

Region 5 Policies Amendment

MOVE To add a new Article V to the Region 5 Policies and Procedures and renumber the subsequent Article as follows:

V. PREASSEMBLY CONNECTION WITH NEW REPRESENTATIVES

A. The Secretary posts the registration form including options to identify mentors and new representatives.

B. When registration closes, the Secretary sends the Trustee Liaison information about new representatives and returning representatives who volunteered to be mentors.

C. The Trustee Liaison

1. Electronically sends out a welcome to new representatives with the *OA Handbook for Members, Groups and Service Bodies: Recovery Opportunities*
2. Assigns mentors to new representatives
3. Electronically sends out mentor assignments
4. Reminds the New Representatives about the Orientation Meeting at the Assembly on Friday evening

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

SUBMITTED BY: The Everything Intergroup Subcommittee

Susan M 847-710-7723 susan.m.oa@gmail.com

INTENT: To welcome new reps and give them resources to prepare them for their first assembly. IMPLEMENTATION: Update the Region 5 Policies and Procedures Manual. Assign these actions to the appropriate officer and Trustee Liaison.

COST: Nominal: Time to update the policies.

RATIONALE: To make sure new reps receive the information they need to adequately prepare for their first assembly.

Region 5 Policies Amendment

Date: 8/11/24

MOVE TO AMEND: Change Policies and Procedures wording, Section 1. Region 5 General Policy, C. Elections, Paragraph 5, by striking and inserting as follows:

CURRENT WORDING

Article I. Region 5 General Policy
Section C. Elections

5. Voting for all officers (and 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).
- Each ballot counts as a single ballot.
 - Mark ballot only when instructed by the chair to do so.
 - If voting for a candidate, mark the ballot with an "X" next to the candidate's name.
 - Do not vote for more candidates than instructed.
 - Fold ballot once when finished voting.
 - All ballots collected by the tells will be counted as votes cast.

PROPOSED WORDING

Article I. Region 5 General Policy
Section C. Elections

5. Voting for all officers (and 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).
- Each ballot counts as a single ballot.
 - Mark ballot only when instructed by the chair to do so.
 - If voting for a candidate, mark the ballot ~~with an "X" next to the candidate's name~~ as instructed.
 - Do not vote for more candidates than instructed.
 - ~~Fold ballot once when finished voting.~~ Submit ballot as instructed.
 - All eligible ballots collected by the teller or submitted electronically will be counted as votes cast

SUBMITTED BY:

Bylaws Committee

Contact Name:

Barbara H., Bylaws Committee Chair

Phone #:

502-821-7634.

Email Address

barbarahenchey@gmail.com

INTENT:

To provide instruction for voting electronically as well as on paper ballots

IMPLEMENTATION:

Update Region 5 Policies and Procedures

COST:

Nominal: Updating/printing Region 5 Policies and Procedures

RATIONALE:

Update is needed to provide for online voting.



Format for Submission of Proposed Region 5 *POLICIES* Amendments

Amendments to the Region 5 Policies (which includes the R5 Policies and Procedures, the R5 Convention Guidelines, and the R5 Standing Rules) may be proposed by any Registered Intergroup of Region 5 or Region 5 Committee and shall be submitted to the Region 5 Chair and the Region 5 Secretary. If the motion is to be sent out with the preassembly packet, please submit it by March 1st or October 1st for the Spring or Fall assembly respectively.

Date: November 2024 – EMERGENCY NEW BUSINESS MOTION 1

To AMEND:

II. Responsibilities and Duties of Officers and Representatives of Region 5; A. General Duties 1. Officer Expenses

CURRENT WORDING

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. 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.

PROPOSED WORDING

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 and positions as listed in this policy under "Officers" are to be reimbursed for all of their travel expenses to and from Region 5 events assemblies. (If an officer is traveling with another intergroup, it is suggested they share expenses.) Officers are careful guardians of our Region funds.

b. Personal auto – Region 5 follows OA World Service Office mileage reimbursement standards for not-for-profit volunteers plus all tolls and parking fees.

- c. Car rental - Region 5 will reimburse an officer for the use of a rental vehicle, tolls, and parking fees when necessary or the cost will be less than use of a personal auto or airline flight. It is the responsibility of the Officer to obtain the least expensive rental package.
- d. Air - Region 5 will reimburse airfare for an officer to get to and from Assembly-Region 5 events, WSBC, and Chair activities as required. An officer may elect to travel by air when the location ~~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.~~ Region 5 will reimburse up to \$70 per day.
- 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.
- h. These policies shall apply to all those who are receiving funds directly from the Region.

SUBMITTED BY:

Region 5 Finance Committee

Contact Name:

Linda P

Phone #:

216-392-2644

Email Address:

r5treasurer@outlook.com

INTENT:

Update our reimbursement policy for Region officers, hotel liaison, and others required to attend meetings as Region delegates.

IMPLEMENTATION:

Treasurer would budget for reimbursement at the levels indicated in this policy

COST:

\$ unknown at this time – likely to decrease cost somewhat since this reflects much of what is already being done for our events.

RATIONALE:

Officer expenses for Assemblies and Convention are currently a significant portion of the Region budget. The recommended changes are drawn from the policies of other Regions and are meant to clarify costs generated by Region activities that should be funded, the level at which they should be funded and who will be reimbursed.

The cost of a rental car has recently been greater than the cost of reimbursing Officers for use of their personal vehicle. Our current reimbursement level is only 14 cents per mile, which is the IRS rate for volunteers. That rate has not increased in several years, while the standard IRS business rate increases annually. OA recently increased their reimbursement rate after reviewing their policy. It seems appropriate to follow their lead since we are not a profit generating business.

The meal rate previously recommended was also outdated and below the usual cost of 3 meals per day. In increasing the allowance this policy also establishes a recommended ceiling.

Finally, the policy only mentioned Assembly costs but officers are required to attend other Region 5 events; this updates the policy to cover all potential events an Officer is required to attend. It also clarifies that other positions will be reimbursed using the same Policy (WSBC Region delegates, Hotel Liaison, Trustee nominee).

Submit to the Region 5 Chair and the Region 5 Secretary.

REGION



Format for Submission of Proposed Region 5 *BYLAWS* Amendments

Amendments to the Region 5 Bylaws may be proposed by any Registered Group or Intergroup of Region 5, Region 5 Committee, or Voting Representative of the Region 5 Assembly and shall be submitted to the Region 5 Chair and the Region 5 Secretary. The proposed amendment will then be given to the Bylaws Committee to review.

EMERGENCY NEW BUSINESS BYLAWS MOTION 2

Date: November 2, 2024

To AMEND:

Article VI Officers, 3a and 3b

CURRENT WORDING

Article # - VI

Section # - Officers

ARTICLE VI - OFFICERS

A. Election of Officers

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.

PROPOSED WORDING

Article # - VI

Section # - Officers

ARTICLE VI - OFFICERS

A. Election of Officers

3. No Region 5 representative or former Region 5 representative shall be considered for an office until he/she/**they** 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.

SUBMITTED BY:

Region 5 Bylaws Committee

Please also include the following:

Contact Name: Phone #: Email Address:

Barbara H 502-821-7634 barbarahenchey@gmail.com

INTENT:

To allow qualified Reps from Region 4 or other Regions to be considered for Officer positions.

IMPLEMENTATION:

Amend the Bylaws

COST:

None

RATIONALE:

To include our newly absorbed Region 4 representatives. In addition this Motion allows us to incorporate the skills and knowledge of qualified Reps from any Region to integrate into their new adopted Region 5.

**Submit to the Region 5 Chair and the Region 5 Secretary.
Region 5 Bylaws Amendment Form**