers and Trustees were introduced.

10) Volunteer Services:

- a) Minutes Approval Committee – Yvonne C.
- b) Nominating Committee – Lynn H. (WI), Barbara H. (KY), Cecilia S. (MI), Ed L. (IN), Laura M. (OH), Carolyn S. (IL). Kevin F. is the Committee Liaison.
- c) Copy Coordinator – Susan M.
- d) Timer – Marilyn D.

- 11) Executive Committee Reports and Letter with Q/A:
 - a) Region 5 Chair
 - i) Q and A discussion.
 - ii) No additional questions.
 - b) Region 5 Vice-Chair
 - i) Nothing additional to report and no questions.
 - c) Region 5 Secretary
 - i) Nothing additional to report and no questions.
 - d) Region 5 Trustee
 - i) Barb K. shared some items from her Report.
 - ii) Q and A discussion.
 - iii) No additional questions.
 - e) Region 5 Treasurer
 - i) Nothing additional to report and no questions.
- 12) Announcements were made.
- 13) The 2024 Spring Morning Assembly was adjourned at 9:28 AM ET, 8:28 AM CT for Business Committee Meetings and then lunch, with a prayer.
- 14) Business Committee Meetings met in their established locations.
 - a) Bylaws Committee
 - b) Convention Committee
 - c) Finance Committee
 - d) Media Committee
- 15) Luncheon at 12:00 PM ET, 11:00 AM CT.

Saturday, September 9th, 2024 – Afternoon Session

- 1) The 2024 Spring Assembly Saturday Afternoon Session was called to order by the Chair – Eileen C. at 1:32 PM ET, 12:32 PM CT. Opened with:
 - a) The OA Responsibility Pledge followed by the Serenity Prayer.
 - b) OA Concepts 1-7 were read by Cecilia S.
 - c) OA Concepts 8-12 were read by Beverly B.
- 2) Eileen C. shared 2023 Fall Assembly Five Minute Writing Exercise responses.
- 3) Credentials Report:
 - a) The Credential Report Update Roll Call was conducted by the Region 5 Vice-Chair – Kevin F.
 - b) Counts were:

Voting Reps Present:	18
Voting Officers Present:	4
Eligible Voters Present:	22
Non-voting Alternates, Guests	6
Parliamentarian	1
Region Trustee	1
Total Attendance	30
 - c) The full Credentials Report can be found in Packet C: “C03_Region 5 2023 Spring Assembly Credentials Report”.
 - d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.
- 4) Minutes Approval for the 2023 Fall Assembly.
 - a) No corrections were proposed.

- b) As there were no objections to the 2023 Fall Assembly Minutes as presented, the Minutes were approved by the Assembly.
- 5) 7th Tradition for the Assembly was collected.
- 6) Parliamentary Moment was presented by Gerri M.
- 7) Outreach Committee Goals brainstorming, discussion, and debate for the new Sub-committees for 2024.
 - a) Meeting lead by Barb K. and Kevin F.
 - b) Approved the final tasks to support the primary goals for R5 with a vote.
 - c) Divided into three Sub-committees, listed below.
- 8) Outreach Committee of the Whole Sub-committee Meetings.
 - a) Outreach Sub-Committee Groups for 2024
 - i) Everything Intergroup Sub-committee
 - ii) Sponsorship, Workshops, Speakers, and Renewal Sub-committee
 - iii) Communications Connectivity Sub-committee
- 9) No new Region 5 Convention Bids were announced.
- 10) Announcements were made.
- 11) The 2024 Spring Saturday Afternoon Assembly was adjourned at 4:08 PM ET, 3:08 PM CT with The OA Promise.

Sunday, March 10th, 2024 – Morning Session

- 1) The 2024 Spring Assembly Sunday Morning Session was called to order by the Region 5 Chair – Eileen C. at 8:31 AM ET, 7:31 AM CT. Opened with:
 - a) The OA Responsibility Pledge and the Serenity Prayer.
 - b) For Today was read by Preston F.
 - c) The OA Diversity Statement was read by Sheryl G.
- 2) Volunteer Services:
 - a) Timer – Leanne
- 3) Credentials Report
 - a) The Credentials Report Update Roll Call was conducted by substitute roll caller Pam P.
 - b) Counts were:

Voting Reps Present:	16
Voting Officers Present:	3
Eligible Voters Present:	19
Non-voting Alternates, Guests	5
Parliamentarian	1
Region Trustee Liaison	1
Total Attendance	26

- c) The full Credentials Report can be found in Packet C: “C03_Region 5 2024 Spring Assembly Credentials Report”.
 - d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.
- 4) Business Committee Reports:
 - a) Convention Committee 2024
 - i) Report was presented by the Convention Committee Chair – Marilyn D.
 - ii) No questions.
 - b) Bylaws Committee
 - i) Report presented by the acting Bylaws Committee Secretary – Allen B.
 - ii) No questions

- c) Finance Committee
 - i) Report presented by the acting Finance Committee Secretary – Cecelia S.
 - ii) No questions
 - d) Media Committee
 - i) Report presented by the Media Committee Chair – Yvonne C.
 - ii) Q and A
 - iii) No additional questions.
 - e) Nominating Committee
 - i) Report presented by Nominating Committee Chair – Ed L.
 - ii) No questions
- 5) Committee of the Whole Reports:
- a) Everything Intergroup Sub-committee
 - i) Report presented by Sub-committee Co-Chair Pam P.
 - ii) Q and A discussion.
 - iii) No additional questions.
 - b) Sponsorship, Workshops, Speakers, and Renewal Sub-committee
 - i) Report presented by Sub-committee Chair Beverly B.
 - ii) No questions.
 - c) Communications Connectivity Sub-committee
 - i) Report presented by Sub-committee Chair Ed L.
 - ii) No questions.
- 6) New Business:
- a) **Emergency Bylaws Amendment ENB1.**

MOVE TO AMEND: Article VII Region 5 Trustee Liaison

PROPOSED WORDING: *Update section as follows.*

A. Trustee[s]/Trustee Liaison[s] Nominee Region 5

1. Applications for nomination for Trustee/Trustee Liaison must be filed with the Chair forty-five (45) days prior to the Fall Assembly.
2. If fewer than three (3) applicants have filed their applications, nominations from the floor shall be accepted during the Assembly.
3. All qualified applicants shall have their names placed on the ballot. (See Overeaters Anonymous, Inc. Bylaws, Subpart B, Article VII, Section 4 – Qualifications.)
4. Each voting Region Representative may vote for up to three (3) applicants.
5. Each applicant must receive a majority vote of the Representatives present at the time of the election.
6. When voting for a candidate, mark the ballot with an “X” next to the candidate’s name.
7. In the event that there are no applicants for Trustee/Trustee Liaison at an assembly where applications are needed, or if a vacancy occurs where there is no Region Assembly prior to the date required for submission of applications, the following options may be taken:
 - a. The Region 5 Nominating Committee will solicit applications from Region 5 Intergroups or any other Region.
 - b. All requirements set by the World Service Office must be met prior to the Region 5 Nominating Committee considering completed application(s).
 - c. A majority vote of the Region 5 Board will constitute affirmation of the applicant(s).
 - d. Notification of affirmation process results shall be sent to Region 5 Intergroups via email within 10 days.
 - e. Affirmed applications must be forwarded to WSO prior to the designated deadline.

- i) The proposed Emergency Bylaws Amendment ENB1 was reviewed by the Bylaws Committee and approved to move forward and read by R5 Chair Eileen C.
 - ii) The proposed Emergency Bylaws Amendment ENB1 was presented as pro by the creator, Barb K.
 - iii) The proposed Emergency Bylaws Amendment ENB1 debate of pros and cons started.
 - (1) Con presented that the Amendment specify marking ballots with an "X".
 - (2) Moved to Table ENB1 discussion for the creation of a new Amendment to the ENB1 Amendment.
 - (a) Cecelia S., maker of the Amendment to the Amendment, read the new proposed wording.
 - (b) The proposed Amendment to the Amendment was debated pros and cons.
 - (c) The proposed Amendment to the Amendment was allowed five to seven minutes for discussion.
 - (d) The proposed Amendment to the Amendment was brought to a vote.
 - (e) The proposed Amendment to the Amendment was not adopted by the Assembly.
 - iv) The proposed Emergency Bylaws Amendment ENB1 was brought back to debate pros and cons, without changes.
 - v) The proposed Emergency Bylaws Amendment ENB1 was allowed five to seven minutes for discussion.
 - vi) The proposed Emergency Bylaws Amendment ENB1 brought to a vote.
 - vii) The Policy Emergency Policy Motion ENB1 was adopted by the Assembly - 19 yes/0 no/0 abstain.
7. Unfinished Business.
 - a) No unfinished business.
 8. Recognized outgoing Representatives.
 9. New Representative Graduation (Green Dot) Ceremony was conducted.
 10. Announcements were made.
 11. Chair's Drawing was conducted.
 12. The 2024 Spring Assembly was adjourned at 9:48 AM ET, 8:48 AM CT.

Thank you.

Keri J. Evans

Region 5 Secretary

Approved on 3/23/24 by the Minutes Approval Committee (Keri E. and Yvonne C.)

PACKET A PAGE 11

Region 5 Credentials Report - Spring 2024

Registered Intergroups: 29 Registered Groups: 543 Unaffiliated Groups: 32

Total Groups: 575 Eligible # of Region 5 Reps: 67 Virtual Meetings in R5: 146

St/Prov	Intergroup Name	Number	Groups	Eligible Reps	Sat A.M.	Sat PM	Sun AM
IA	Promises of Eastern Iowa	9021	4	1			
		Iowa	4	1	0	0	0
IL	Suburban North	9118	27	3			
IL	Chicago West Intergroup Farout	9168	17	2			
IL	Tuming Point	9467	19	2			
IL	Central Illinois	9482	7	1			
IL	Chicago Suburban Southwest	9539	23	3			
IL	Two Rivers	9690	12	2			
IL	Forest City	9625	2	1			
		Illinois	107	14	0	0	0
IN	Central Indiana	9096	33	4			
IN	Kiss Intergroup	9311	4	1			
IN	Let Go Let God (LG2)	9642	5	1			
		Indiana	42	6	0	0	0
KY	Louisville Metro	9022	20	2			
		Kentucky	20	2	0	0	0
MI	Greater Detroit Intergroup	9026	37	4			
MI	Southwest Michigan	9141	9	1			
MI	Greater Ann Arbor Area	9251	27	3			
		Michigan	73	8	0	0	0
MN	Northern Serenity	9422	9	1			
MN	Unity	9589	49	5			
		Minnesota	58	6	0	0	0
MO	Saint Louis Bi-State	9029	33	4			
MO	Greater Kansas City Areaa	9525	18	2			
		Missouri	51	6	0	0	0
ND	Red River Valley	9211	11	2			
		North Dakota	11	2	0	0	0
OH	Greater Cincinnati	9040	17	2			
OH	Cleveland Central	9041	42	5			
OH	Greater Canton Area	9122	5	1			
OH	Central Ohio Service	9134	20	2			
OH	Greater Dayton	9175	11	2			
OH	Crossroads of Hope	9274	7	1			
		Ohio	102	13	0	0	0
WI	Milwaukee Area	9053	43	5			
WI	Rock River	9073	9	1			
WI	Madison Area	9161	23	3			
		Wisconsin	75	9	0	0	0
Voting Reps Present			543	67	0	0	0
Voting Officers Present				4			
Eligible Voters Present					0	0	0
Non-voting alternates, guests							
Parliamentarian							
Region Trustee Liaison							
Total Attendance					0	0	0



OVEREATERS ANONYMOUS

REGION 5 CHAIR

Wow! Summer is flying by. One day it's hot the next is cold, I guess that's why we do this one day at a time.

I will be ending my term at the November assembly, and I can't tell you how much I've learned in the past 4 years. I have learned how to connect with the other chairs (RCC), the board of trustees and the staff at the office. The region chairs work together to help our regions to grow. My first year was hard because I was intimidated by the other chairs, but we are now a "well oiled machine" working together. We are currently working on growing OA as a whole. Remember that the only requirement is the "desire" to stop eating compulsively.

I went to WSBC and represented Region 5 to the best of my ability. I got covid and got really sick. Thanks to my peeps covering for me, I was able to rest. I am going to Albuquerque at the end of August to work with the BOT and the others Chairs on our goals and strategic planning to restructure all the regions.

Remember that we are accepting applications for Treasurer and Chair, don't be afraid to apply.

I look forward to seeing and hearing from you all,

EILEEN C

614-595-5584

Eileen43214@gmail.com

Region 5 Vice Chair Report July 2024

I am grateful to be in a position to serve as your Region 5 Vice Chair to the best of my ability. Being part of the fellowship and working with you on the Convention and nominating committee has been exciting. I am eagerly looking forward to the upcoming Convention in Cleveland, Welcome Home, Many Symptoms One Solution. It will happen September 6 – 8 in Cleveland.

Remember your service is needed to carry the message to those in and out of OA. I am grateful to those who have stepped up to do service. We want to keep OA growing. I hope to see you at our virtual Summer Conference Call and at the in person Assembly in the fall in Chesterton.

Your Servant,

Kevin F

Region 5 Vice Chair

219-921-9379

Kevinf250e@gmail.com

REGION 5 OVEREATERS ANONYMOUS
POST OFFICE BOX 221224
SHAKER HTS, OHIO 44122

Treasurer's Report Summer 2024 Assembly

Welcome to those who are new to Region 5 and to those who are returning representatives. Thank you again for allowing me to provide Service as the Treasurer for Region 5.

As Treasurer I maintain the finances of our Region in accordance with our Budget and lead the Finance Committee of the Region. We currently have budgeted for \$65,000 in income for 2024 and \$87,000 in expenditures. Our actual income for the first 6 months of the year is \$54,000. This includes \$27,000 from Convention registrations. Our expenditures are currently only one third of the amount budgeted, but the biggest expense will be the Convention which we expected to be another one third of the budget.

We have received group and individual contributions from both Region 5 and the former Region 4. I want to thank those from Region 4 whose Intergroups and meetings have so quickly adopted our mailing address and forms. We know there are Intergroup Representatives who will need to travel a long distance for our Fall Assembly and I want to assure everyone that we have significant money in our budget to support Intergroup travel costs for this.

I also want to once again encourage people to consider applying for the position of Region 5 Treasurer. Since we moved to the Quickbooks Online software package the job has become much easier and anyone with experience as a group or Intergroup Treasurer will be amazed at how easy this can be. One of my purchases this summer was an updated online training course specific to QuickBooks Online. So if you like learning new things, this is the job for you!!!

Linda P.
Treasurer
Region 5 OA

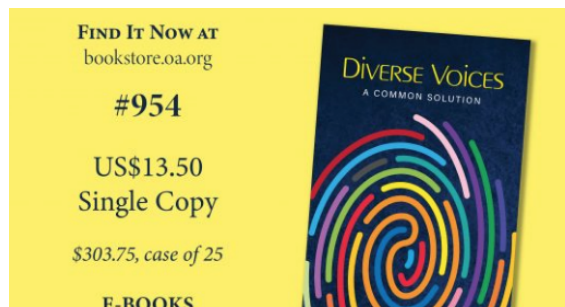


**July 2024
Region 5 Trustee Liaison Report**

Find A Meeting – update your meetings!

This is very important to do. We need to make sure it is updated for our newcomers. Also – double check your phone numbers and contacts. Not only did we find one meeting where the contact is deceased, but also there have been some changes in some meetings that were not from the actual meeting. Updating is so important. <https://oa.org/find-a-meeting/?type=0>

Traditions and Concepts of Service Workshops: All board members will gratefully help you in any Traditions or Concepts of Service Workshops. Please let us know and we will assist you in any way that you need.



New Book from World Service Business Conference!

Go to bookstore.oa.org or your favorite E-bookstore!

Online now! Service Body Bylaws Checklist. <https://oa.org/news/new-service-body-bylaws-checklist/?news-category=0&page=0>

New Service Body Resource that shows OA's Diverse Meeting. Click and it will take you to Special Focus Groups: <https://oa.org/news/new-service-body-resource-showcasing-diverse-meetings-in-oa/?news-category=0&page=0>

Translation Service available soon on oa.org: <https://oa.org/news/new-oa-org-translation-feature-launching-soon/?news-category=0&page=0>

We also have a **need for volunteers to help this translation service:** <https://oa.org/news/new-oa-org-translation-feature-launching-soon/?news-category=0&page=0>

Are you going to your doctor for your annual check-up? Download this and take it to your health care professional to give them more information on Overeaters Anonymous: <https://oa.org/news/professional-community-courier-updated-to-issue-iii/?news-category=0>

LIFELINE! Read the current blog at oa.org. Also – send in your story as well. There are videos, recovery stories, and lots more on OA’s blog. <https://lifeline.oa.org/>

Event Calendar In addition to sending your workshops to region5oa.org you can also put them on the oa.org calendar. Oa.org has an event calendar where you can submit all of your Service Body Workshops as well as see what is going on around the world! <https://oa.org/event-calendar/>

OA has added a new statement to the WELCOME section of certain suggested meeting formats: “Welcome to Overeaters Anonymous; we are a growing, evolving Fellowship with in-person and virtual meetings around the world. In OA, there are opportunities for recovery and to give service at local and virtual group, intergroup/service board, region, and world service levels. We strive to provide literature and support in every language, worldwide, to meet still-suffering compulsive eaters wherever they are.”

<https://oa.org/news/new-welcome-text-added-to-suggested-meeting-formats/?news-category=0&page=0>

Our new Public Information videos are AWESOME! Put them on your Facebook pages – use in your Public Information Meetings!

<https://oa.org/news/oa-releases-new-public-information-video-and-web-page/?news-category=0>

New literature/catalog order for online a oa.org:

<https://oa.org/news/2024-literature-catalog-and-order-form-now-available/?news-category=0&page=0>

University outreach: Is there a university close to you who supports 12 step programs? Check it out!

<https://oa.org/news/new-reach-out-to-university-staff-who-support-student-well-being/?news-category=0&page=0>

Yours in recovery,

Barb K.

Region 5 Trustee Liaison

Region 5
Media Committee Report
June 23, 2024

The Media committee met at the spring assembly in Cleveland, OH on March 9, 2024.

Members present: Yvonne C, chair, Evelyn S., Wanda S, Keri E., Ed L

We discussed having people check the website for broken links and three people volunteered to check the Region5oa.org website once a month, each.

We also discussed the fact that graphic art with a recovery theme can now be submitted. Everyone was encouraged to solicit articles for the Region 5 newsletter at their intergroup and meetings.

We ended the meeting by taking time to write an article ourselves for the newsletter.

The committee met again, on Tuesday, June 4, 2024.

Members present: Yvonne, chair, Keri E, Evelyn S.

The meeting was short due to lack of attendance. The links will be checked and members will be encouraged to remind their intergroups to submit articles.

Respectfully submitted,

Yvonne C (Cleveland Central Intergroup)

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Convention Committee Summer 2024 Assembly Report

WELCOME HOME: Many Symptoms, One Solution

Greetings all and welcome to Cleveland, Ohio!

The Convention Committee as a whole has been meeting every 3rd Tuesday of each month and our Roster is 40+ strong. Our next meeting is scheduled for July 16 @ 7:00pm EST via Zoom. Our subcommittees have been diligently meeting monthly.

We have been sending a monthly E-blast via our Region 5 Secretary and have at least 179 registrants planning to attend. Rumor has it there are going to be quite a few walk-ins.

Other accomplishments: Our program has been drafted and is and has been sent to the board for approval. We have games planned for Friday night and a DJ is reserved for Saturday night dancing. Table centerpieces are in the making along with other signs and decorations in the works. Registration packets are being planned and a date has been set to have a packet assembly party in August.

We still need volunteers: The Marketplace is in need of help and leadership.

There is some fine tuning to be done but we are so excited to get the show on the “12 Step Road!” and welcome everyone back to our In-Person Region 5 Convention!

WELCOME HOME!

Yours in love and service,

Marilyn D., Chair

Pam P., Vice Chair

Nominating Committee Report July 2024

This year the Nominating Committee is working to find individuals eligible and willing to accept a nomination for the following positions on the Region 5 Board:

Trustee Liaison

Chair

Treasurer

The members of the Nominating Committee are:

Ed L, Chair

Barb H

Cecilia S

Carolyn S

Lynn H

Laura M

Kevin F

All those accepting nominations must apply through the application process on the Region 5 website before the end of August.

Pam P has accepted the nomination for Chair.

Barb might have someone for the Treasurer position.

Juliette has accepted the nomination for Trustee Liaison.

I am open to suggestions of candidates to run for Treasurer.

When we know more about the Treasurer position, we will meet.

Region 5 OA

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Assembly Income		0.00	0.00	
7th Tradition	247.00	400.00	-153.00	61.75 %
Registrations	1,324.00	2,600.00	-1,276.00	50.92 %
Total Assembly Income	1,571.00	3,000.00	-1,429.00	52.37 %
Contributions	25,300.43	32,000.00	-6,699.57	79.06 %
Conventions				
2024 Convention	27,174.00	30,000.00	-2,826.00	90.58 %
Total Conventions	27,174.00	30,000.00	-2,826.00	90.58 %
Credit Return	192.87		192.87	
Interest Income	2.15	6.00	-3.85	35.83 %
Total Revenue	\$54,240.45	\$65,006.00	\$ -10,765.55	83.44 %
GROSS PROFIT	\$54,240.45	\$65,006.00	\$ -10,765.55	83.44 %
Expenditures				
2024 Convention Expense	390.00	20,000.00	-19,610.00	1.95 %
Assemblies		5,000.00	-5,000.00	
Assembly Exp		0.00	0.00	
Banquet	940.41		940.41	
Copies	288.66		288.66	
Hotel Liaison - Assembly Exp	757.08		757.08	
IG Delegate Assistance		3,000.00	-3,000.00	
Meeting Rooms	1,414.70		1,414.70	
New Rep Information	417.30		417.30	
Officers Assembly Expenses	2,591.83	6,000.00	-3,408.17	43.20 %
Outreach Committee	42.62		42.62	
IG Outreach Committee	505.44	1,500.00	-994.56	33.70 %
Professional Outreach		1,000.00	-1,000.00	
Total Outreach Committee	548.06	2,500.00	-1,951.94	21.92 %
Parliamentarian		200.00	-200.00	
Total Assemblies	6,958.04	16,700.00	-9,741.96	41.66 %
Contract Services				
Accounting Fees				
Accountant		2,000.00	-2,000.00	
Total Accounting Fees		2,000.00	-2,000.00	
Total Contract Services		2,000.00	-2,000.00	
Facilities and Equipment				
Furniture and Equipment	65.22		65.22	
software program upgrades	134.66	100.00	34.66	134.66 %
Total Facilities and Equipment	199.88	100.00	99.88	199.88 %
Insurance - Liability, D and O				
Liability Insurance	1,211.00	1,200.00	11.00	100.92 %

Region 5 OA

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Insurance - Liability, D and O	1,211.00	1,200.00	11.00	100.92 %
Operating Expenses				
Officer Operating Expenses		2,000.00	-2,000.00	
Secretary Office Expense	9.95		9.95	
Treasurer Office Expense	379.36		379.36	
Total Officer Operating Expenses	389.31	2,000.00	-1,610.69	19.47 %
Total Operating Expenses	389.31	2,000.00	-1,610.69	19.47 %
Operations				
Postage, Mailing Service				
Post Office Box		200.00	-200.00	
Postage		60.00	-60.00	
Total Postage, Mailing Service		260.00	-260.00	
Processing Fees				
Wepay	1,561.49	1,600.00	-38.51	97.59 %
Total Processing Fees	1,561.49	1,600.00	-38.51	97.59 %
Record Storage/Shredding	770.00	1,320.00	-550.00	58.33 %
Web Expenses				
Virtual Meeting Expenses	299.80	300.00	-0.20	99.93 %
Web Site Security	148.50	300.00	-151.50	49.50 %
Webmaster	2,104.31	6,500.00	-4,395.69	32.37 %
Website Hosting & Domain	567.49	300.00	267.49	189.16 %
Total Web Expenses	3,120.10	7,400.00	-4,279.90	42.16 %
Total Operations	5,451.59	10,580.00	-5,128.41	51.53 %
Tax				
Non Profit Status	50.00	50.00	0.00	100.00 %
Total Tax	50.00	50.00	0.00	100.00 %
Travel and Meetings				
Conference, Convention, Meeting				
2025 Convention Hotel Liaison	884.05		884.05	
Total Conference, Convention, Meeting	884.05		884.05	
Total Travel and Meetings	884.05		884.05	
Unapplied Cash Bill Payment Expenditure	0.00		0.00	
World Service Organization				
Region Chair Committee (RCC)	493.96	2,000.00	-1,506.04	24.70 %
Trustee Candidate Expense		2,000.00	-2,000.00	
Trustee expenses	6.40		6.40	
World Service Business Conf				
Chair to WSBC	1,692.84	2,500.00	-807.16	67.71 %
IG Funding Assistance		3,000.00	-3,000.00	
Region 5 Delegate to WSBC	3,478.33	5,000.00	-1,521.67	69.57 %
Total World Service Business Conf	5,171.17	10,500.00	-5,328.83	49.25 %

Region 5 OA

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
WSO Contribution				
World Service General Fund	10,000.00	20,000.00	-10,000.00	50.00 %
Total WSO Contribution	10,000.00	20,000.00	-10,000.00	50.00 %
Total World Service Organization	15,671.53	34,500.00	-18,828.47	45.42 %
Total Expenditures	\$31,205.40	\$87,130.00	\$ -55,924.60	35.81 %
NET OPERATING REVENUE	\$23,035.05	\$ -22,124.00	\$45,159.05	-104.12 %
Other Expenditures				
Reconciliation Discrepancies-1	36.01		36.01	
Total Other Expenditures	\$36.01	\$0.00	\$36.01	0.00%
NET OTHER REVENUE	\$ -36.01	\$0.00	\$ -36.01	0.00%
NET REVENUE	\$22,999.04	\$ -22,124.00	\$45,123.04	-103.96 %

Region 5 OA

Profit and Loss by Tag Group

January 1 - July 9, 2024

	TOTAL
Revenue	
Assembly Income	
7th Tradition	247.00
Registrations	1,324.00
Total Assembly Income	1,571.00
Contributions	
#13 Illinois	
- 801159 Zoom Central IL Thurs 730P	150.00
- Personal Donations	335.00
-00417 Normal Wed 515pm	200.00
-01232 Chgo Wash Pk Sat 1015 am	52.50
-04500 Naperville Mon 730 pm	250.00
-04667 Burbank Thu 1000 am	160.55
-04737 Burbank Tue 730 pm	154.70
-07207 Northbrook Sat 1100 am	71.20
-07972 Schaumburg Wed 930 am	82.00
-07984 Ferguson Tues 6PM	13.40
-08909 Aurora Wednesday 930 am	40.00
-09118 Suburban North Intergrou	667.00
-09168 CHIWIF Intergroup	675.00
-09467 Turning Point Intergroup	1,290.70
-09539 CSSI Intergroup	1,073.86
-11921 Forest Park Sat 900 am	14.00
-13044 Arlington Hgts Sat 230 p	57.60
-14691 Palos Hgts Fri 1000 am	192.13
-15457 Niles Mon 700 pm	43.20
-19803 Crystal Lake Sat 1000 am	113.10
-20655 LaGrange Fri 900 am	56.40
-22469 Highland PK Sun 1000 am	70.00
-30462 Evanston St Fr Sat 930am	30.00
-31397 Tuesday PM	19.30
-32205 Chgo St. Johns Sat 930 a	18.75
-32222 Elmhurst Sat 1015 am	80.00
-33054 Oak Lawn Fri 700 pm	48.60
-33402 Libertyville Sat 800 am	67.00
-34562 Evanston St M Sat 900 am	58.00
-34566 Monkena Mon 1000 am	67.90
-34571 River Grove Mon 730 pm	20.00
-35752 Darien Tue 530 pm	10.00
-35994 Evanston Fri 730 am	21.20
-36157 Roselle Sat 830 am	103.00
-36275 Chicago Sun 1100 am	80.00
-38938 Burr Ridge Sat 800 am	26.70
-39338 Chgo Masonic Sat 730 am	30.00

Region 5 OA

Profit and Loss by Tag Group

January 1 - July 9, 2024

	TOTAL
-39340 Chgo Thorek Sun 915 am	66.23
-41015 Chi St. Johns Tue 700 pm	25.00
-45986 Oak Forest Wed 730 pm	31.40
-46915 Orland Park Sat 830 am	164.57
-49214 Chicago St Ma Mon 600 pm	175.80
-49518 Kankakee Wed 700 pm	20.00
-50027 Alton Tues 7PM	30.00
-50044 LaGrange Sun 700 pm	44.60
-51048 Darien Wed 630	147.10
-51233 Oak Park Wed 700 pm	68.30
-53345 Chicago Alano Sun 900 am	30.00
-53693 Orland Park Wed 930 am	40.00
-54010 Northbrook Mon 1000 am	10.00
-56429 Northbrook Thu 1000 am	27.00
-57330 Crystal Lake Thurs noon	45.30
-57518 Burbank Tues 6;30 Newcom	186.60
-57855 Urbana Tuesday evening	223.00
-57859 Chicago Wed 6PM	9.00
-800455 Evanston Zoom Sat 730A	150.00
-800561 Burbank Zoom 7;30	120.17
-800669 Morton Grove Wed 7PM	142.50
-88960 Zoom Tues Acceptance is the Answer	7.80
-89078 Saturday 8 am Virtual	213.20
-89941 Monday Chi No 7PM Zoom	17.00
Total #13 Illinois	8,437.36
#14 Indiana	
- 800456 Friday 730PM Zoom	10.00
-01026 Indianapolis Thu 1200 pm	10.00
-02327 Elkhart Mon 600 pm	66.70
-08475 Lafayette Wed 700 pm	50.00
-09096 Central Indiana IG	3,000.00
-12098 Indianapolis Tue 700 pm	25.28
-14137 Michigan City Mon 700 pm	279.00
-22495 Goshen Sat 1000 am	51.52
-22838 Indianapolis Fri 1200 pm	258.00
-24741 Highland Fri 900 am	15.00
-26994 Indianapolis Sat 830 am	28.53
-36184 Greenwood Sat 1000 am	125.00
-36536 Indianapolis Mon 630 pm	30.00
-37739 Ft. Wayne Sat 900 am	64.60
-38165 Evansville Sat 840 am	18.90
-52025 Indianapolis Sun 4pm	63.00
-54446 Crown Point Tue 700pm	32.00
-54657 Ft. Wayne Thu 615 pm	45.00

Region 5 OA

Profit and Loss by Tag Group

January 1 - July 9, 2024

	TOTAL
-56566 Indianapolis Mon 7pm	48.62
-57032 Fort Wayne Monday Noon	17.50
-57348 Hebron Sat 11AM	5.00
-800523 Indianapolis Tues noon	10.70
-800546 Indianapolis Wed 7PM	20.00
-800576 Sat 830AM Eye Opener	77.00
-800787 Friday night zoom	14.60
-801146 Wednesday 530PM	37.35
-89294 Tuesday Body Image	173.21
Total #14 Indiana	4,576.51
#18 Kentucky	
- Personal Donations	100.00
-09022 Louisville Metro IG	105.00
-14857 Erlanger Wed 1030 am	89.02
-24532 Lakeside Sat 1030 am	37.99
-27020 Lexington Mon 700 pm	125.00
-33828 Louisville Fri 630 pm	38.83
-52921 Louisville Sat 400 pm	33.38
-57611 Saturday AM Recovery	61.20
-57702 Louisville TGIF	14.64
-800175 Lexington 9AM Zoom	43.00
Total #18 Kentucky	648.06
#22 Michigan	10.00
- Personal	10.00
-01953 Muskegon Tue 1000 am	60.00
-09026 Greater Detroit IG	200.55
-09208 Western Michigan IG	3,457.61
-16847 Grand Rapids Sat 1000 am	10.00
-29352 Charlevoix 630PM	30.00
-32527 Bloomfield H Wed 1000 am	20.60
-33110 Jackson Sat 930 am	27.00
-34924 Adrian Thu 700 pm	50.00
-35412 Ferndale Fri 1000 am	33.55
-39685 Garden City Sat 100 pm	10.00
-46681 Adrian Sat 1000 am	20.00
-49379 Bay City Thu 700 pm	16.60
-50804 Plymouth Thu 830 am	12.60
-51179 Okemos Tue 700pm	50.00
-51645 Livonia Wed 800 am	20.00
-53616 Adrian Monday 1230pm	20.00
-57508 Ann Arbor Thurs 6PM BB	70.40
-800033 Grand Rapids Wed 10AM	10.00
Total #22 Michigan	4,138.91
#23 Minnesota	

Region 5 OA

Profit and Loss by Tag Group

January 1 - July 9, 2024

	TOTAL
--51440 Monday 630 PM Living Word Church Eagan	25.00
-04913 Anoka Mon 7PM	252.00
-28143 Chippewa Falls Mon 630	25.00
-31497 Minnetonka Friday noon	29.50
-46492 Minneapolis Sun 6PM	5.00
-800138 Minneapolis Thurs 7PM	200.00
-Personal donation	70.00
18284 Minneapolis Tues 930	43.80
Total #23 Minnesota	650.30
#24 Missouri-Illinois	
- 06234 Sunday Recovery 11AM	10.00
- 801181 St. Louis Tues 7AM	5.00
-07418 St Louis Sat 10am	14.70
-09029 St Louis Bi-state IG	16.70
-24305 Gethsemane Lutheran Sun 5PM	40.00
-53332 Thursday Big Book	10.00
-57275 Warrensburg Tues 630PM	24.00
Total #24 Missouri-Illinois	120.40
#34 North Dakota	
- 30526 Grand Forks Thurs 515PM	58.90
Total #34 North Dakota	58.90
#35 Ohio	
- 55745 Toledo Tues BB 530	10.00
- 57342 Youngstown Monday 7PM	105.00
- 58015 Toledo Mon 10;15A	60.00
- 800618 Monday Newcomer Cleveland	29.20
- Personal	147.50
-00915 Elyria Mon 730 pm	60.00
-01041 Mentor Thu 1000 am	46.30
-02089 Columbus Thu 930 am	233.10
-02169 Medina Wed 730 pm	40.00
-04811 Seven Hills Fri 730	36.67
-08083 Columbus Mon 930 am	121.80
-08503 N Olmsted Wed 1000 am	60.13
-09134 Central Ohio Intergroup	1,988.44
-15272 Olmsted Falls Sat 10 am	55.00
-16720 Brunswick Tue 1000 am	83.90
-19937 Bedford Sat 1000 am	24.00
-21586 Kettering Sun 630 pm	25.80
-22079 Westlake Sun 10 am	81.40
-23004 Westerville Mon 700 pm	80.00
-23332 (deleted)	45.75
-24484 Toledo Tue 930 am	50.00
-29990 Chesterland Mon 730 pm	23.30

Region 5 OA

Profit and Loss by Tag Group

January 1 - July 9, 2024

	TOTAL
-46541 Strongville Mon 730 pm	32.50
-49336 Latonia Thurs 7PM	6.50
-53969 Westerville Wed 700 pm	63.50
-54299 Athens Saturday 1000 am	51.00
-56786 Toledo Fri 1100 am	35.00
-57037 Findlay Thu 530pm	20.00
-57174 Montezuma Tue 730 pm	12.00
-57288 Fort Thomas Tuesday 730	17.25
-57352 Warren Monday 10AM	65.00
-57419 Kenwood Sober Eating	39.28
-57731 Parma Thursday 1PM	78.12
-57819 Pickerington Tues 9;30AM	39.66
-800061 Elyria Thursday S&T	158.00
-801365 Cleveland Sun 10AM	57.90
-88762 - Reg Sunday Morning C&R	399.45
-88932 Virtual Meeting	154.99
-89151 - Wednesday Bridgetown	24.00
-89904 Columbus Sunday 7PM	22.16
Total #35 Ohio	4,683.60
#49 Wisconsin	
- 800542 Mequon Tues 630PM	5.00
- Personal Contributions	5.00
-00122 Franklin Mon 645 pm	25.07
-03478 West Bend Thu 300 pm	5.00
-03631 New Berlin Wed 930 am	111.00
-04055 West Allis Sat 930 am	44.42
-06854 Benet Lake Fri 1000am	36.00
-09053 Milwaukee Intergroup	73.65
-11228 Oshkosh Sat 10AM	8.00
-20992 Wauwatosa Wed 630 am	53.60
-21024 Menomonee Falls Tues 10A	48.50
-21024 Menomonee Fls Tue 10am	8.00
-30176 Whitefish Bay Mon 700 pm	86.80
-32315 Madison Mon 1200 pm	20.00
-32466 Fox Point Sat 930 am	98.52
-38390 Wauwatosa Sat 730 am	111.24
-39166 Neenah Mon 600 pm	26.77
-39254 New London Mon 430 pm	10.00
-46721 Delavan Fri 845 am	20.00
-49329 Burlington Sat 830 am	20.00
-49495 Madison Mon 530 pm	10.50
-49816 Slinger Mon 630 pm	76.20
-50571 Green Bay Tue 6 pm	5.00
-51134 Cambridge Fri 830 am	253.00

Region 5 OA

Profit and Loss by Tag Group

January 1 - July 9, 2024

	TOTAL
-53314 Cambridge Mon 830 am	253.00
-56006 Menomonee Fls Wed 630pm	30.00
-56592 Oconomowoc Tue 1030 am	10.00
-56813 Cambridge Wed 830am	253.00
-57396 Waukesha Tues 4PM	11.44
-57585 Grafton Thurs 630 PM	55.50
-58078 West Bend Th 630P	10.28
-88911 Zoom BB Mon 830 AM	59.50
-89909 Zoom Tues 10AM	31.10
-89919 Zoom Sun 630PM	36.30
Total #49 Wisconsin	1,911.39
Other Region Individual	75.00
Total Contributions	25,300.43
Conventions	
2024 Convention	26,697.00
Scholarship donation	477.00
Total 2024 Convention	27,174.00
Total Conventions	27,174.00
Credit Return	192.87
Interest Income	2.15
Total Revenue	\$54,240.45
GROSS PROFIT	\$54,240.45
Expenditures	
Total Expenditures	
NET OPERATING REVENUE	\$54,240.45
NET REVENUE	\$54,240.45

Region 5 Sponsorship – Speakers Subcommittee Report

After discussing multiple options for promoting Sponsorship for Region 5, we decided we the need was for a concrete deliverable to help members and Intergroups. We have decided to develop and present a virtual Sponsorship Support Workshop, where there is an opportunity to discuss different elements of sponsoring new members, sponsoring old-timers and returning members and encouraging people to step up and sponsor for the first time.

Our goal is to encourage people to sponsor and offer ourselves as mentors to these new sponsors, if asked. Another benefit is to encourage people to get a sponsor if they have not done so.

A template for a workshop on sponsorship already exists on the OA.org website. Each of us are reviewing the template for revisions and potential updates. We are aiming to do an online workshop in October, between the Convention and the next Assembly.

Allen will also check with the Region 5 Convention Program Committee about doing a workshop that weekend.

The Region 5 Everything Intergroup Subcommittee Meeting Report

due July 9, 2024 for the Summer Online Conference

Business:

Decisions made:

Wrote drafts of welcome letters for new Region Reps and new Region 5 Intergroups. Compared them to the letters that have already been approved by the board and decided no changes were necessary.

Actions taken:

- 1) Suggested to the R5 Board that a process for assigning mentors to green dots during the assembly registration be created by:
 - a. Updating the registration form to ask returning members if they would like to mentor a green dot
 - b. Updating the registration form to ask new reps if they would like to be assigned a mentor
 - c. Pairing mentors with mentees and contacting them with mutual contact information

If this suggestion is acted upon, we are willing to write information about the mentorship program to be included in the document “Region 5 Assembly Information for Representatives and Visitors”.
- 2) Wrote a policy amendment motion to have the “Assembly Information ...” document sent to new reps asap after they have registered.
- 3) Suggested to the R5 Board that the first document in each assembly packet include an explanation of the remaining documents (currently being done) and (add) how they are to be used—what needs to be read before assembly, etc.
- 4) Investigated what services Region 5 provides and asked that the R5 website be updated to reflect changes in listed services.
- 5) Wrote a letter to the intergroups with information about the Intergroup List on region5oa.org and encouraging them to update their information.

Issues for later: Considered surveying all R5 intergroups regarding what they need from their region.

Dear Region 5 Intergroups,

The Intergroup list page of the Region 5 website is designed as a source of information about all our intergroups—a place for our intergroups to post the following information and documents:

- Intergroup name and number
- Nickname
- Service Area
- Website
- Phone (Text/Voicemail)
- Phone (Meeting Info)
- Intergroup Meeting Schedule
- Newsletter
- Intergroup Minutes

The Intergroup List can be found under the Intergroup drop-down menu at region5oa.org, at the top of the page. From there, click on the desired state and scroll through to find the intergroup of interest.

To update your intergroup information, click on the “Submit Intergroup information” link.

You will be asked to fill in your first name and last name, email address, and comment or message, and files can be uploaded. The comment/message may be something like “Please make the following update to the (give intergroup name and state) listing: (list the field and the value that needs to be updated)” or “Please post the attached (meeting schedule/newletter/minutes) for the (intergroup name and state)”.

This is a resource for your intergroup and all of Region 5.

Please make sure your information is up to date.

Thank you for your service!

Region 5 Everything Intergroup Subcommittee

Susan M's WSBC 2024 Report to Region 5

I am grateful to Region 5 for sending me as a Region 5 delegate to World Service Business Conference (WSBC) 2024.

My experience

Being at WSBC is a world class experience! It is bucket list worthy, whether you are ready to be a delegate, willing to volunteer, or simply want to be a visitor. Besides experiencing the efficiency of Parliamentary Procedure and seeing so much work getting done for OA, there are wonderful workshops and OA meetings. Where else do you get to rub elbows with so many people who have decades of OA recovery? The level of honesty and vulnerability is superb. There are endless opportunities to grow and use the principles of the program. This is an experience you don't want to miss.

I was impressed with the pre-conference material and training this year. There was a secure private website for delegates with access to everything we needed to get ready. The preparation trick for me is to start early to get through all the materials and seek answers to my questions.

The theme for this year's Business Conference was "We ALL Belong: Welcome to OA!" We are indeed a diverse group of people who are bonded in special ways due to our common problems with food, the solution we find in the Twelve Steps of OA, and the principles of our program. OA is our home, our "safe place where we find and learn what love, acceptance, and forgiveness is." (Conference Planning Committee Report) This theme was evident in the workshops offered as well as throughout the business sessions.

Some of the issues dealt with at WSBC are controversial and emotions can run high. What an opportunity to practice the principles of our program! I love that in OA group conscience meetings (and WSBC is simply a worldwide GC) we get to hear everyone's voice. When we understand others' opinions, we frequently find that the minority voice actually speaks what is best for OA as a whole! It is so good to make informed decisions, especially in such important matters. When a discussion starts to get heated, it is common for someone to request we all say the Serenity Prayer, which has a calming effect. Once the vote is final, the loving relationships continue among our fellows.

Some statistics (participation and 7th tradition):

- This year we had 188 eligible voters representing 21 countries: Australia, Brazil, Canada, Colombia, Costa Rica, Denmark, England, Germany, Greece, Indonesia, Iran, Israel, Italy, Mexico, New Zealand, Poland, Spain, Sweden, Ukraine, United States, and Wales.
- These voters also represented 14 languages: Danish, English, Farsi, French, German, Greek, Hebrew, Italian, Polish, Portuguese, Spanish, Swedish, Ukrainian, and Welsh. Sessions frequently started with the opening prayer being said in a language other than

English before the body said it in English. One workshop had the closing shared in all these languages plus Russian, in honor of the delegate who could not get a visa!

- Thirty-five states of the USA were represented: Alabama, Arizona, California, Colorado, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, Texas, Vermont, Virginia, Washington, Wisconsin, and Wyoming.
- Non-delegate volunteers did service as pages, door monitors, and members of the Conference Support Committee. There were 23 such volunteers (including 5 from out of state).
- Professional participants included 4 World Service Office (WSO) staff members and our parliamentarian.
- The Seventh Tradition collection taken during the Friday afternoon Business Meeting yielded \$9411 in US dollars plus \$20 in Australian dollars.

I was asked to serve on the Minutes Review Committee, helping to verify the statistics in the final report. (This helped me pay closer attention to these details.)

Conference Committees met on Wednesday afternoon. I am a member of the Bylaws Committee and the Restructure Bylaws Subcommittee, on which I will continue to serve until the next WSBC. The Restructure Bylaws Subcommittee is working on two projects: Standing Rules for online conferences (informed by Roberts Rules, Appendix A) and indexing or restructuring the WSBC Policy Manual.

I also served on the Reference Subcommittee of the Bylaws Committee, which is where controversial or redundant motions are reimagined before going (or returning) to the conference to be voted on. We had orientation Thursday morning, met twice Thursday evening and twice on Friday. We addressed 8 proposals. There was no Emergency New Business.

There were five Business Sessions, meeting Thursday and Friday (both morning and afternoon) and Saturday morning.

Workshops, forum, information session, and meetings:

- Workshop: All About Conference (Tuesday evening)
 - This was a training/refresher about conference logistics, deadlines, and what resources are available.
- Literature Questions and Answers (Wednesday morning)
 - This was a chance to get more information about the literature to be voted on, which was the *OA Handbook*.
- Forum: Building Bridges to Recovery (Wednesday morning)
 - Eye/heart opening vulnerable sharing and discussions about a variety of situations that might be deterrents to finding recovery for someone who needs our program, how it would feel to be in those situations, and how one might overcome them. This was a wonderful boost to empathy and compassion.

- Workshop: Everything You Ever Wanted to Learn About Our Service Structure
 - Interesting historical facts about OA were shared.
 - We are currently in 79 countries.
 - We currently have:
 - 297 Intergroups
 - 15 National Service Boards
 - 11 Regions
 - 3 Language Service Boards
 - 2 Specific Focus Service Boards
 - The purpose and distinction of each type of service body was explained.
 - The distinction between affiliation and participation was also explained.
- Seventeen OA meetings were scheduled over 6 days.
 - I was able to participate in 4 of them. They were amazing.
- Workshops I missed due to scheduling conflicts:
 - Workshop: Our Uniqueness Is an Asset (Thursday evening)
 - Workshop: Tough Questions (Friday evening)

The new parliamentarian shared about meeting misconceptions:

- Meetings are not designed to pass out information. (Meetings are designed to make decisions.)
- Other common misconceptions discussed involved parliamentary procedures.

I attended the Saturday open BOT meeting. Officers were elected. Barb K, the Region 5 Trustee Liaison, was elected First Vice Chair. New Trustees were paired with Mentors.

Between dinner and dancing Saturday evening, 3 outgoing trustees shared their journeys in OA service.

Make plans now to attend the next OA World Service Convention August 21-23, 2025 at the Renaissance Orlando at SeaWorld in Orlando, FL, with the theme “Walking in the Sunlight Together”. This is another world class experience you don’t want to miss!

* * * * *

Some highlights from pre-conference reports:

- From the Board of Trustees Chair:
 - The WSO staff has had some personnel changes this last year. Sarah Armstrong retired after 24 years of service as controller (17 years) and then managing director (7 years). Dan Sandweiss is the new Managing Director. Over 30% of our 12 professionals have served OA for more than 20 years!
 - There is a new Contribution Portal that allows us much more direct control.
 - Rising costs, fewer contributions, and decreased literature sales have contributed to gaps in the budget. Please continue to help us be self-supporting.

- There is a new Public Service Announcement (PSA) Video Story “OA Has Your Back”.
- From the Managing Director:
 - Two Audio books are distributed via Audible, Amazon, and Apple Books: *Overeaters Anonymous, Third Edition* and *The Twelve Steps and Twelve Traditions of Overeaters Anonymous, Second Edition*
 - E-books:
 - All OA books, except workbooks, are available as e-books via Amazon (Kindle), Barnes & Noble (Nook), and Apple Books.
 - The four e-workbooks are available as downloadable PDFs from the OA bookstore.
 - One manual and 10 pamphlets are available as e-books, the newest releases are *When Should I Refer Someone to Overeaters Anonymous?* and *Public Information and Professional Outreach Service Manual*.
 - Print on Demand books sold via Amazon are *A New Beginning: Stories of Recovery from Relapse, OA Twelve and Twelve, Second Edition Large Print*, and *Lifeline Sampler*.
 - No OA literature is available in all formats. To purchase OA literature, go to bookstore.oa.org. Links to third-party vendors authorized to sell OA literature (from whom OA receives royalties) are on the product pages.
 - OA trademarks may be used by registered OA groups and service bodies with written permission. The registration mark must be shown, and the group number must be printed directly beneath the OA trademark to distinguish the material from that originating from OA, Inc. For information, go to the Logo Request form in the oa.org Document Library.
 - There are specific guidelines for sharing OA copyrighted materials. Information may be found in the oa.org Document Library: Board of Trustees’ letter, Sharing OA-Copyright Material Electronically, dated February 26, 2022, and the Reprint Request form.
 - If you see infringements of OA copyrights, contact the WSO at info@oa.org with the subject line “Infringement”.
- From the Regions:
 - Region One’s board positions include 2 vice chairs and 2 Members at Large (who assist other board members, besides specific limited duties). The intergroup chairs meet via videoconferencing monthly. The region has offered intergroup funds for targeted Facebook ads.
 - Region Two’s board includes a Publications Coordinator and an Events Coordinator.
 - Region Three’s board includes a Digital Content Coordinator.
 - Region Four is closing, effective June 1, 2024. (At least 7 of Region 4’s 13 intergroups will be joining Region 5. These new-to-us intergroups are in Illinois, Iowa, Minnesota, Missouri, and North Dakota.)
 - Region Six’s board includes a Coordinator and a Web and Publications Coordinator. This region has regular video forums (10 each year) with intergroup

chairs and other trusted servants. (I have participated in 2 of these so far and have found them very helpful.)

- Region Seven’s board has a Recording Secretary and a Corresponding Secretary. They host Region Seven Roundtable Discussions on various topics every third Tuesday at 7 pm ET.
- Region Eight’s board positions include a Parliamentarian.
- Region Nine’s board includes a Communication Officer.
- Region Ten’s board includes a Minute/Note-Taker (the secretary position is vacant), and the past Chair.
- The Virtual Region’s board includes a Data Coordinator and a Digital Coordinator. Among other events, the virtual region has been offering fifteen-week Step-study workshops, plus Steps One, Two, and Three workshops based on the thirty questions in *A Guide for Sponsors*.
- The Delegate Support Fund Committee administers funds that are available to help service bodies that otherwise could not send delegates to WSBC.
- The Digital Download Ad Hoc Committee came to the conclusion that a digital lending library is beyond OA’s resources, financial and human, and does not seem to be a viable option to carry the message.
- From the Internal Information Committee:
 - The “Suggested *Lifeline* Meeting Format” has been updated.
 - Voice recordings of the *Overeaters Anonymous* appendices have been added to lifeline.oa.org, along with various submissions including written audio and visual creations by members
 - The *A Step Ahead* publication was changed from a quarterly PDF to an online multiple-post format.
- The International Publications/Translations Committee is doing amazing work to help spread the message worldwide.
- From the Public Awareness/Professional Tradeshows Committee
 - Check out the PIPO Resource page on oa.org!
 - There is a new Press Kit in the works, to be available soon.
 - There are GIFs available to service bodies on the PIPO page of oa.org.
 - There is a fund available to defray the cost for Service Bodies to participate in professional tradeshows.
- The Strategic Planning Committee is focusing on the three most pressing topics: Diversity, Service, and Sponsorship.
- From the Public Information/Professional Outreach Committee
 - There are new posters with QR codes available for purchase in the OA bookstore.
 - A letter to Medical Professionals-in-Training is now available from oa.org.
 - The new *Public Information and Professional Outreach Service Manual* is now available for sale in the OA Bookstore.
 - Other exciting projects are in the works!
- The Twelfth Step Within (TSW) Committee has created a project that is awaiting approval. It includes 4 slideshow presentations with embedded links that take the user directly to various workshops, checklists, fliers, and other tools on oa.org to assist with

encouraging service, preventing relapse, reaching out, and sponsoring. The product also includes a video demonstrating how to search for TSW resources on oa.org.

- The Unity with Diversity Committee
 - Their Diversity Workshops using “Tough Questions” were very well-received and are being submitted to be made available at oa.org.
 - They distributed a “welcome quiz”, a group inventory to determine how welcoming a group is (or isn’t).
 - Ideas were shared for strategically placing OA ads to target underrepresented communities.
- The Young People’s Committee has created a letter (which is also a great PIPO tool): “Assisting Staff Responsible for Student Well-being at Higher Education Institutions”.

Business Sessions I-V

- The Standing Rules were adopted with eleven amendments.
- Trustee elections were held.
 - All 6 nominees were elected.
 - Cindy C from Region 1
 - Robert (Bob) F from Region 6
 - Emilia I from Region 9
 - Cyndy L from Region 4
 - Susan M from Region 10
 - Laurie O from Region 3
 - There are 4 more openings. Applications for trustee appointees are being accepted until June 14.
- The *OA Handbook for Members, Groups, and Service Bodies* was granted the Conference Seal of Approval.
- Using the lettering/numbering system from the Agenda Questionnaire, here is the outcome of each proposal: (The new wording for each adopted motion will be included in the Minutes which will be posted in September.)
 - (A) Removing “weight” from the definition of abstinence (Defeated)
 - (B) Changing how the Fellowship is invited to open BOT meetings during WSBC (Adopted on the Consent Agenda)
 - (C) Simplifying the term limits of delegates (Adopted)
 - (D) Avoid scheduling WSBC and other meeting during major holidays (Reworded and amended to be more generic (not just religious) holidays (Adopted as amended)
 - (E) Allow meetings that meet multiple times per week to register under one meeting number. (Referred to the BOT)
 - (1 & 14) Two-year rotation for how to hold WSBC—in person vs virtually (Elements of these motions were combined and the new motion was adopted)
 - (2) Updating qualifications for Trustee nominees (“within the last seven years” was struck, and the motion was adopted as amended)
 - (3) Lowering the requirements for changing the Steps and Traditions (Defeated)
 - (4) Removing gender pronouns for God in the Steps (Withdrawn)

- (5) Removing gender pronouns for God in Tradition 2 (Withdrawn)
- (6) Updating service body registration (Adopted on the Consent Agenda)
- (7) Allowing the BOT to designate a manner or method for holding WSBC (Adopted on the Consent Agenda)
- (8) Updating the process for nomination of trustees (Adopted)
- (9) Setting a lifetime term limit on trustees (Defeated)
- (10) Updating who may speak at WSBC (Adopted)
- (11) Changing the time constraints for selecting delegates and alternates (Adopted on the Consent Agenda)
- (12) Updating how service bodies are given notice of WSBC (Adopted on the Consent Agenda)
- (13) Updating who may submit proposals (Adopted)
- (15) Allowing the BOT to hold WSBC virtually besides in emergencies (Adopted)
- (16) Updating how Trustees Liaisons are assigned to Regions (Adopted)
- The Conference unanimously endorsed a statement to be distributed to the fellowship in support of the Rainbow (LGBTQ+) Specific-Focus Service Board, which had received vicious emails from individual OA members—behavior not reflecting the love and tolerance of recovery. If you or your group has not yet seen it, you can find it at <https://oa.org/news/statement-of-support-for-the-rainbow-lgbtq-specific-focus-service-board-endorsed-by-188-trusted-servants/?news-category=0&page=0>.

For more information

There is a summary of WSBC 2024 business at <https://oa.org/news/delegates-get-the-job-done-at-world-service-business-conference-2024/?news-category=0&page=0>, and the WSBC Wrap-up Report can be found at <https://media.oa.org/app/uploads/2024/05/05162328/wrap-up-report-wsbc-2024-1.pdf>.

The WSBC 2024 Final Conference Report will be posted on oa.org in September.

There is so much more that I could write about! Feel free to contact me with any questions.

Yours in recovery,
Susan M :-)
susan.m.oa@gmail.com
847-710-8823

****Important Warning****

Please make sure you do not use non-public domain images on flyers, social media, websites, etc. without permission. Such infringements precipitate expensive suits against OA, Inc. (\$2500 per image).

If you have used such images, remove them immediately!

REGION 5 OVEREATERS ANONYMOUS
POST OFFICE BOX 221224
SHAKER HTS, OHIO 44122

Region Delegate Report from World Service Business Conference

First of all, thank you to the Region for allowing me to serve as a Region Delegate this year. I have attended World Service Business Conference before as a volunteer but never as a delegate. It was a whole different experience!

The theme of this year's conference was "We All Belong: Welcome to OA". The focus on belonging and many different things that people bring to the Fellowship was present from my first day. I loved meeting people from ALL OVER THE WORLD!!! The accents were different, the ways people named foods and places might be different, but the language of the Program was the same everywhere. There were meetings with leads by OA members from many backgrounds, including different countries and ethnicities, LGBTQ+, those with mental illness, and those who live in war-torn countries like Ukraine and Israel. There was a workshop on how to welcome people different from ourselves to OA including under-represented populations such as youth, racial minorities/people of color, and those with chronic mental illness.

Hopefully most of you have heard about the Conference from your Intergroup Delegate. You can the "wrap up" document here if you are interested: [World Service Business Conference - Overeaters Anonymous \(oa.org\)](#). From my perspective the biggest discussions at the Conference focused on two things: how we include those from parts of the world outside of the United States (a growing portion of our membership) and those who are differently abled; and how we promote service and leadership among members.

It is always good to remember that World Service Business Conference represents the group conscience of our members. While I may have gone to the Conference with one firm belief that reflects what many members seemed to be saying, I found that conversation and the discussions at the conference itself sometimes changed my mind. For example, there were several efforts to amend the timing of the World Service Business Conference to avoid major holidays celebrated in different countries as well as to account for the fact that some delegates have to travel for 2-3 days to get to the conference. I started with one opinion and settled on another, and ultimately we adopted a broader policy giving the staff of the World Service Office more leeway. The same was true regarding the location of the World Service Business Conference – when it was online, when it was in person, and whether it was hybrid. The final Bylaw amendment called for a two year rotation of online versus in-person but left the timing and hybrid elements up to the Board of Trustees.

The controversy around leadership and service was directed at the requirements for service at the delegate and Trustee level and the length of time. Because these issues often get wrapped up in Personalities instead of Principles, this was difficult to understand. Not enough people have been running for the position of World Service Trustee. In order to fill the

Board of Trustees, the Board has had to draft members to fill empty positions. As a result, several Trustees have either served for many years or have left the Board and come back again to serve for many years. The same issue applied to some delegates. Several amendments were adopted to limit the Terms of both trustees and delegates as well as better define the expectations regarding service at the Intergroup and Region levels. This amendments and policies are in line with the Traditions of the Program and the commitment to rotation of service, but were difficult to accept when so few people have been willing to step up to do service at the Region and Board levels. The closing of Region 4 is a good example of this problem.

One of the requirements of service as a Delegate at World Service is a commitment to serve on a committee for one year (until the next World Service Business Conference). I am serving on the 12 Step Within Committee and will continue to serve until next year or until the goals of the Committee for this year are complete. Currently I am engaged in reviewing documents on the OA website but after that is finished the Committee is working on a 24 hour marathon program for 12 Step Within Day on December 12th – watch for more information about this online event in the fall!

Linda P.
Cleveland, Ohio

Application for Region 5 Officer

- Print this page, and then answer the questions, using separate sheet(s) for items #1-4...

OR...

Complete all questions in Microsoft Word, and then print the completed application.

- Mail you're completed and signed application to: **Region 5 Secretary**
308 North Carson Ave
Champaign, IL 61821
- **Also**, Email a copy of this application to: **R5Secretary@Outlook.com**
(Questions about this? Contact the Region 5 Secretary)
- Applications must be received by the Region 5 Secretary by August 29, 2024.

Full Name: _____

Address: _____

Number of Years in OA: ____

City: _____

Name of Home IG: _____

State / Province: _____

Currently a Region 5 Rep? _____

Zip: _____

Previously a Region 5 Rep? _____

For which office are you applying?

Chair _____

Vice Chair _____

Treasurer _____

Secretary _____

1) Give a brief account of your O. A. story:

2) Give a summary of your O. A. service:

3) Explain why you would like to be a Region 5 officer:

4) Explain any skills or experience you would bring to the Region 5 board:

Expand this area as needed.

Responsibilities and Duties of Region 5 Officers are listed in the Policies and Procedures in Article II. By signing this applications, you certify that you meet the qualifications for Region 5 Officers can found in the Region 5 Bylaws, Article VI, Section A.

Signature: _____

Date: _____

APPLICATION FOR REGION 5 DELEGATE TO WORLD SERVICE BUSINESS CONFERENCE 2025

Due Date: December 1, 2024

Full Name: _____ Address: _____

City: _____ State/Province: _____ Zip: _____

WSBC qualification requirements as worded in OA Bylaws, Subpart B, Section 3(c)1:

“1) Qualifications for selection of World Service delegates/alternates shall be set by each intergroup, region (in the case of region delegates) or service board provided that each delegate/alternate shall have at least one year of current abstinence and at least two years of service beyond the group level. (Permission for any exception in qualifications for valid reasons, if deemed credible by the trustees, may be received by application to the World Service Office.)”

Region 5 also requires that the applicant has served actively for one (1) year as a region representative prior to submitting an application.

Abstinence Date: _____ Name of Home IG: _____

I am currently a Region 5 rep: ____ I am a past Region 5 rep: ____ Dates attended WSBC _____

1. A Brief Account of my OA story:

2. Summary of Region 5 service beyond the group level:

3. Why I would like to be a Region 5 delegate to WSBC:

I have read pages C-15 to C-16 of the Policies and Procedures Manual and can fulfill my responsibilities as stated in passage I-4.

Applicant's Signature: _____ Date: _____

Home IG: _____ IG# _____

IG Chair's Signature: _____ Date: _____

Region 5 Board Member's Signature: _____ Date: _____

Send completed application to: Region 5 Secretary, 308 North Carson Ave, Champaign, IL 61821 post marked before December 1, 2024 or email signed form as a PDF to R5Secretary@outlook.com.

I. Duties of the Region 5 Delegate to WSBC

From the Region 5 Policy and Procedure Manual, page C-15 – C-16

Duties of the Region 5 Delegate to WSBC

1. Funding
 - a. The board will approve the number of delegates to be funded in July, contingent upon adequate Region 5 funds. Intergroups will be notified via email after the close of the current WSBC if Region 5 fell below the 40% threshold and if they may submit applications to serve as a Region 5 Delegate to the next WSBC. Intergroups will be notified once the Board has determined who will serve.
 - b. If adequate funding is available, region delegates should attend the Region 5 spring assembly.
2. Applicants
 - a. Preference will be given to intergroups, which have not sent delegates to WSBC for two years.
 - b. It is preferable that delegates come from different intergroups.
 - c. In the event an insufficient number of applications have been filed, nominations for WSBC delegate(s) will be accepted from the floor during the fall assembly.
 - d. If there is a vacancy between the time of the fall assembly and WSBC, the board may appoint members to fill the position(s).
3. Application and Selection Process
 - a. Applicants will file a written application.
 - b. Applications shall be submitted to the Region 5 Board by December 1 in the year(s) Region 5 is eligible to send Delegates.
 - c. The board will screen applications to determine eligibility and then select delegates by a random drawing.
 - d. The term of service of the Region 5 WSBC delegate(s) shall be one year.
4. Responsibilities
 - a. Complete paperwork required of WSO to attend WSBC (including approval signatures.)
 - b. Commit to attend all sessions at WSBC.
 - c. Participate in a committee at WSBC and throughout the following year.
- Submit a written and oral report to their home intergroup.
 - a. Write an article for "Freedom from Bondage" sharing their personal experiences as a delegate to WSBC. (Articles are due the first of the month preceding the assembly.)
 - b. Submit an expense report to the Region 5 treasurer complete with all receipts for reimbursement. (Region 5 will be responsible for half the room cost.)



REGION 5

POLICIES & PROCEDURES

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

I. REGION 5 GENERAL POLICIES

A. Date and Location of Assemblies

1. The Region 5 assembly will be held in the months of March or April and October or November where it does not conflict with a major US or Canadian holiday or scheduled Board of Trustees meeting or World Service Convention.
2. Assemblies will be held in a central location as determined by the Region 5 board. Assembly locations may rotate at the discretion of the Region 5 board.
3. When the Assembly is held in a central location the hosting intergroup will be solicited by the vice chair from all intergroups within the following areas for each assembly:
 - a. During even numbered years: Michigan, Ohio and Southwestern Ontario/Kentucky
 - b. During odd numbered years: Wisconsin, Indiana and Region 5 intergroups within Illinois.
4. When the Assembly is not held in a central location the local intergroup will be the hosting intergroup.
5. The hosting intergroup will
 - a. Provide volunteers to serve at the registration table on Friday evening and Saturday morning.
 - b. Coordinate the Friday afternoon and Saturday night OA meetings.
 - c. Assist the Region 5 vice chair and/or Region 5 secretary with any other needs of the assembly.

B. Events at the Assembly

1. The Intergroup Sharing Meeting will be held on Friday evening of the assembly weekend. The Region 5 Chair shall solicit volunteers and assign a leader for this meeting. (See suggested format in Article III.)
2. A presentation/discussion may be given at the assembly when time allows. The format will be the same as at WSBC if a presentation is planned. The Region 5 chair may appoint a committee to present the topic for discussion.
3. Saturday lunch at the assembly will be paid for by Region 5 for all Region representatives and alternates provided that registration fees are received by the deadline.
4. Region 5 will pay for the Region 5 Trustee Liaison's lunch at the assemblies.
5. An orientation meeting will be scheduled for all new representatives and alternates prior to the start of the assembly business meeting. The Region Trustee Liaison or other Region officer as determined by the Region chair will facilitate at the meeting. Parliamentary procedure pamphlets may be distributed to each new representative and alternate. The Region vice chair will be responsible for maintaining an inventory of *The Twelve Concepts of OA Service* (pamphlet). (See Instructions for Leaders of Orientation Meeting for First Time Region Representatives, Article V.)

6. The Saturday night open OA meeting will be facilitated by the hosting intergroup. (See suggested format in Article IV.)
7. Each officer is responsible to register for each Region 5 assembly but hotel reservations for officers are made by the hotel liaison.

C. Elections

1. Application Procedure for Region 5 Officer:
 - a. Application forms shall be posted with each scheduled assembly agenda.
 - b. Completed application forms must be received by the Region 5 Secretary at least sixty days prior to the election assembly. Applicants are required to attend the election assembly.
 - c. In the event that no applications are received for a position, nominations from the floor will only be accepted in the morning meeting of the election assembly.
 - d. It is required that applicants have regular access to email and virtual communication tools.
2. Elections shall be held during the Sunday morning session of the last region assembly of each year.
3. At the close of the election assembly, the outgoing officers' duties transfer to the newly elected officers. However,
 - a. The outgoing Secretary completes the minutes of that assembly and coordinates with the new secretary to post Packet C before the duties of that office cease.
 - b. The outgoing Treasurer shall satisfy the requirements set in the Region 5 Policies and Procedures Article II, Section E, Paragraph 6, subparagraph f no later than December 31 of the current year.
4. Rules for Questions/Presentation of Nominees
 - a. A Region 5 representative/alternate shall ask only one question of a nominee, unless there are no other questions and time allows.
 - b. Total time for a nominee's question and answer period is five (5) minutes, in addition to a three (3) minute presentation by the nominee.
5. Voting for all officers (and Region Trustee Liaison nominees when appropriate) shall take place simultaneously on one printed ballot listing all nominees (with spaces for write-ins when nominations from the floor are necessary).
 - a. Each ballot counts as a single ballot.
 - b. Mark ballot only when instructed by the chair to do so.
 - c. If voting for a candidate, mark the ballot with an "X" next to the candidate's name.
 - d. Do not vote for more candidates than instructed.
 - e. Fold ballot once when finished voting. Give ballot to teller when instructed to do so.
 - f. All ballots collected by the tellers will be counted as votes cast.
6. If a vacancy is declared due to a lack of affirmative votes for any candidate, the executive board shall, at its next meeting or at a special meeting, appoint a member to the position. The executive board may ask each qualified member to submit an application for consideration. The member appointed will serve until the next assembly.

7. In the event that there are no applicants for Region Trustee Liaison at a fall assembly where applications are needed, or if a vacancy occurs where there is no Region assembly prior to the date required for submission of applications, the following options may be taken:
 - a. The Region board will solicit applications from Region 5 intergroups and representatives.
 - b. All requirements set by the World Service Office must be met prior to the Region 5 board considering completed application(s).
 - c. A majority vote of the Region 5 board will constitute affirmation of the applicants.
 - d. Notification of affirmation process results shall be sent to Region 5 intergroups.
8. If the Trustee Liaison nominee is a Delegate to WSBC for their intergroup, then expenses to WSBC will be covered by the nominee's intergroup, supplemented by Region 5 as necessary. If the Trustee Liaison nominee is not a Delegate to WSBC for their intergroup, then expenses to WSBC will be covered by Region 5.

D. Amendments to Standing Rules and Policies

1. Standing Rules and General Policies may be amended with a majority vote with prior notice or by a two-thirds vote without prior notice.
2. Standing Rules and General Policies may be temporarily suspended by a two-thirds vote.
3. Editorial changes may be made by the Region 5 Board when correcting an oversight or typographical error in these policies. Changes cannot alter the intent or effect of the policy. Changes will be reported by the following assembly/conference call by the Region 5 Chair.

E. Miscellaneous

1. Only OA and AA Conference-approved literature may be sold at any Region 5 event.
2. A place shall be provided at Region 5 assemblies and conventions where intergroups can sell their goods at a time and place specified by the Region 5 board.
3. Only new or updated materials are to be distributed at Region 5 assemblies.
4. No mailing lists will be released other than for Region 5 business.
5. Items for discussion must be in motion form. Such motions may be made by a committee, an intergroup, a group, or a voting representative.
6. Registrations for assemblies are not refundable.
7. Registrations for conventions are not refundable after posted deadline.

F. Region 5 Convention

1. The Convention Committee is to be made up of at least one person from each state and province when possible.
2. Region 5 Convention expenses are paid for all current Region 5 officers. (After the election assemblies, the newly elected officers are considered the current officers.) One of the complimentary rooms negotiated with the hotel is to be used by the convention chairperson.
3. Only U.S. funds will be accepted.
4. Any profit from the convention is to be split: 25% to the hosting intergroup(s) and 75% to Region 5.

5. The Convention Committee will submit the registration form and the program to the board for approval. The board will review them for compliance with the Traditions and past practices.
6. Convention speakers must have a minimum of one (1) year of current, continuous abstinence.
7. The Region 5 Convention chair's assembly expenses are funded as follows: 75% by Region 5 and 25% by the hosting intergroup. This includes expenses for the two assemblies preceding a convention when the chair presides over the Region 5 Convention Committee and the assembly following a convention when the chair makes a report to the assembly. This shall apply only if the chair is not an official rep from the intergroup, and only for one chair.

G. Committees

1. There shall be the following Business Committees:
 - a. Bylaws
 - b. Finance
 - c. Convention
 - d. Media
2. The Outreach Committee shall be a "Committee of the Whole" to address issues regarding
 - a. Twelfth Step Within
 - b. Public Information/Professional Outreach
 - c. Intergroup OutreachThe Outreach Committee will meet during the Saturday afternoon session at each Assembly once the Assembly has been called to order, approval of the credentials report, approval of the minute's approval committee, a 7th Tradition collection and a 3 minute Parliamentary presentation.
3. The Chair shall appoint members to the following special committees:
 - a. Nominating Committee
 - b. Minutes Approval Committee
4. Each Region 5 business committee or ad hoc committee should have a representative from each state and province when possible.
5. Each committee must meet at least once during the assembly.
6. Only Region 5 representatives, voting alternates or a Region 5 officer (when provided for) may serve as committee chair; except the chair of the Convention Committee, may be a past Region 5 rep who has one (1) year of continuous current abstinence, is practicing the 12 Steps, who has been active in OA events or workshops, and who lives near the site of the convention.
7. Each committee chair shall give a verbal report to the assembly. A written report shall be given to the secretary by the end of the assembly.
8. Committee budget requests shall be given to the Finance Committee chair by three weeks before the Fall Assembly.
9. Committee chairs are responsible to keep a current statement of purpose for their committee and to develop and prioritize their own agendas.
10. Committee chairs shall maintain written and/or telephone contact with committee members when appropriate.
11. Each committee may recommend to the Region 5 chair an individual to be appointed as next committee chair.

12. Committee chairs will meet with the Region 5 chair immediately following the assembly.
13. To offer consistent and efficient functioning, committee appointments will be for a one-year term.
14. The Executive Board may appoint an officer to be a board liaison to any standing or special committee.

H. Committee Purpose

1. Bylaws Committee:
 - a. Keep the Region 5 Policies and Procedures, Bylaws, and the Standing Rules pertinent and current.
 - b. Provide a mechanism for critical new business motions to be processed at Region 5 assemblies when delay of consideration would adversely affect the operations of Region 5 or OA as a whole within Region 5.
2. Convention Committee:

Hold an annual Region 5 Convention to provide personal recovery opportunities for the maximum number of the fellowship and to raise funds for the region.
3. Finance Committee:

Prepares the annual budget for approval at the last assembly of the year, as well as establishes and manages the prudent reserve. This includes maintenance of bank accounts at a level to avoid transaction fees. The Region 5 treasurer serves as chair of this committee.
4. Media Committee:
 - a. To create, solicit, edit, and submit for approval and distribution and/or posting content pertinent for Region 5's media presence, including the newsletter *Freedom from Bondage*.
 - i. The newsletter Freedom from Bondage will be maintained as a webpage on the Region 5 website.
 - ii. Website will be updated regularly:
 1. All Content will be created by OA members and approved by the Region 5 executive board before being published to the website.
 2. Announcements will spotlight important upcoming Region / Intergroup sponsored events, content on OA.org, campaigns being conducted by Region 5 committees, and volunteer requests for service positions.
 3. When new content is posted the Secretary will send out a notification by email to OA members.
 - b. To give guidance and suggestions regarding best use of media and technology.
 - c. Perform other duties regarding technology and media as assigned by the Region 5 Board.
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.

6. Nominating Committee:
Seek out qualified members who are willing to serve as a Region 5 officer or Trustee Liaison. A Nominating Committee will be appointed by the Region 5 chair at the first assembly each year. This committee shall be chaired by a member appointed by the Region 5 Chair and shall consist of at least one member from each state or province when available. Such members will have at least one year of active service at the Region 5 level, when possible.

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

A. General Duties

1. Officer Expenses
All officers' expenses are to be paid by Region 5. It should not cost the officer to serve as an officer. Expenses shall include but not be limited to:
 - a. Travel: All officers are to be reimbursed for all of their travel expenses to and from Region 5 assemblies. (If an officer is traveling with another intergroup, it is suggested they share expenses.)
 - b. Personal Auto: Region 5 follows IRS guidelines for mileage reimbursement for not-for-profit volunteers plus all tolls and parking fees.
 - c. Vehicle Rental: Region 5 will reimburse an officer for the use of a rental vehicle, tolls, and parking fees.
 - d. Air: Region 5 will reimburse airfare for an officer to get to and from the assembly. An officer may elect to travel by air when the site of the assembly is in excess of 250 miles from the officer's home, or when a medical condition exists, or a business or personal schedule conflict occurs.
 - e. Meals: Region 5 Officers shall be reimbursed for actual non-alcohol expenses. The amount of \$40.00 per day shall be used for budgeting purposes.
 - f. Lodging: Region 5 will provide officers with individual rooms with the provision that, when possible and appropriate, the officers will share the room with another person who will be responsible for one-half the room cost and personal incidentals.
 - g. Miscellaneous expenses: Postage, envelopes, printing, general office supplies, and gratuities (when and where appropriate) that are needed to fulfill the duties of the officer will be reimbursed by Region 5.
2. Bills/Receipts
All bills/receipts should be sent to the Region 5 Treasurer within 30 days of expenditure with an expense form for payment.
3. Bonding
All officers and Hotel Liaison will be bonded.

4. Intergroup Sharing
All officers shall attend the Intergroup Sharing Meeting whenever possible.
5. Service, Traditions and Concepts workshops
All officers shall be prepared to conduct Service, Traditions and Concepts workshops and any workshops for the purpose of strengthening meetings, abstinence, and sponsorship throughout the region. The officer shall be reimbursed for expenses incurred to facilitate such workshops over two (2) hours in length, or a retreat focused on these topics.
6. Board Liaisons
An officer may be appointed to serve as a board liaison to any special or standing committee. The liaison shall be a non-voting member of the committee. During and between Assemblies, the liaison may help prepare an agenda, call and attend the committee meetings.

B. Duties of the Region 5 Chair

1. Region Assembly, Board and Special Meetings
 - a. Requests agenda input from board members.
 - b. Establishes agenda in concert with Region 5 secretary.
 - c. Presides at Region 5 assemblies, board and special meetings as called.
 - d. Arranges for a parliamentarian.
 - e. May call emergency business meetings if and when necessary.
 - f. Perform duties as designated by the Region 5 Assembly.
 - g. Creates script for Assembly with input from Parliamentarian.
2. Region Committees
 - a. Serve as ex-officio member of all committees.
 - b. Either confirms or denies appointment of Region 5 committee chairs subsequent to consultation with committees or appointed region representatives.
 - c. Time permitting, visits each Region 5 committee during assemblies.
 - d. Meets with committee chairs immediately after the closing of the last general business session of the assembly and at other times as might become necessary.
3. Schedules and Chairs the Summer Board/Committee Conference Call.
 - a. Schedules call to be held no later than the first week of August.
 - b. Provides agenda to include (at the minimum):
 1. Time for questions of all reports
 2. Time for intergroup sharing
 - c. The agenda may also include time for meetings for all Business Committees and Outreach Committee of the Whole.
 - d. Except for Committee business, no motions or official business shall be conducted during this meeting.
 - e. Attendance shall be taken
 - f. Minutes of the call shall be made available on the Region 5 website.

4. Region Convention
 - a. Serves as liaison with Region 5 officers and Convention Committee.
 - b. Checks to ensure convention dates do not conflict with World Service Office meeting, Region Chairs Committee meetings, and local, national or religious holidays. Convention should not be scheduled within 3 weeks of the Region Assembly, if at all possible. Exceptions should be discussed and agreed upon by the Board.
 - c. Attends convention and works at walk-in registration with other R5 officers; handles money as necessary.
5. World Service Business Conference
 - a. Attends WSBC, Regional Chairs Committee meetings and represents unaffiliated groups within Region 5.
 - b. Prepares and presents a conference report to the Region 5 board and makes available to other interested members.
6. Management
 - a. Oversees the signing of all Trustee Liaison applications in accordance with WSO Bylaws.
 - b. Provides leadership to region officers and committee chairs.
 - c. Assists in the planning and implementation of activities designed to achieve the objectives of the region in an effective and timely manner.
 - d. Maintains ongoing communication with the Region 5 Trustee Liaison.
 - e. Keeps up to date about WSO/WSBC activities and information.
 - f. Helps with guidance and information about the application of the Twelve Traditions within the region.
 - g. Keeps a file of region correspondence and other pertinent notes and information.
7. Traditions and Concepts
 - a. Serves as guardian of the Twelve Traditions and brings attention and application of the Twelve Concepts of OA Service.
 - b. Shall conduct workshops as in Section E under Responsibilities and Duties of the Officers and Representatives of Region 5.

C. Duties of the Region 5 Vice Chair

1. Region Assembly
 - a. Performs duties in the absence of the chair.
 - b. Act as liaison with host intergroup.
 - c. Takes roll call for Credentials Report.
 - d. Solicit a hosting intergroup per *Region 5 Policies and Procedures*, Article I, Section A, Item 3.
 - e. Performs duties as designated by chair.
2. Other Functions.
 - a. Attends Region 5 Convention.
 - b. Performs other region responsibilities in the absence of the chair, as needed.
 - c. Shall conduct workshops as in Section E under Responsibilities and Duties of the Officers and Representatives of Region 5.

- d. Is the direct link between the Region 5 Executive Board and the Hotel Liaison.
 - 1. Presents hotel recommendations for Board approval
 - 2. Presents hotel contracts for Board approval.
- e. Chairs the Outreach Committee of the Whole during the Spring Assembly.
- f. Is a member of the Nominating Committee.

D. Duties of the Region 5 Secretary

- 1. Region Assembly
 - a. Records minutes of Region 5 assemblies and executive board meetings and collects all reports.
 - b. Maintains mailing list of intergroups and region representatives with current phone numbers, postal and email addresses.
 - c. Makes above list available to region board and is distributed with the minutes of each assembly.
 - d. Updates mailing list at Region 5 assemblies and distributes at following assembly.
 - e. Assembles minutes and all reports; produces and distributes same along with the updated mailing list to all intergroups and region representatives.
 - f. Gives notice of Region 5 assemblies.
 - g. Assembles and emails links to the posted online Packets (housed on the R5 website), consisting of:
 - 1. Secretary letter of introduction and current information.
 - 2. Proposed Agenda.
 - 3. Minutes of previous assembly including committee reports and credentials report.
 - 4. Copy of Standing Rules.
 - 5. Updated bylaw, policy, or Convention Guidelines changes, if any.
 - 6. New business motions or proposals, if any.
 - 7. Officer candidate applications, if any.
 - 8. Hotel reservation information.
 - 9. Current Region 5 board reports.
 - 10. Assembly registration information.
 - 11. Any other current pertinent information.
 - h. Assists with online Assembly registration when needed.
 - i. Prepares name tags, forms, committee member lists, digital check-in materials, and the R5 iPad with installed Apps for check-in and registration at each assembly.
 - j. Prepares a list of new region representatives and sends to Trustee Liaison.
 - k. Receives assembly registration fee checks and forwards the checks to Region 5 Treasurer to deposit.
 - l. Assembles and emails links to the posted online packet for the Summer Board/Committee Update Conference Call (no fewer than 14 days prior to meeting) consisting of:
 - 1. Officer Reports,
 - 2. Trustee Report,
 - 3. Financial Reports (1/1 through 5/31),
 - 4. Business Committee Reports,

5. Outreach Sub-Committee Reports,
 6. Day in the Life write-ups,
 7. Any applicable forms (support fund applications, assembly funding request, officer application forms), etc.
 - m. Perform duties as designated by chair.
2. Management
 - a. Maintains knowledge of the Digital Community Coordinator's (DCC) duties and will act as back-up for this work, as needed.
 1. Trains DCC in their duties and provides access to all of the digital information (accounts, Apps, locations, logins, etc.)
 2. Assigns DCC work when needed (online registration forms, etc.).
 3. Stays informed about the DCC project requests and assists with establishing deadlines, as needed.
 - b. Coordinates with the Webmaster to manage, create, update, and change information and elements for the Region 5 website.
 1. Enlists the DCC for website assistance, as needed.
 - c. Maintains legal, historical, and current files:
 1. Bylaws.
 2. Minutes and reports.
 3. Standing Rules for Region 5 Assemblies.
 4. Letterhead, logo, and other original forms.
 5. Handbooks, guidelines and other materials produced by Region 5.
 6. Correspondence pertinent to Region 5.
 7. Other pertinent records.
 - d. Keeps and maintains all appropriate Region 5 equipment.
 - e. Digitally maintains and archives R5 information whenever possible.
 3. Other Functions
 - a. Answers mail, email and phone calls and initiates correspondence as needed.
 - b. Shall conduct workshops as in **Region 5 Policies and Procedures** Article II, Section E, Responsibilities and Duties of the Officers and Representatives of Region 5.
 - c. Attends Region 5 Convention.
- E. Duties of the Region 5 Treasurer
1. Management
 - a. Maintains custody of all funds and securities belonging to Region 5 and deposits them in the name of Region 5 in such bank or banks as the treasurer may choose, with consent of the assembly.
 - b. Keep accurate accounts of the finances of Region 5.
 - c. Records donations and deposits within a month of receipt.
 - d. Records and issues disbursement checks.
 - e. Schedules and manages bill payment via internet banking services.
 - f. Balances and reconciles bank and credit card accounts monthly. Bank and credit card account reconciliations and statements to be uploaded monthly for Finance Committee review. All banking and credit card information will be available for audit by the Finance Committee at each assembly.
 - g. Unscheduled payments in excess of \$200 shall be countersigned or approved by another officer of Region 5. Unscheduled payments of \$500 or more shall

be countersigned by another officer of the Region.

- h. Prepares a financial report for each Region 5 assembly following the guidelines of the treasurer’s instruction manual and includes receipts, expenditures, net worth from one assembly to the next and year-to-date, and how this compares to the budget.
 - i. Presents a financial report at each Region 5 assembly.
 - j. Presents a monthly financial status report to the Region 5 officers.
 - k. Provide for the annual financial review.
 - l. Serves as chair of the Finance Committee.
 - m. Prepares the annual Region 5 budget prior to the Fall Assembly.
2. Region 5 Convention
- a. Attends Region 5 convention
 - b. Obtains a safe deposit box at the hotel.
 - c. Has receipt book ready for walk-in registration.
 - d. Prepares financial report for the Convention Committee chair and Region 5 assembly upon receipt of all monies and/or bills.
 - e. Instructs hosting Convention Committee on recording registrations and depositing monies into the Region 5 bank account as specified in the Treasurer’s Manual.
3. Mail
- a. Maintains a post office box to receive all mail for Region 5.
 - b. Sorts mail and distributes same to appropriate people in a timely manner.
4. Finance Committee
- a. Assists in preparing budget.
5. Equipment and Supplies
- a. Keeps and maintains the treasurer’s computer, printer, and other such equipment as needed.
 - b. Keeps the Region 5 Treasurer’s Manual updated.
6. Other Functions
- a. Prepares and submits non-profit status filing within Region 5 as applicable.
 - b. Receives funding assistance applications.
 - c. Is responsible for keeping the officers bonded by providing the appropriate forms to the officers of the board.
 - d. Shall conduct workshops as in ***Region 5 Policies and Procedures*** Article II Responsibilities and Duties of the Officers and Representatives of Region 5, Section E.
 - e. Submits yearend financial data to accountant for tax return preparation and filing.
 - f. On expiration of the term of office after financial review, deliver all money, books and other property of Region 5 to the new treasurer or to the chair.
 - g. Maintain region financial records for the most recent 3 years.

F. Responsibilities 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.
2. Region 5 Handbook
 - a. Update the Region 5 Handbook as material is provided.
 - b. Shall transfer handbook and other materials to successor upon completion of Region 5 representative term.
3. Other Functions
 - a. To facilitate submission of information and documents to Region 5 by making the following procedure known to their intergroup:
 - i) Update intergroup information and submit intergroup minutes, newsletters, and meeting lists on the Intergroups page of region5oa.org.
 - ii) Submit event information or flyers on the Calendar page of region5oa.org.
 - iii) Submit resources on the Region 5 Resources page of region5oa.org.
 - b. Be knowledgeable of the Twelve Traditions, Twelve Concepts and the **Region 5 Handbook**.
 - c. Keep the Region 5 secretary informed of any changes in mailing addresses, phone numbers, or e-mail addresses.

G. Webmaster

The chair may appoint a webmaster to maintain the Region 5 website.

1. Reports to the Region 5 Secretary.
2.
 - a. May be outsourced to professional service or employee.
 - b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
 - c. OA members may serve a maximum of eight (8) consecutive years.
3. May be invited to Region Executive Board Meetings as needed on request.

H. Hotel Liaison

The Chair appoints a Hotel Liaison to fulfill the following duties:

1. Serves as liaison between assembly/convention hotel and the Region 5 Board.
2. Researches and recommends hotel sites for Region 5 assemblies and conventions for R5 Board selection. Conducts personal inspections, if necessary.
3. Negotiates contract with hotel on behalf of Region 5 and co-signs contract with Region 5 Vice Chair.
4. Makes room reservations for Region 5 officers at the assembly/convention hotel and advises officers of arrangements. Makes room reservations for the Parliamentarian at Region 5 assemblies.
5. Forwards hotel floor plan, forms, reservation instructions, and/or other hotel promotional material to the Region 5 Secretary for distribution.
6. Informs the Region 5 Secretary of meeting room assignments for the events on the assembly agenda. Informs the Convention Program Committee of the meeting room assignments for the events on the convention program.

7. Notifies assembly/convention hotel of the number of participants for each meal.
8. Periodically checks with hotel to ensure no unexpected events have occurred that would interfere with holding the assembly/convention at the site.
9. Reviews hotel bill with the Region 5 Treasurer.
10. Attends Region 5 Assemblies and Conventions and serves as the Hotel Liaison.
11. Expenses of the Hotel Liaison will be paid by Region 5, including meals, hotel, and travel expenses.
12. Except as noted above, reports to the Region 5 Vice Chair.
13.
 - a. May be outsourced to professional service or employee.
 - b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
 - c. OA members may serve a maximum of eight (8) consecutive years.
14. May be invited to Region Executive Board Meetings as needed on request.

I. Duties of the Region 5 Delegate to WSBC

1. Funding
 - a. The board will approve the number of delegates to be funded in July, contingent upon adequate Region 5 funds. Intergroups will be notified via email after the close of the current WSBC if Region 5 fell below the 40% threshold and if they may submit applications to serve as a Region 5 Delegate to the next WSBC. Intergroups will be notified once the Board has determined who will serve.
 - b. If adequate funding is available, region delegates should attend the Region 5 spring assembly.
2. Applicants
 - a. Preference will be given to intergroups, which have not sent delegates to WSBC for two years.
 - b. It is preferable that delegates come from different intergroups.
 - c. In the event an insufficient number of applications have been filed, nominations for WSBC delegate(s) will be accepted from the floor during the fall assembly.
 - d. If there is a vacancy between the time of the fall assembly and WSBC, the board may appoint members to fill the position(s).
3. Application and Selection Process
 - a. Applicants will file a written application.
 - b. Applications shall be submitted to the Region 5 Board by December 1 in the year(s) Region 5 is eligible to send Delegates.
 - c. The board will screen applications to determine eligibility and then select delegates by a random drawing.
 - d. The term of service of the Region 5 WSBC delegate(s) shall be one year.
4. Responsibilities
 - a. Complete paperwork required of WSO to attend WSBC (including approval signatures.)
 - b. Commit to attend all sessions at WSBC.
 - c. Participate in a committee at WSBC and throughout the following year.
 - d. Submit a written and oral report to their home intergroup.

- e. Write an article for “Freedom from Bondage” sharing their personal experiences as a delegate to WSBC. (Articles are due the first of the month preceding the assembly.)
- f. Submit an expense report to the Region 5 treasurer complete with all receipts for reimbursement. (Region 5 will be responsible for half the room cost.)

J. Digital Community Coordinator

The Digital Community Coordinator is responsible for assisting with the Region 5 online presence, including virtual meetings,-website support, online event registrations, and email distribution lists. The Chair appoints a Digital Community Coordinator to fulfill the following duties:

- 1. Manage the R5 Host Email accounts and Zoom calendar.
- 2. On request schedule meetings for the Region 5 executive board, committees, intergroups, and groups.
- 3. Sends out invitations for scheduled meetings.
- 4. Provides meeting hosting or establishes co-hosting privileges for co-hosts, as requested.
- 5. Hosts the Region 5 Assemblies, Summer Conference, and Convention, as needed.
- 6. Aids in connecting to a virtual meeting.
- 7. Supports broadcasting one or more sessions at the Region 5 Assembly, as needed.
- 8. Assists Region 5 Secretary with Website support, as needed.
- 9. Maintains Region 5 email distribution lists.
- 10. Assists Secretary with the creation of and use of Region 5 Online Registrations, as needed.
- 11. Reports to the Secretary.
 - a. May be outsourced to professional service or employee.
 - b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
 - c. OA members may serve a maximum of eight (8) consecutive years.
- 12. May be invited to Region Executive Board Meetings as needed on request.
- 13. Digital Community Coordinator will have at least one year of continuous abstinence and declared themselves practicing 12 steps to the best of their ability and be committed to the Twelve Traditions of OA and Twelve Concepts of OA Service.”
- 14. Digital Community Coordinator will be appointed by the Region 5 Chair to a 2-year term, with a limit of 8 years of total service. Term commences at time of appointment.

K. Region 5 Delegate Support Fund

Region 5 provides financial assistance to intergroups to send a delegate to WSBC.

- 1. Funding
 - a. Region 5 will budget funds annually to assist intergroups in sending a delegate to WSBC.
 - b. If funding is awarded and accepted, the delegate should attend the Region 5 Spring Assembly preceding WSBC.
- 2. Applicants
 - a. The intergroup requesting assistance should complete the Delegate Support Fund Application (procedure and application available on the Region 5 website).
 - b. The application and supporting documentation must be received by the Region 5 Secretary by October 1 of the year preceding the WSBC for which

- the intergroup is seeking financial assistance.
- c. The allocation process is:
 - i. The board shall review the applications and follow the procedures listed on the WSO Delegate Support Fund.
 - ii. Once all Region 5 funds have been allocated, the approved amounts, plus all of the applications received will be forwarded to the WSO by November 1.
3. Intergroup Responsibilities
- a. Meet all WSBC delegate requirements as stated in OA Bylaws, Subpart B Voting delegates shall consist of the following persons chosen in accordance with this Article X, Section 3(c)1.
 - i) Qualifications for selection of World Service delegates/alternates shall be set by each intergroup, region (in the case of region delegates) or service board provided that each delegate/alternate shall have at least one-year current abstinence and at least two years of service beyond the group level. (Permission for any exception in qualifications for valid reasons, if deemed credible by the trustees, may be received by application to the World Service Office.)

III. INTERGROUP SHARING MEETING SUGGESTED FORMAT

The Region Chair is responsible for selecting a leader for the Friday night Intergroup Sharing Meeting.

- A. Leader opens with Serenity Prayer.
- B. Introduce yourself and ask attendees to introduce themselves (go around the room).
- C. The leader has the discretion to limit the time for each topic. The meeting will last for one hour.
- D. Open floor for topic, problem, concern, or success. Leader reads statement: "Please keep comments brief and to the point."
- E. Leader thanks everyone for coming and for sharing.
- F. Close with the Serenity Prayer, the Third Step prayer, the Seventh Step prayer, or the OA Promise.

IV. SUGGESTED FORMAT FOR OPEN OA MEETING

The hosting intergroup is responsible for the content of the Saturday night meeting.

- A. Leader opens with the Serenity Prayer
- B. Have someone read "Our Invitation to You."
- C. Have someone read the "Twelve Traditions."
- D. Close the meeting with the Serenity Prayer or the OA Promise.
- E. Appoint a timer to limit pitches to three minutes.

V. INSTRUCTIONS FOR LEADER OF FIRST TIME REGION 5 REPS ORIENTATION MEETING

A. Introductions

1. Go around the room and have everyone say his/her name and what intergroup he/she represents. Include city and state if not in name of intergroup.
2. Share about how you felt at your first assembly (briefly) and how long you have been attending Region 5 assemblies (10 minutes).

B. Format of Assembly Weekends

1. Go over agenda and what will happen specifically at the assembly (elections, presentations, etc).
2. Tell Region representatives about committees and responsibility of serving on a committee.
3. Remind Region representatives of the open meeting or other event in the evening after the assembly.
4. Suggest Region representatives get a sponsor during the assembly.
5. Remind Region representatives of the importance of writing and presenting a report to their intergroup when they return.

C. Booklets available from Region 5

1. The ***Region 5 Handbook*** includes Bylaws, General Policies, and Convention Guidelines, available from Region secretary for a minimal* charge. (*as determined by the board)
2. Distribute parliamentary procedure booklets and "*The Twelve Concepts of OA Service*" (pamphlet, no charge). Region vice chairperson will order copies when needed.

D. Other Printed Sources of Information

1. ***The Twelve Steps and Twelve Traditions of Overeaters Anonymous***
2. "*OA Handbook for Members, Groups and Intergroups*"
3. "*The Twelve Traditions of OA*" (pamphlet)
4. "*The Twelve Concepts of OA Service*" (pamphlet)
5. Intergroup Starter Kit, Sample Intergroup Bylaws, OA Guidelines
6. *Twelfth-Step-Within Handbook*
7. *Public Information Service Manual*
8. *Professional Outreach Service Manual*

BYLAWS OF REGION 5 of OVEREATERS ANONYMOUS, INC.

ARTICLE I - NAME

The name of the organization is Region 5 of Overeaters Anonymous, Inc.

ARTICLE II - PURPOSE

The primary purpose of the organization is to aid those with the problems of compulsive eating through the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service, and to serve and represent the OA intergroups and groups from which it is formed. This association is organized exclusively for the educational purpose within the meaning of Section 501(c)(3) of the Internal Revenue Service Code of 1954; contributions which are deductible under Section 170(c) of the Internal Revenue Service Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 1 - The Twelve Steps

1. We admitted we were powerless over food - that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to compulsive overeaters and to practice these principles in all our affairs.

Section 2 - The Twelve Traditions

1. Our common welfare should come first; personal recovery depends upon OA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for OA membership is a desire to stop eating compulsively.
4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
5. Each group has but one primary purpose - to carry its message to the compulsive overeater who still suffers.
6. An OA group ought never endorse, finance, or lend the OA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every OA group ought to be fully self-supporting, declining outside contributions.
8. Overeaters Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. OA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Overeaters Anonymous has no opinion on outside issues; hence the OA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television, and other public media of communication.
12. Anonymity is the spiritual foundation of all these Traditions, ever reminding us to place principles before personalities.

Section 3 - Twelve Concepts:

1. The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to the World Service Business Conference the active maintenance of our world services; thus, the World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
3. The right of decision, based on trust, makes effective leadership possible.
4. The right of participation ensures equality of opportunity for all in the decision-making process.
5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
6. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
7. The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws, Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws Subpart B
8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
9. Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
10. Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.

11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
12. The spiritual foundation for OA service ensures that:
 - a. no OA committee or service body shall ever become the seat of perilous wealth or power;
 - b. sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
 - c. no OA member shall ever be placed in a position of unqualified authority;
 - d. all important decisions shall be reached by discussion, vote and, whenever possible, by substantial unanimity;
 - e. no service action shall ever be personally punitive or an incitement to public controversy; and
 - f. no OA service committee or service board shall ever perform acts of government, each shall always remain democratic in thought and action.

ARTICLE III - MEMBERSHIP AND VOTING

- A. Geographical definition: Those areas as designated by the World Service Office (WSO).
- B. Any group as defined by OA, Inc. Bylaws, Subpart B, may be a member group in the organization.
- 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 alternates.
 2. All Region 5 officers, excluding the chair. The chair shall have the ability to vote only when an anonymous method is used.
- D. The Trustee Liaison shall attend each Region 5 Assembly as liaison to and from the World Service Office. The Trustee Liaison shall serve with no vote, but shall have a voice at the Region 5 Assembly.
- E. Each intergroup shall be entitled to send Region 5 representatives according to the following formula: one Region 5 representative for every ten (10) groups or portion thereof currently registered with WSO. Groups contesting the World Service count may have additional Region 5 representatives seated with the permission of the Assembly.

ARTICLE IV - INTERGROUPS

- A. Composition
 1. Each state/province may have at least one intergroup.
 2. Each intergroup shall be composed of groups within its state/province when feasible.
 3. Two or more groups may form an intergroup.
 4. In a state/province having only one group, that group may function as an intergroup.
 5. At a meeting of which members have been given notice, each group shall elect its representative to the intergroup to be called "intergroup representatives."
- B. It shall be the purpose of each intergroup to service and represent its member groups in accordance with the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service.
- C. Functioning

1. Intergroups may conduct the business of their groups by any method they choose.
2. With prior notice to all member groups, intergroups shall convene at least once a year for election of officers and selection, when necessary, of delegates to the World Service Business Conference (WSBC) of Overeaters Anonymous.
3. Intergroups may meet more often if necessary for the purpose of conducting further business.

ARTICLE V - ELECTION AND ELIGIBILITY OF REGION 5 REPRESENTATIVES

- A. Each Region 5 representative and alternate shall be elected by the intergroup they represent to serve for a two-year term. Elections shall be held at an intergroup meeting for which all member groups have been given prior notice.
- B. Region 5 representatives and alternates shall be selected for judgment, experience, stability, willingness, and for faithful adherence to the Twelve Steps, Twelve Traditions, and Twelve Concepts of Overeaters Anonymous.
- C. Region 5 representatives and/or voting alternates shall have at least one (1) year of current abstinence upon submitting their qualifications. Permission for any exception may be requested by an intergroup from the Region 5 executive board at least fifteen (15) days prior to the Region 5 Assembly.
- D. Each Region 5 representative/alternate shall be the sole judge of his/her abstinence and maintenance.

ARTICLE VI - OFFICERS

- A. Election of Officers
 1. The officers shall be chair, vice chair, secretary and treasurer.
 2. Officers shall be elected at the last Region 5 Assembly of each year.
 3. No Region 5 representative or former Region 5 representative shall be considered for an office until he/she has
 - a. Served actively for one year at Region 5 as a Region 5 representative.
 - b. Attended at least three (3) Region 5 assemblies, not necessarily consecutively, prior to submitting an application.
 - c. Declared themselves as practicing all Twelve Steps to the best of their ability and be committed to the Twelve Traditions of OA and Twelve Concepts of OA Service.
 - d. Officers shall have at least two years of current continuous abstinence, one year of which shall be of maintenance of a healthy body weight. Each person shall be the judge of his or her own recovery including abstinence and maintenance of a healthy body weight.
 4. All elected officers shall live within the boundaries of Region 5.
 5. The applicant(s) for the office of Region 5 chair must have attended at least one (1) World Service Business Conference as a delegate and have at least two (2) years of service beyond the group level prior to submitting an application.
 6. Officers shall be elected by the Region 5 representatives and shall serve two-year terms. Terms shall commence at the adjournment of the assembly during which they are elected.
 7. Chair and treasurer shall be elected in even numbered years; vice chair and secretary in odd numbered years.

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.
- b. In the event that no candidate is elected a vacancy is declared. The Executive Board shall fill this vacancy at the next or a special meeting of the Executive Board by appointing a qualified member to the position to serve until the next assembly where an election would then take place.
9. No person shall serve more than five (5) consecutive years in any one office.
10. No person shall serve more than eight (8) consecutive years as a Region 5 officer.

B. Vacancies

1. If an officer fails to attend two consecutive Region 5 assemblies without prior notification to the chair, the office may be declared vacant by a majority vote of the assembly representatives present at the second meeting missed by the officer.
2. If an officer resigns before the mailing of the agendas, notice of the vacancy and resume forms will be sent out with the agendas. Resumes may be returned up until the time of the assembly at which the election will take place. If an officer resigns after the agenda mailing, Region 5 representatives will be notified at the assembly, resumes will be turned in by 5:00 p.m. on Saturday, and elections will take place as the first order of business on Sunday morning.
3. The member shall take office immediately after the election.

C. Any officer may be removed for cause by a majority of the assembly.

D. Resignation

1. Any officer who advises another officer of Region 5 that he/she has returned to compulsive overeating will be considered as having resigned as of the moment of receipt of such notice.
2. Any officer may resign at any time for any reason by giving the chair of Region 5 written notice of the resignation.

ARTICLE VII - REGION 5 TRUSTEE LIAISON

A. Trustee[s]/Trustee Liaison[s] Nominee Region 5

1. Applications for nomination for Trustee/Trustee Liaison must be filed with the Chair forty-five (45) days prior to the Fall Assembly.
2. If fewer than three (3) applicants have filed their applications, nominations from the floor shall be accepted during the Assembly.
3. All qualified applicants shall have their names placed on the ballot. (See Overeaters Anonymous, Inc. Bylaws, Subpart B, Article VII, Section 4 – Qualifications.)
4. Each voting Region Representative may vote for up to three (3) applicants.
5. Each applicant must receive a majority vote of the Representatives present at the time of the election.
6. When voting for a candidate, mark the ballot with an “X” next to the candidate’s name.

7. In the event that there are no applicants for Trustee/Trustee Liaison at an assembly where applications are needed, or if a vacancy occurs where there is no Region Assembly prior to the date required for submission of applications, the following options may be taken:
 - a. The Region 5 Nominating Committee will solicit applications from Region 5 Intergroups or any other Region.
 - b. All requirements set by the World Service Office must be met prior to the Region 5 Nominating Committee considering completed application(s).
 - c. A majority vote of the Region 5 Board will constitute affirmation of the applicant(s).
 - d. Notification of affirmation process results shall be sent to Region 5 Intergroups via email within 10 days.
 - e. Affirmed applications must be forwarded to WSO prior to the designated deadline.

ARTICLE VIII - EXECUTIVE BOARD

- A. The Region 5 officers shall serve as the Executive Board of Region 5. All officers have a vote. Two (2) members constitute a quorum.
- B. The Executive Board shall:
 1. Have general supervision of the affairs of Region 5 between Region 5 assemblies.
 2. Make recommendations to the Region 5 Assembly.
 3. Perform such duties as are specified in these Bylaws.
 4. Be subject to the orders of the Region 5 Assembly and none of its acts shall conflict with the action taken by the Region 5 Assembly.
 5. Appoint an officer to act as a board liaison to any standing or special committee as needed.
- C. The Executive Board shall meet at the call of the chair or a majority of its members.
- D. Officers may participate in and act at any meeting of the Executive Board through the use of a conference telephone or other equipment by means of which all participating in the meeting can communicate with each other at the same time. Participation in such meeting shall constitute attendance and presence in person at the meeting.
- E. The Chair may create an ad hoc committee, if necessary, with board approval and assembly notification.

ARTICLE IX -STANDING COMMITTEES

- A. The Region 5 Assembly shall appoint such committees as are deemed necessary for the welfare and operations of the groups and intergroups within Region 5.
- B. The chair may delegate to any such committees any of the powers of the Region.
- C. Members of any such committees shall be current Region 5 representatives.
- D. Each committee may prescribe its own rules for calling and holding meetings and its methods of procedures, subject, however, to the rules prescribed by the Region.
- E. Any committee shall act only in the interval between Region 5 assemblies and shall be subject at all times to the direction of the Region.
- F. Vacancies shall be filled by the committee chair.
- G. All standing committees are bound by the Twelve Traditions.

ARTICLE X - MEETINGS

- A. The Region 5 Assembly shall meet two (2) times a year.
- B. Any Region 5 officer(s) or Trustee Liaison may call special meetings as necessary.

- C. Proper notification shall consist of written notices emailed to voting members at least thirty (30) days prior to the date of the Region 5 Assembly.
- D. At a Region 5 Assembly held upon proper notification, two Region 5 officers and any Region 5 representatives present shall constitute a quorum for the transaction of any Region 5 business.
- E. The Region 5 Board may determine that an assembly cannot meet in a single, physical location. In that case, the Region Board shall arrange to hold an assembly using electronic methods. This action may be taken up to one week prior to the start of an assembly. Notification of this action shall be posted on the Region 5 website and shall be emailed to all Region 5 Intergroups and registered representatives within 24 hours.

ARTICLE XI - FINANCIAL STRUCTURE

- A. The activities of the Region shall be financed primarily by the contributions of its member groups and the Region 5 Convention.
- B. Secondary source of financial income to the Region may be from such occasional projects as authorized by the Region.
- C. The Region may accept donations from OA members, groups or intergroups conforming with the general practice of OA.
- D. Notification of bequests must be received within one (1) year of a member's death and must also conform to the general practice of OA.
- E. The Region shall not accept the responsibility, trusteeship or enter into the distribution or allocation of funds set up outside of the Region.

ARTICLE XII - REGION 5 RECORDS

- A. The Region 5 financial records shall be open to all members of OA by written request and upon presentation of the request to an officer or Region 5 representative, a month before the requested examination.
- B. The minutes may be examined upon request at any meeting

ARTICLE XIII - REGION 5 DELEGATES TO W.S.B.C.

If Region 5 was represented at the previous WSBC by fewer than forty percent (40%) of its intergroups and other eligible service bodies it may send up to five (5) additional delegates to WSBC. Preference shall be given to delegates selected from intergroups and service bodies, which would not otherwise be represented by delegates. WSBC delegates/alternates selected under this article shall have at least 1 year current abstinence and at least 2 years of service beyond the group level.

ARTICLE XIV- AMENDMENTS TO THE BYLAWS

- A. These Bylaws representing our Table of Organization may be amended at any time by two-thirds (2/3) of the voting members present at any regular or special meeting of the Region except Article II Section 1, Section 2 and Section 3. The Twelve Steps, Twelve Traditions and Twelve Concepts **cannot** be amended at the region level. All proposed amendments to the Bylaws shall be submitted to the secretary, at any time, by voting representatives, committees, intergroups or groups. The secretary shall submit the proposed amendment to the Bylaws Committee to review at the next committee meeting. The Bylaws Committee chair shall then provide notice of the proposed

amendment to the secretary for transmittal to the voting members at least thirty (30) days prior to the date of the Region 5 Assembly.

- B. Amendment without previous notice may be approved by a nine-tenths vote if notice of the amendment is given at an earlier meeting of the Assembly.
- C. Editorial changes may be made by the Region 5 Board when correcting an oversight or typographical error in these bylaws. Such changes cannot alter the intent or effect of the bylaw. Changes will be reported by the next assembly/conference call by the Region 5 Chair.

ARTICLE XV- PARLIAMENTARY AUTHORITY

All Region 5 Assembly meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order Newly Revised* where not in conflict with the Overeaters Anonymous Twelve Traditions and Twelve Concepts, Region 5 Bylaws, Policies & Procedures or Standing Rules that representatives may adopt. A parliamentarian may be requested at the discretion of the chair.

ARTICLE XVI - LEGAL DISCLAIMER

No member of the Assembly or member of any intergroup which is a member of the Region, and no Trustee Liaison, officers or employee or member of a committee or person connected with the Region or any other private individual shall receive at any time any earnings or pecuniary profit from the operation of the Region; provided that this shall not prevent the payment to such person reasonable compensation for services rendered to or for the Region in effecting any of its purposes as shall be entitled to share in the distribution of any of the assets upon the dissolution of the Region. All members of the Region and all members of local groups which are members of the Region shall be deemed to have expressly consented and agree that upon dissolution or winding up of the affairs of the Region whether voluntary or involuntary, the assets of the Region, then remaining in the hands of the Region 5 officers, after all debts have been paid shall be delivered and paid over, in such amount as the Region 5 officers may determine or as may be determined by a court of competent jurisdiction upon application of the Region 5 officers, exclusively to charitable, religious, scientific, literary or educational organizations which would then qualify under the provisions of Section 501 (c) (3); of the Internal Revenue Code of 1954. Notwithstanding any other provision of these articles, the Region shall carry only those activities permitted to be carried on by (1) an organization exempt from Federal Income Tax under Section (c) (3) of the Internal Revenue Law, or (2) an organization contribution to which are deductible under Section 170 (c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Region 5 Overeaters Anonymous
P.O. Box 221224
Shaker Hts. Ohio 44122



REGION 5 FUNDING ASSISTANCE GUIDELINES

1. Intergroups that have an overall average balance of less than \$1000.00 for the 3 months immediately preceding an Assembly may apply for funding assistance.
2. Funding may be limited to:
 - a. Three (3) scholarships per Assembly.
 - b. No more than once a year per Intergroup.
 - c. No more than two assemblies per intergroup will be funded within five (5) years.
3. Maximum amount awarded to an Intergroup is \$300.00 for the first Assembly request and \$150 for the second Assembly request. Funding may include transportation and lodging costs:
 - a. Mileage using current US IRS rate and tolls, or air fare.
 - b. Lodging cost 1/2 of double room for two nights.
4. Make check payable to Intergroup applying for assistance.
5. Advance funding may be disbursed, if requested at least 30 days before the Assembly. Receipts and unused funds **must** be returned to the Region 5 Treasurer within two (2) weeks following the Assembly.
6. Applications must be signed by two Intergroup officers and be accompanied by the Treasurer's reports for the 3 months immediately preceding the application for funding.
7. To apply for funding assistance, complete the attached application and **mail it** to the Region 5 Treasurer, 30 days prior to the Assembly.
8. Exceptions requested that fall outside of these parameters will be presented to the Region 5 Board for consideration.

Funding Assistance Guidelines Form Page 2

IG Name: _____ IG Number: _____

Has your Intergroup ever sent a representative to a Region 5 Assembly? _____

If yes, give date of last Assembly attended: _____

Assembly for which this funding is requested:

Location: _____ Date: _____

NAME: _____

ADDRESS: _____

PHONE: (_____) _____ (_____) _____

To assist the committee in determining the amount of funding assistance needed, please complete the following:

Hotel room expenses, tax and tips included \$ _____

Transportation: Automobile round trip (current IRS rate) \$ _____

Round trip air fare \$ _____

Subtotal \$ _____

Minus amount your Intergroup will contribute \$ _____

Total funds requested \$ _____

Application must be signed by two Intergroup officers and be accompanied by three (3) most recent months' treasurer's reports.

Signature of Officer Office Held Date

Signature of Officer Office Held Date

STANDING RULES FOR REGION 5 VIRTUAL ASSEMBLY

1. Amendments must be submitted to the Region 5 Secretary electronically. The Secretary will forward the amendment to the Chair and Parliamentarian.
2. Please wait until you are recognized by the Chair before you speak. Give your name and intergroup and then state your business.
3. Discussion of main motions is limited to three (3) speakers for pro and three (3) speakers for con. Each speaker is limited to three (3) minutes. Discussion of debatable subsidiary motions is limited to two (2) speakers for pro and two (2) speakers for con. Each speaker is limited to two (2) minutes.
4. The group conscience is more important than the technicalities of the actual motion.
5. All committee reports are to be made electronically and a summary will be included with the Minutes of the Assembly. Motions pertaining to the committee reports may be reported upon during the reports. Those motions will be placed on the subsequent Assembly agenda for consideration unless determined to be of an emergency nature.
6. Emergency new business consists of items that must not wait until the next assembly. These must be submitted electronically, 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.
7. Naming Conventions:
 - All Region Reps will name themselves R: NAME; INTERGROUP
 - All Board members will name themselves: B: NAME; OFFICE
 - Non-voting appointees (e.g., Parliamentarian, etc.) will name themselves: X: NAME; OFFICE
 - Visitors will name themselves: V: NAME; CITY, STATE
8. The meeting is not to be recorded by anyone other than the Secretary, Host, or Chair. The recording is made for the purpose of clarity in transcribing the minutes.
9. If an attendee chooses to eat during a session, they must turn off their video.
10. Credentials / Roll Call- all R5 attendees shall register and identify themselves on the chosen virtual platform using naming conventions provided by the presiding officer in advance. See naming conventions in Standing Rule #7.
11. The Chair shall determine the items to be placed on a Consent Agenda. Items for the Consent Agenda may be considered if they are of a routine, non-controversial or of a housekeeping nature.



Region Five Handbook

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

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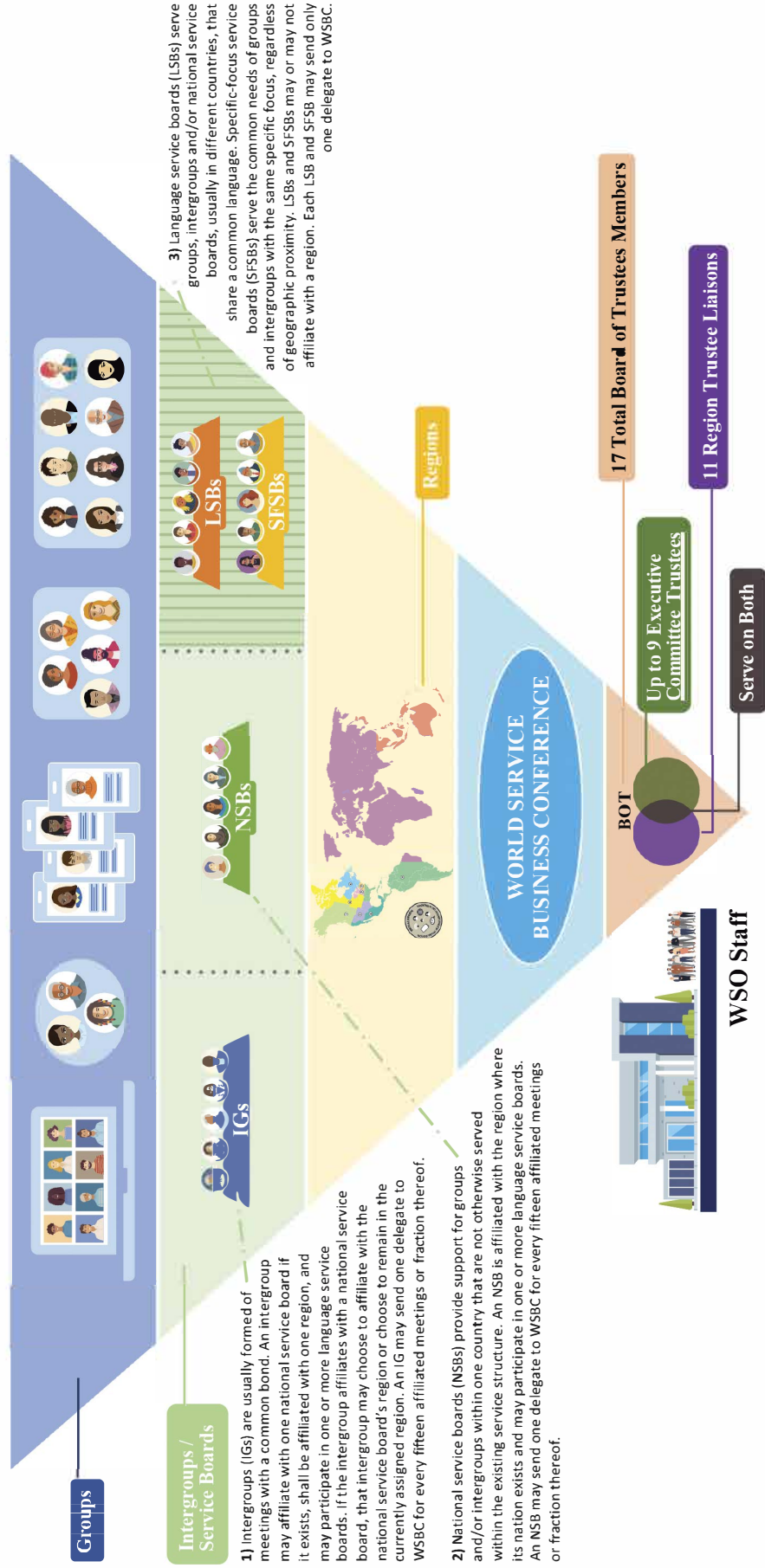
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OVERALL SERVICE STRUCTURE





REGION 5:

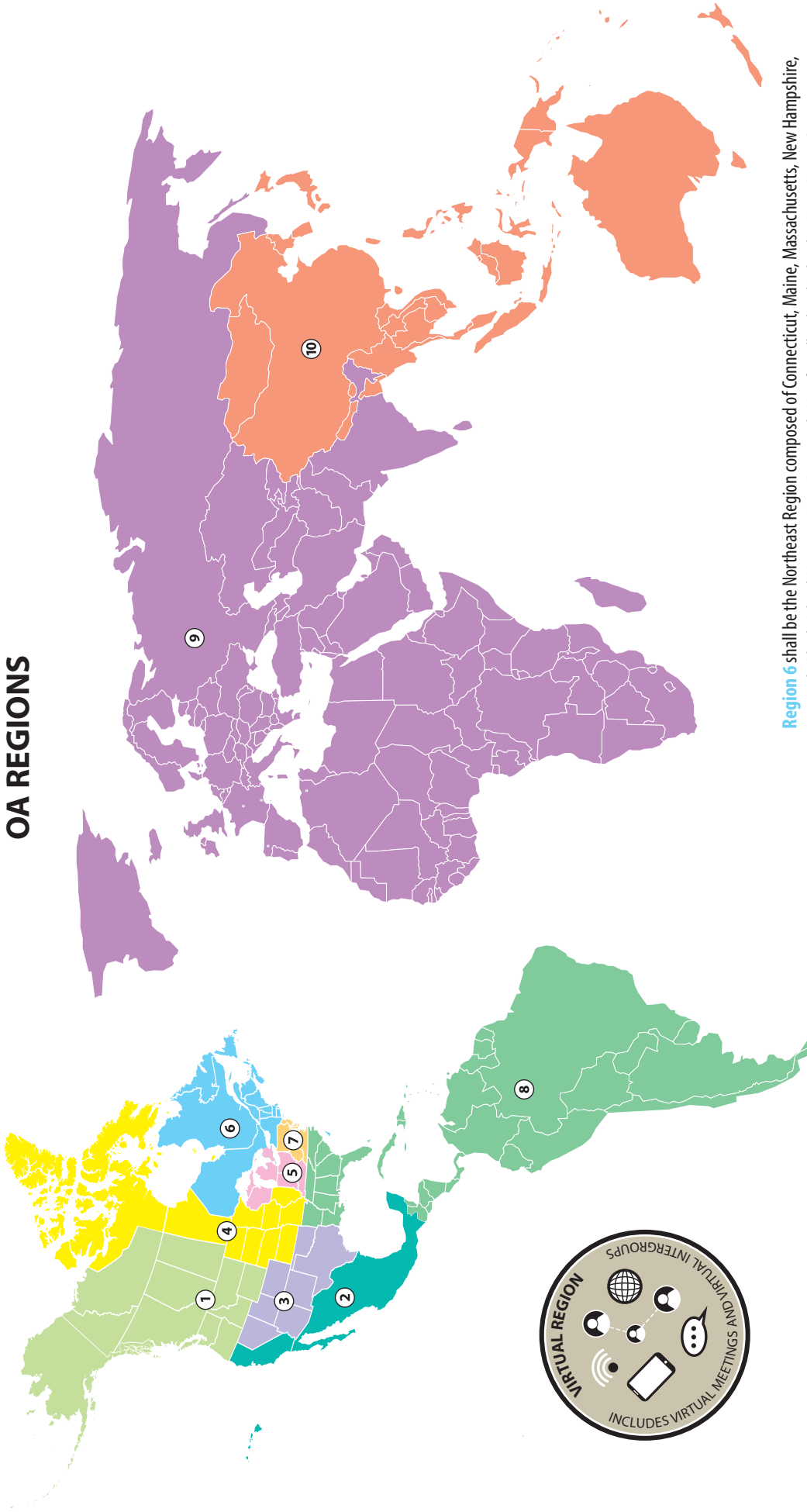
USA: Central Illinois IG and the greater Chicago area, Indiana, Kentucky, Michigan, Ohio, Wisconsin

Canada: Southwestern Ontario

Regions of Overeaters Anonymous

Region	Service Areas
Region One	Pacific Northwest region composed of Alaska, Idaho, Montana, Oregon, Washington, Wyoming, Alberta, British Columbia, Northwest Territories, Saskatchewan, and Yukon.
Region Two	Pacific Southwest Region composed of California, Hawaii, Reno/Tahoe area of Nevada, and Mexico.
Region Three	Southwest Region composed of Arizona, Colorado, Nevada, New Mexico, Oklahoma, Texas, and Utah.
Region Four	West Central Region composed of Illinois (except the Greater Chicago area and Central Illinois Intergroup), Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Manitoba, Northwestern Ontario, and the territory of Nunavut.
Region Five	Central Region composed of the Greater Chicago area and Central Illinois Intergroup, Indiana, Kentucky, Michigan, Ohio, Wisconsin, and Southwestern Ontario.
Region Six	Northeast Region composed of Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec, and Bermuda.
Region Seven	Eastern Region composed of Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia.
Region Eight	Southeast Region composed of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, the Virgin Islands, Central America, and South America.
Region Nine	Africa, Europe, the Middle East, and Western Asia, including all of Russia.
Region Ten	Australia, Far East, New Zealand, Southeast Asia, Western Pacific Basin.
Virtual Region	Nongeographic and is primarily composed of virtual groups and virtual intergroups.

OA REGIONS



Region 1 shall be the Pacific Northwest region composed of Alaska, Idaho, Montana, Oregon, Washington, Wyoming, Alberta, British Columbia, Northwest Territories, Saskatchewan, and Yukon.

Region 2 shall be the Pacific Southwest Region composed of California, Hawaii, Reno/Tahoe area of Nevada, and Mexico.

Region 3 shall be the Southwest Region composed of Arizona, Colorado, Nevada, New Mexico, Oklahoma, Texas, and Utah.

Region 4 shall be the West Central Region composed of Illinois (except the Greater Chicago area and Central Illinois Intergroup), Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Manitoba, Northwestern Ontario, and the territory of Nunavut.

Region 5 shall be the Central Region composed of the Greater Chicago area and Central Illinois Intergroup, Indiana, Kentucky, Michigan, Ohio, Wisconsin, and Southwestern Ontario.

Region 6 shall be the Northeast Region composed of Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec, and Bermuda.

Region 7 shall be the Eastern Region composed of Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia.

Region 8 shall be the Southeast Region composed of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, the Virgin Islands, Central America, and South America.

Region 9 shall be composed of countries and territories in Africa, Europe, the Middle East, and Western Asia, including all of Russia.

Region 10 shall be composed of countries and territories in Australia, East Asia, New Zealand, South East Asia, and the Western Pacific Basin.

Virtual Region is nongeographic and is primarily composed of virtual groups and virtual intergroups.

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

From the Region 5 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 as possible 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.
- 2018 Region 5 Outreach Committee of the Whole formed two sub-committees: Each One Reach One subcommittee and Intergroup to Intergroup (IG2) subcommittee. The Policies and Procedures (P & P) was cleaned up. Table of Contents was added to the front of the P & P. The Hotel Liaison responsibilities from the Vice-Chair. All officers and the Hotel Liaison will be Bonded. A clarification was added to the P & P concerning scholarships for the Region 5 Convention. The first Summer conference Call was conducted on July 14th by phone. The guidelines for the Media committee was amended in the P & P to include content other than the Newsletter including the Website. Guidance for the reimbursement for meals for Region 5 Officers to remove the cap of \$40.00. Committee budget requests shall be given to the Finance Committee chair three weeks before the Fall Assembly. Ad-hoc committee was formed to research and review the use of video conference services. Intergroup-to-Intergroup (IG2) Subcommittee held an Intergroup Renewal workshop in Lansing, MI on October 7th, 2018. The fall Assembly held elections. A budget and a plan were approved for an upgrade and redesign to the Region 5 website. Online registrations were moved from the Region 5 website to RegFox.
- 2019 The Region 5 Website was completely redesigned and upgraded. Zoom was adopted as the Region 5 service provider for online video meetings. The Outreach committee of the whole formed 3 sub-committees: "Intergroup to intergroup", "Each one Reach one", and "Public Information / Professional Outreach (PI/PO)". The Intergroup to Intergroup sub-committee held an Intergroup Renewal workshop in Elmhurst, IL. The Policies and Procedures (P & P) was amended to remove the responsibility of Nominating Committee Chair from the Region 5 Secretary and indicate that the Region 5 Vice-Chair is to be a member of nominating committee. The Chair of the Nominating committee is appointed. The Nominating committee is chaired by a member appointed by the Region 5 Chair and shall consist of at least one member from each state or province when available. An adjustment to the agenda for the Summer Conference Call in the P & P was adopted to optionally include time for Business Committee meetings. The P & P was amended to no longer have Merrillville, IN as the central location. Instead the central location is determined by the Region 5 board. The Region 5 Delegate Support Fund guidelines were changed.

- 2019 At the 2019 Fall Assembly the Assembly approved the use of the Region 5 Zoom Account to be used by the Region Chair's Committee. The Assembly also approved to broadcast the Assembly Friday Night Session over Zoom.
- 2020 The very first broadcast of the Assembly Friday night session occurred on March 13th, 2020 with 12 participants. The session was a success, though there were some minor technical issues. The Outreach committee of the whole formed 2 sub-committees: "Intergroup to Intergroup" and "Each One Reach One". The "PI/PO" sub-committee from last year is rolling into sub-committee "Each One Reach One". Sub-committee "Intergroup to Intergroup" will include working on the Speakers List. The Assembly decided to add a new service position called "Coordinator of Virtual Meetings". The Assembly updated the Policy and Procedures for the Web Master and Hotel Liaison service positions to clarify eligibility requirements if the service position is held by an OA Member. The Region 5 Chair became a General Service Trustee. The Vice-Chair was elected as the Region 5 Chair. Because of the COVID-19 Pandemic this was the first year the Convention and Fall Assembly went virtual. A modified set of Standing Rules were voted in specific for Virtual Assemblies.
- 2021 The Convention and both the Spring and Fall assemblies were virtual. The Outreach committee of the whole formed 2 sub-committees: "Intergroup to Intergroup Sub-committee", "Sponsorship Task Force Sub-committee", "PI/PO Sub-committee". The Region 5 Bylaws were amended to where an Assembly can take place including electronically. The Virtual Standing rules were amended to clarify roll call and voting. The Policy and Procedures were amended to change the Coordinator of Virtual Meetings to the Digital Community Coordinator (DCC) and to expand the service responsibility of this position to include the website and email distribution lists. The DCC reports to the Region 5 Board and the Web Master reports to the DCC.
- 2022 At the 2022 Spring Assembly, because of the COVID-19 Pandemic continuing, the Spring Assembly and Convention (Chicago IGs hosted) stayed virtual. Our first Assembly back to in-person Chesterton, IN was the Fall Assembly. Continued to broadcast the IG sharing Friday Night Session on Zoom for IGs that could not come in-person.
- 2023 At the 2023 Spring and Fall Assemblies we met in Edinburgh, IN and the 2023 Convention stayed virtual and was hosted by multiple Intergroups as a team effort. Continued to broadcast the IG Sharing Friday Night Session on Zoom for IGs that could not come in-person.

The old Region 5 logo prior to 2010:



Locations of Conventions and Assemblies*

Year	Convention	Assembly Winter	Assembly Spring	Assembly Summer	Assembly Fall
2023	Virtual Convention		Edinburgh, IN (IN/KY)	Virtual Conference	Edinburgh, IN
2022	Virtual Convention (Chicago IGs)		Virtual Assembly	Virtual Conference	Chesterton, IN
2021	Virtual (Central OH IG)		Virtual (Central OH IG)	Virtual Conference	Virtual (Turning Point IG)
2020	Virtual (Cleveland OH IG)		Chesterton, IN	Virtual Conference	Virtual (Central OH IG)
2019	Milwaukee, WI		Milwaukee, WI	Virtual Conference	Chesterton, IN
2018	Indianapolis, IN		Indianapolis, IN	Phone Conference	Chesterton, IN
2017	Cincinnati, OH		Merrillville, IN	Phone Conference	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) Selflessness
		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



OA REGION 5

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 '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.

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 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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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 Seriatim'): 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 to 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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Tabs

Cut the labels listed below for each divider with tabs

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REGION 5 CONVENTION GUIDELINES

The general duties and responsibilities listed below are meant to be guidelines only. The hosting intergroups have restrictions or opportunities unique to them. They will have the right to modify the duties and responsibilities as appropriate as long as the Region 5 Convention Committee agrees. Any discrepancies will need to be shared with the Region 5 Executive Board.

REGION 5 CONVENTION DEFINITION:

It is a special event, usually lasting from 8 p.m. Friday evening until Sunday noon when in person. The actual length of time is determined by the group conscience of the Region 5 Convention Committee as a Whole. There may be some early bird sessions if the committee wants.

During virtual conventions hosting Intergroups have held their conventions within the same perimeters. Some Intergroups have not had events on Friday night. Some Intergroups have had OA meetings on Friday night. Most virtual conventions included Saturday sessions in the morning and afternoon. Possible virtual entertainment options include virtual dances, comedy hours, and talent shows. Sunday morning sessions during virtual conventions continue to be well attended. The actual length of time for a virtual convention is determined by the group conscience of the Region 5 Convention Committee as a Whole.

PURPOSES OF A REGION 5 CONVENTION:

1. To stimulate unity; to bring people together from many groups within our region as well as from distant areas to share with each other.
2. To contribute to a greater understanding of the OA program and the people who are part of it through open meetings to which the public, professionals, and media are invited. (This avenue has not been explored during virtual conventions.)
3. To provide an opportunity to experiment with new formats not usually done at a regular meeting. Some suggestions for formats may include panel discussions, skits, writing workshops and guided meditation. (It is Region policy that these new formats be within the framework of the 12 Steps and 12 Traditions.)
4. To provide a variety of program options, which strengthens those recovering from compulsive overeating as well as to those with a desire to stop compulsive overeating.
5. To allow for raising money for Region purposes.

HOSTING A REGION 5 CONVENTION:

A Region 5 Convention is sponsored by Region 5 with organization initiated by the Region Assembly. The Intergroup or Intergroups in the area where the Convention is held serves as the "host" group(s).

REGION 5 CONVENTION ACTIVITIES/EVENTS:

Activities and events are determined by the hosting Intergroup Convention Committee as a Whole in conjunction with the Region 5 Board. Events should reflect the 12 Steps, 12 Traditions, and 12 Concepts. In addition to a banquet with a speaker, other possible events are:

1. Speaker meetings
2. Panel Discussions
3. Workshops (fourth step, for example)
 1. Special focus meetings for OA young people, men in OA, couples in the program, etc

REGION 5 CONVENTION COMMITTEE REQUIREMENTS:

The hosting Intergroup Convention Chairperson(s) should be a region representative or past Region Representative who has 1 year of current continuous abstinence, is practicing the 12 Steps, 12 Traditions and 12 Concepts who has been active in OA events or workshops, and who lives near the site of the Convention. The Convention Chairperson(s) is approved by the Region 5 Assembly. The chairperson of the Convention Committee as a Whole will then select the committee chair(s) from volunteers who are also abstaining and practicing the 12 Steps, 12 Traditions and 12 Concepts. In some instances, it has been suggested that a state or province within a region take responsibility for a sub-committee with one person as sub-committee chairs. All committees are responsible for their own signage. In other instances, neighboring intergroup may join together to host the Region 5 Convention. In this case it is suggested that each intergroup take responsibility for a subcommittee.

HOSTING INTERGROUP CONVENTION CHAIRPERSON:

General duties and responsibilities:

1. May select an assistant Convention Chairperson immediately after being approved as chairperson.
2. Works with the Region 5 Vice Chair and hotel liaison to plan the Convention events.
3. Selects subcommittee chairs and delegates to work as the committee chairs, and may also appoint coordinators as desired (i.e. volunteer coordinator, graphics coordinator, etc). Listed below are examples of typical subcommittees:
 - a. In-person subcommittees:
 - i. Hotel Liaison
 - ii. Program

- iii. Registration/Finance
- iv. Huggers/Greeters
- v. Hospitality
- vi. Publicity
- vii. Literature
- viii. Fundraising/Raffles
- ix. Decorations
- x. Volunteer Coordinator
- xi. Timer Coordinator
- xii. Digital Coordinator
- b. Virtual Meeting Subcommittees
 - i. Program
 - ii. Registration/Finance
 - iii. Decorations/Signage
 - iv. Volunteer Coordinator
 - v. Timer Coordinator
 - vi. Digital Coordinator
 - vii. Host/Cohost Committee
 - viii. Virtual Greeters

4. Chairs the first general Convention Committee meeting after the outgoing Convention Chairperson from that year has passed the baton to the new Convention Chairperson at first Region 5 Assembly following the previous Convention.
5. During the first session the Convention Committee chair should
 - a) Get acquainted
 - b) Pass out guidelines and go over each page with entire group
 - c) Remind each subcommittee chair that each must set up their own timetable, that must fit within the overall event timetable.
 - d) Discuss a theme. The theme is typically communicated to the Board by the Fall Assembly the year before the Convention is to occur.
6. Meets with Convention Subcommittee chairs to work out problems and finalize plans.
7. Is an ex-officio member of EVERY convention committee and is to be invited to all meetings. If unable to attend, they should be informed of ALL happenings, especially dates, to coordinate with other convention committees. Monthly subcommittee meetings are highly suggested.
8. Maintains the convention timetable to keep subcommittees on track.

9. Encourages and supports all workers, attempts to involve as many people as possible.
10. Becomes thoroughly familiar with all aspects of the Convention Guidelines.
11. Proposes necessary changes to Convention Guidelines to the Bylaws Committee.
12. Encourages reading of the Third Step Prayer, 12 Traditions or similar program material at all Convention Committee planning meetings.
13. Selects emcee(s) for the Convention.
14. Works with the Programming Subcommittee to select keynote, panelist, general session and dinner speakers with Board approval.
15. Selects someone to present the invocation if desired.
16. Is responsible for putting a script together for the opening and closing of Convention. The opening ceremony should include the Serenity Prayer and reading of the Preamble, Our Invitation to You, the Steps, the Traditions, and the Concepts.
17. Maintains and provides a roster of Convention Committee chairs and assistants including last names, mailing addresses and best phone numbers to use, etc., to all Convention subcommittee chairs.
18. Arranges for a taping company to record speakers when applicable.
19. Reports to the first Region 5 Assembly following the Convention and files a written report with Region.
20. Submits reports to Region 5 Secretary prior to Spring Assembly and Summer Conference.
21. Maintains all electronic files (subcommittee reports, minutes and agendas, scripts, signage, etc) for further reference by future committees.
22. Passes on electronic files to the incoming chair (co-chair) after the Convention.

HOTEL LIAISON DUTIES:

The Hotel Liaison will serve as liaison with the hotel. All subcommittee chairs need to communicate directly to the hotel liaison for any hotel concerns.

Duties and responsibilities as Hotel Liaison:

1. All arrangements with the hotel should be in a written contract to be signed by the Hotel Liaison at least one year or more prior to the Convention. This is done as soon as possible after the site is selected. The Region 5 Board reviews and approves the contract terms, and the Convention Chairperson is approved. (See timeline)
2. Confirm that the facility will provide meeting space for periodic convention planning meetings and its accessibility for registrants with physical limitations.
3. Confirms the facility's capacity for hybrid meetings if desired.
4. Become thoroughly familiar with all hotel facilities and services.
5. Negotiate all arrangements for meals including planning the menus.

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6. Work with the Program Committee chair(s) for arrangements of meeting rooms and audio equipment. Communicate with the Board regarding all costs.
7. Work with the Program Committee and hotel to arrange rooms with tables for literature display, recording, discussion and/or meditation, hospitality, etc., and a secure area for literature and Intergroup Marketplace.
8. Arrange for a registration area in a central location.
9. Negotiate with the hotel for complimentary rooms. The Region 5 Board will decide how these rooms will be used.
10. Negotiate room rates and prices of meals to determine the cost of the package for the weekend.
11. Keep the hotel informed of the number of meals and room guarantees.
12. Negotiate with the hotel to offer the convention sleeping room rate and access to hotel accommodations, including parking, one day prior to the Convention and one day after the Convention.
13. Communicate with the hotel during the event regarding room set up and temperature control.
14. Relay information from the hotel to the Convention registrants in the form of announcements at the start of large group sessions.

SELECTING THE ACCOMMODATIONS FOR THE CONVENTION:

The hotel Liaison will work with the upcoming Convention Committee chair(s) and subcommittee chair(s) to choose a hotel 1 year prior from the Convention. If the upcoming Hosting Intergroup is known sooner the Hotel Liaison can look for hotel space sooner than 1 year.

1. Verify the capacity of various meeting rooms.
2. Verify the capacity and availability of restaurants or cafeterias in the hotel or within the vicinity of the hotel for “on your own” meals. Communicate the information with the Hospitality Subcommittee.
3. Verify the capacity of the banquet room, allowing for people who are listening to the speaker only.
4. Inquire whether we can provide our own coffee, and tea. If not, see if the hotel will be able to provide coffee and tea for purchase during all meeting times, and find out how much they will charge.
5. Verify the capacity and number of sleeping rooms.
6. Determine the current and/or projected costs of sleeping accommodations.
7. Determine the current and/or projected costs of meeting rooms.
8. Determine the current and/or projected costs of meals.
9. Inquire about the times meeting rooms will be available.

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10. Verify the availability of elevators if the hotel is more than one story.
11. Verify that meeting rooms will be heated or air-conditioned as appropriate.
12. Verify that sleeping rooms will be heated or air-conditioned as appropriate.
13. Determine if the hotel can provide food selections to fit a majority of different types of meal plans.
14. Verify that good speaker systems are available for large meeting rooms. See if they will allow us to bring in outside equipment.
15. See if there is a stage or platform available for meeting rooms.
16. Inquire as to whether there are any other rules or restrictions for use of the facility.
17. Determine the availability of transportation to the facility from public transportation such as buses, trains, or airplanes.
18. Check the accessibility of getting to the Convention site from other areas of Region 5.
19. Determine the capacity of restrooms near the meeting rooms. (Get contact info for housekeeping should we need more toilet paper.)
20. Verify how many functions the facility has accommodated that were the same size as we anticipate.
21. Determine check-in and check-out times for rooms.
22. Investigate local attractions.
23. Inquire whether or not we can bring in entertainment.
24. Verify pool and other recreational facilities available at the facility.
25. Confirm parking options and cost
26. Determine if other meetings will be occurring during the time of the Convention.

CONVENTION SUBCOMMITTEES:

REGISTRATION AND FINANCE: Duties and responsibilities:

1. Obtain initial seed money from the Region 5 Board if needed.
2. Create registration form appropriate for both online and mail-in registrations and submit for approval from the Region 5 Executive Board. Refer to registration forms from previous years if possible. While a limited number of members will use mail-in options for registration it is still suggested to provide a mail-in option so the event can be inclusive to all.
3. Provide fliers for distribution at Regional Assemblies and Intergroup email lists. Region 5 Intergroup contact information can be obtained from the Region 5 secretary just after the Region 5 Assemblies..
4. Provided a JPEG or PNG version of the Convention flier to the Region 5 Webmater to post it on the Region 5 website 9 months prior to the event.
5. Meet with Region 5 Digital Communications Coordinator 7-8 months prior to the Convention to train on the online registration platform.

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6. Maintain an on-going list of all Registrants, including any payments, meal/banquet registrations, and service commitments. Share with other Committees as appropriate.
6. Rent a post office box local to the Convention Treasurer or Region 5 Treasurer for mail-in registrations. A six month lease is suggested.
7. Identify an address for mail-in registrations. Add these members to the registration lists either manually or using the online registration process.
8. Coordinate deposit of any mailed payments with the Region 5 Treasurer.
9. Submit receipts for any reimbursements using appropriate forms with receipts attached.
10. Encourage other Region 5 intergroups to post the Convention flier on their websites. It is suggested that the registration flier be sent again 2 months, 1 month, and 2 weeks before the event date to boost registration.
11. Provide alphabetical breakdown of registrants to online hosts and co-hosts during virtual conventions.
12. Distribute meeting room links to registrants no later than 5 days prior to the oNvention. Include dial in phone numbers and any necessary passwords.

REGISTRATION TABLE: In-Person Convention: Duties and Responsibilities:

1. Have signs made designating the hours the registration table is open and an alphabetical breakdown of registrants.
2. Make sure that meal tickets are printed and nametags are prepared.
3. Make sure the program has been printed and is ready for distribution with the registration packets.
4. Provide registration packets for those that have pre registered.
5. Keep the Hotel Liaison informed of the number of meals guaranteed and the number registered.
6. Make sure the registration tables are stocked well with supplies, draped properly, and set up prior to registration opening up.
7. Make sure the registration tables are covered with adequate personnel from Friday afternoon until the registration packets are disbursed. Coordinate with Region 5 Board members to make sure they will be available to assist and collect all checks and money for walkin registrations.
8. Communicate with the Region 5 Treasurer regarding walk-in registrations. The Region 5 Treasurer is responsible for collection and safe storage of all checks and monies.
9. Receive and process scholarship applications in collaboration with the Region 5 Board according to the following
 - A. Scholarships will be for REGISTRATION ONLY
 - B. Only scholarships for up to the full registration fee shall be awarded
 - C. The deadline for requesting scholarships shall be the pre-registration deadline of the Region 5 Convention.

D. Scholarships may be given on a first come/first served.

Preference may be awarded to those who have not attended a previous Region 5 Convention or have not previously requested a scholarship.

F. Scholarships will be awarded to OA members living in Region 5 only.

G. Scholarship recipients will need to do service at the Convention.

H. Recipients of scholarships can only receive them once every five years.

I. Scholarships are not necessary for a virtual convention but service is highly suggested for those not contributing.

HUGGERS/GREETERS: In-Person Convention: Duties and responsibilities:

1. Act as hosts and hostesses, greet each person.
2. Answer questions and guide people to rooms, meetings, registration, etc.
3. Check with the front desk of the hotel to obtain updated restaurants within the vicinity of the hotel.
4. Check with the front desk of the hotel to obtain a list of area places for worship services.

NOTE: The committee should devise a way to make themselves easily identifiable as Huggers and Greeters Committee members in the Convention crowd. (ribbon, corsage, hat identification, for example).

5. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

THIRSTAID STATION HOSPITALITY: HOSPITALITY ROOM: In-Person Convention:

Duties and responsibilities:

1. Consult with the Hotel Liaison to determine hotel policies regarding limitations of bringing in foods and beverages.
2. Make sure the room is adequate with Wifi and electric outlets for registrants to plug in a variety of devices.
3. Arrange for volunteers to host the room when the room is open. It is suggested the room be closed during main speaker meetings.
4. Arrange for several tables spread around the room for a variety of activities during fellowship times. Some suggested activities include: adult coloring books, crafts, jigsaw puzzles, card and board games, etc.
5. Provide for cleanup.
6. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

PROGRAMMING: Duties and responsibilities:

1. Become thoroughly familiarized with the events of the past, successes and shortcomings.
2. Call an initial meeting of the Program Subcommittee members at the Region Assembly.
3. Works with the Convention Committee as a Whole to determine the theme for the Convention. Suggestions may be pooled from the Fellowship as well.
4. Determine topics and formats for each session as they relate to the theme of the Convention.
5. Have Region 5 Board Approve Program Topics before moving forward.
5. Follow abstinence requirements for speakers.
6. It is best to limit speaker meetings and workshops going on simultaneously up to three when in- person limit to two when virtual.
7. All speakers for the Convention will need to be registered.
8. Coordinate available meeting rooms with the Hotel Liaison.
9. As a committee, assign topics and times to speakers.
10. Notify all speakers in writing of their topics and times to speak.
11. As a committee, pull together final material for the program (graphics for printed program indicating rooms, times and topics, etc).
12. Have the program printed and made available to the registration committee.
13. Names of speakers are not to be listed on flyers or programs.
14. Work with the taping company during the Convention.
15. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

PUBLICITY: Duties and responsibilities:

1. Keep an accurate timetable of when things have to be done (deadlines for times to be submitted to Region 5 newsletter and appropriate electronic media).
2. Remind necessary committee chairs to have information available for publication deadlines.
3. Design, print, and distribute board-approved flyers for the Convention.

NOTE: Flyers should be sent to all intergroups listed with Region 5 and to nearby Intergroups outside of Region 5 at least three months prior to the Convention.

4. Send information to appropriate electronic media. This information should include: date of event, Region 5 Convention site with address when in-person, email address, one or two telephone numbers and names to contact.
5. Enlist help from each state/province or intergroup for local publicity.
6. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

LITERATURE:Duties and responsibilities:

1. It is Region policy that only OA and AA conference approved literature may be sold at the Convention.
2. The host Intergroup(s) literature bank is used, unless prior approval is received from the Region for other arrangements.
3. Transport literature to and from the display area.
4. Set up display.
5. Keep only one copy of each item out. The rest should be kept in boxes behind the display table.
6. Obtain a cash box with funds for change from the Registration and Finance committee.
7. Have the committee chair and one (1) collector sign the outside of a sealed collection envelope. Arrange for the Region 5 Treasurer to pick up the collection envelope before closing the display. .
8. Make sure that someone is there at all times to oversee the display. When the literature table is not open, keep literature locked up.
9. Keep an accurate inventory of literature before and after the Convention. Report amount ordered and sold for reference by future committees.
10. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

FUNDRAISING AND RAFFLES: In-Person Convention: Duties and responsibilities:

Intergroup Marketplace: Intergroups may rent a table(s) to sell fundraising items, which are consistent with OA's 12 traditions when room space is available. Each Intergroup is responsible for its own table(s).

Raffles: Should the Convention Committee elect this option the Convention Committee will set up all the details included in implementing a raffle. Some raffle suggestions include: 50/50 Drawing, Convention Scholarship, Lifeline subscription, and Basket raffles.

BANQUET TABLE DECORATIONS: In Person Convention: Duties and responsibilities:

1. Work with the Hotel Liaison to see what type of decorations the hotel can provide for the banquet tables.
2. Present ideas and costs to the Convention Chair(s) and subcommittees for approval.
3. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.
4. Put finishing touches on banquet tables.
5. Clean up Convention decorations. Store the decorations and materials for future years.

VOLUNTEER COORDINATOR: In- Person Convention: Duties and responsibilities:

The purpose of the Volunteer Committee is to schedule volunteers that will be serving during the actual Convention. The main source of these volunteers is the registration form. The Volunteer Committee will coordinate who is needed, where and when, and contact volunteers to notify them of their assignment(s).

TIMER COORDINATOR: In Person Convention: Duties and responsibilities:

1. Schedule volunteers for each session to act as a timer.
2. Inform each volunteer that they are to facilitate/moderator the assigned session.
3. Supplies for each session (script, signs with Stop, 1 Minute, 3 Minutes & 5 Minutes).
4. If the timer does not show up for the session please ask for a volunteer from the floor.
5. Stress the importance of leaving supplies – timer, script, signs with Stop, 1, 3, and 5 Minutes at the podium for future sessions.

GUIDELINE SPECIFIC TO VIRTUAL CONVENTIONS:

The Region 5 Convention Chair(s) and subcommittee chairs shall meet with the Region 5 Digital Communications Coordinator to establish direct lines of communication. The Convention Committee as a Whole will meet with the Digital Communications Coordinator at least once, one week prior to the virtual Convention.

SIGNAGE: Signage is developed and distributed by the Convention Committee. For virtual conventions Intergroups have used virtual backgrounds promoting the Convention before and during the Convention. Convention Committee members have also used a unique background to distinguish themselves during the course of the Convention in order to be visible to members that may have questions.

TECHNICAL CHAIR: Duties and responsibilities:

1. Train with Region 5 Digital Coordinator to establish the virtual platform to be used, determine operational skill levels and establish meeting settings used during the Convention.
2. Meet regularly prior to the Convention to establish a schedule of times and responsibilities for all virtual Hosts and Co-hosts.
3. Recruit, schedule, training and support virtual Hosts and Co-host volunteers during the Convention.
4. Establish a communication link with virtual Host and Co-Hosts to communicate off screen with each other to ensure rooms are adequately secured during the Convention.

5. Notify participants of appropriate on-screen behaviors and monitor screens for inappropriate on-screen behavior (No eating, chewing gum, exercising, nudity)
6. Notify participants on appropriate name conventions and assist with renaming if necessary.
7. Mute all participants during the speakers to avoid distractions. Unmute participants when it is their time to share when applicable.
8. Monitor digital on screen timer if applicable.
9. Disable chat and monitor it during large group sessions.
10. Allow access to rooms if the waiting room is enabled.
11. Remove intruders when appropriate.
12. Share all documents with Convention Chair (s) for documentation purposes.

Virtual Hospitality: Duties and responsibilities:

1. Meet regularly prior to the Convention to establish a schedule and responsibilities for all hospitality subcommittee volunteers during the Convention.
2. Recruit, schedule, training and support hospitality subcommittee volunteers during the Convention.
3. Greet registrants as they enter the Convention. It is suggested the room be opened 15 to 30 minutes prior to the Convention for fellowship.
4. Provide fellowship opportunities in off hours during the Convention (meetings, open sharing, Question and Answer sessions.
5. Share all documents with Convention Chair (s) for documentation purposes.

OPTIONAL COMMITTEES:

CLOTHING EXCHANGE: In-Person Convention

The local hosting intergroup(s) Convention Committee as a Whole may choose to have a clothing exchange if room space is available. Seventh Tradition is suggested.

ENTERTAINMENT: Duties and Responsibilities::

1. Will depend on what the local intergroup(s) Convention Committee as a Whole wants to do for the Convention. It has become customary to have a dance after the banquet which means a DJ from the local area would be hired. Here are other ideas such as skits, which need Region 5 Approval, improv, song and dance, karaoke, and plays.
2. The Convention Committee as a Whole also needs to check with the next hosting Intergroup to see if they want to present a skit after the banquet or after the closing to present where the next Region 5 Convention will be held
3. Work with Region 5 Board regarding taping if necessary.

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4. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

HOSTING INTERGROUPS FOR REGION 5 CONVENTIONS

1979	June	None Held at University of Dayton
1980	July	Greater Detroit & Southwestern Ontario (Detroit)
1981	October	MidNorth Indiana (Lafayette)
1982	October	Greater Dayton
1983	June	Central Indiana & Mid Hoosier (Anderson)
1984	September	Southwestern Ontario
1985	November	CHI WIF & Milwaukee (Fontana, WI)
1986	October	Northwest Indiana (Merrillville)
1987	October	Cincinnati
1988	October	Southwestern Ontario (Chatham)
1989	September	Western Michigan (Muskegon)
1990	October	Cleveland
1991	November	Wisconsin at the Abbey
1992	October	Toledo
1993	September	INI (Chicago)
1994	October	Cincinnati
1995	September	Northwest Indiana (Michigan City)
1996	October	Cleveland
1997	September	Indianapolis
1998	October	Greater Ann Arbor, Jackson Area, Greater Grand Rapids
1999	October	Turning Point (Chicago)
2000	October	Cleveland Central
2001	October	Dayton
2002	October	Milwaukee
2003	October	TPI, CSSI, CHI-WIF, SNI (Chicago)
2004	November	Indianapolis
2005	October	Cleveland
2006	October	Columbus
2007	October	Louisville
2008	October	Cincinnati
2009	October	TPI, CSSI, CHI-WIF, SNI (Chicago)

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2010	October	Greater Detroit, Ann Arbor, Southwestern Ontario
2011	October	Indianapolis
2012	October	Cleveland
2013	April	Milwaukee
2014	October	Columbus
2015	September	SNI, TPI, CSSI, CHI-WIF, NWII (Chicago area)
2016	September	Land Between the Lakes, Greater Detroit, Jackson Area (Detroit area)
2017	October	Cincinnati
2018	Indianapolis	2018 Indianapolis
2019	Milwaukee	
2020	Cleveland	
2021	October	Central Ohio Service
2022	September	TPI, SNI, CSSI, CHI-WIF (Chicago area)
2023		

Service Opportunities

- Registration
- Sell Raffle Tickets
- Session Timer
- Hugger/Greeter
- Marketplace
- Hospitality
- Wherever I am needed
- OA Meeting Leader/Speaker
1 year of current, continuous
abstinence required)

If you volunteer to speak or provide service, opportunities are available from 3pm Friday until noon Sunday.

1. Please indicate your arrival/departure times so that we may schedule you accordingly.

- Friday _____
- Saturday _____
- Sunday _____

2. Please provide your cell # in case we need to contact you:

Scholarship – Accepted by paper registrations only!

You may request a scholarship for the full cost of registration only. *Scholarships do not cover meals, rooms or other expenses. Meal costs are noted under registration prices. Meals must be purchased by August 9.*

Would like to apply for a scholarship?
Yes ____ “First come basis” - apply early.

Preference may be awarded to those who have not previously attended a Region 5 Convention. You may complete a scholarship application if you have not previously received a scholarship within the last 5 years. You must be a Region 5 resident. Recipients will be notified by the registrar.

Scholarship recipients are asked to perform service at the convention in a capacity that matches their abilities. Please indicate the type of service you are willing to provide in the **Service Opportunities** section (above).

Scholarship Postmark Deadline:

June 7, 2024



**Region 5
OA Convention 2024**

Hosted by Cleveland Central Intergroup

**Welcome Home:
(Many Symptoms,
One Solution)
September 6 - 8, 2024**

Register for convention on-line at
region5oa.org

REGISTRATION OPENS APRIL 1, 2024

Make hotel reservations directly with:
**Holiday Inn - Cleveland South
Independence
6001 Rockside Road
Independence, OH 44131
(216) 524-8050**

Online [Hotel Reseservation](#)

To receive group rate, mention:

**“Region 5 Convention Room Block”
Special Room Rates (until 8/9/2024)
\$119 + tax**

Choice of: 1 King Bed or 2 Double Beds

Hotel Amenities:

Free Parking

Wi-Fi access,

Fitness Center and Indoor Pool,

Check In: 3:00 pm



Come follow the 12 step road with us

Preliminary Agenda

Friday, September 6, 2024
4:00 pm Registration Desk Opens
4:00 pm OA meetings begin
7:00 pm Grand Opening & Keynote Speaker

Saturday, September 7, 2024
OA MEETINGS WITH VARIOUS TOPICS THROUGHOUT THE ENTIRE DAY

7:00am - 8:30am Breakfast(pre-register only)
7:00 am Registration Opens
7:00 am Open Meditation Room
8:00 am OA Meeting
8:45 am Grand Opening & Keynote Speaker
12 noon Lunch Buffet (pre-register only)
6:00 pm Dinner Buffet (pre-register only)
7:30 pm Keynote Speaker and Raffles
9:00 PM DJ/Dance or OA Meeting

Sunday, September 8, 2024
8:00 am OA meeting or Meditation
9:00 am Keynote Speaker
10:00 am Re-entry/Closing/Sharing

Early Bird Registration must be postmarked by July 5, 2024. DEADLINE EXTENDED
Regular Pre-Registration must be postmarked by August 9, 2024

After this date, you MUST register at the Convention. Registration can be transferred to another person, but cannot be refunded.

Questions:
Phone: 800-511-9610
Email: ccioa@onebox.com

Two ways to Register!

REGISTRATIONS OPENS APRIL 1, 2024

1. Register Online at www.REGION5OA.org
Payment by major credit card.

OR

- 2. Mail this form (one form per person)
[] Fill out and detach this section.
[] Please print legibly.
[] Make US check or money order payable to: OA Region 5. Do not send cash.

Mail completed form/payment to:

R5 Convention 2024
P. O. Box 347223
Parma, OH 44134-9610

Name: First
Last:
Address:
City:
State/Province:
Zip:
Daytime Phone:
E-mail:
Emergency Contact:
Name:
Number:

What name would you like on your badge?

Special Needs:

Confirmation will be e-mailed to you unless you indicate otherwise. If you want confirmation by US mail, please include a self-addressed, stamped envelope with your completed registration form and check.

Registration Pricing

Early Bird Registration \$169
Includes Convention, plus breakfast, lunch and dinner buffets on Saturday.
Online or mail (postmarked by July 5, 2024) DEADLINE EXTENDED

Regular Pre-Registration \$189
Includes Convention, plus breakfast, lunch and dinner buffets on Saturday.
Online or mail (postmarked by August 9, 2024)

Lunch Salad Bar Buffet: Variety of greens, protein selections, fruit, whole grain rolls, butter, SF dressings

Dinner Buffet: Includes chicken and fish, several vegetable selections, brown rice, salad, SF dressings, whole grain rolls, butter, and fruit.

Vegetarian Dinner selection plus salad bar and fruit.

Additional Breakfast tickets \$30.00
Additional Lunch Buffet tickets \$30.00
Additional Dinner Buffet tickets \$50.00

Donation to the Scholarship fund \$

Total Enclosed: \$

After August 9, 2024
pre-registration is closed.
You must pay at the door (no meals)

All Weekend \$90.00
Friday only \$40.00
Saturday only (\$60 at door) \$60.00