



OVEREATERS ANONYMOUS – REGION 5 SECRETARY

November 7, 2024

RE: Region 5 2024 Fall Assembly

Friday, November 1st, 2nd, and 3rd, 2024.

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

The 2024 Fall Assembly Packet C has been posted on the Assemblies page of region5oa.org.

Region 5 2024 Fall Assembly Packet C Documents:

- **C01_Region 5 2024 Fall Assembly Secretary Letter**
- **C02_Region 5 2024 Fall Assembly Minutes**
- **C03_Region 5 2024 Fall Assembly Credentials Report**
- **C04_Region 5 2024 Fall Assembly Agenda_Adopted**
- **C05_Region 5 2024 Fall Assembly 2025 Budget_Approved**
- **C06_Region 5 2024 Fall Assembly Motions_Adopted**
- **C07_Region 5 Policies and Procedures_UPDATED 11_8_24**
- **C08_Region 5 Bylaws_UPDATED 11_7_24**
- **C09_Region 5 2024 Fall Assembly Business Committee Reports**
- **C10_Region 5 2024 Fall Assembly Outreach Sub Committee Reports**
- **C11_Region 5 2024 Fall Assembly 2025 R5 Convention Save the Date_Help Wanted**
- **C12_Region 5 2024 Fall Assembly Convention Wisdom Flyer 25**

Don't forget to mark your calendars:

2025

March 14-16	Region 5 Spring Assembly, Hilton Garden Inn, Chesterton, IN
May 23, 24, and 25	Region 5 Convention, Milwaukee, WI, Sheraton Milwaukee Brookfield Hotel
July 19	Region 5 Summer Online Conference – Zoom
TBD	Region 5 Fall Assembly (location TBD)

If you have any questions, please don't hesitate to email me.

Thanks for a great Assembly!

Keri E.

Region 5 Secretary

R5Secretary@outlook.com



OA 2024 Fall Assembly

Location: Chesterton, IN

Saturday, November 1, 2024 – Morning Session

- 1) The 2024 Fall Assembly Saturday Morning Session was called to order by the Region 5 Chair – Eileen C. at 8:30 AM CT, 9:30 AM ET. 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 Thomas M.
 - c) The 12 Steps were read by Megan P.
 - d) 12 Traditions were read by Suzy R.
 - 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:	15
Voting Officers Present:	4
Eligible Voters Present:	19
Non-voting Alternates, Guests	5
Parliamentarian	1
Region Trustee Liaison	1
Total Attendance	26

- c) The approved full Credentials Report can be found in Packet C: “C03_Region 5 2024 Fall 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) Kevin F. is acting as Hotel Liaison for any meeting room, general hotel or lunch issues. Any sleeping room issues should go to the front desk.
 - 4) Standing Rules:
 - a) The Standing Rules, distributed in Packet A, were read by Bylaws Committee Chair Barbara H.
 - b) Hearing no objections, the Standing Rules were adopted.
 - 5) Agenda:
 - a) Update to the Proposed Agenda from Packet A. Added to the numbered bullet list under Morning Business Session/• Morning Business/5. Consent Agenda (Packet A – PAGE 4).
 - b) Hearing no objections, the updated Assembly Agenda was adopted.
 - c) The adopted Agenda will be in Packet C as file “C04_Region 5 2024 Fall Assembly Agenda_Adopted”.
 - 6) Consent Agenda:
 - a) The Consent Agenda, as presented in Packet B, was pulled from consideration.
 - b) The Consent Agenda was not adopted.

- 7) Eileen C. shared 2024 Spring Assembly Five Minute Writing Exercise responses.
- 8) Countdown for years of Abstinence was conducted.
- 9) Introduction of Assembly Newcomer Reps (Green Dots) was conducted.
- 10) Former Region 5 Officers and Trustees were introduced.
- 11) Volunteer Services:
 - a) Minutes Approval Committee – Kerry M. and Susan M.
 - b) Tellers for the Elections – Wanda C. and Barb K.
 - c) Copy Coordinator – Wanda C.
 - d) Timer – Deanna B.
- 12) 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) Linda P. shared some items from her Report.
 - ii) Q and A discussion.
 - iii) No additional questions.
- 13) Announcements were made.
- 14) The 2024 Fall Morning Assembly was adjourned at 9:32 AM CT, 10:32 AM ET for Business Committee Meetings and then lunch, with the 7th Step prayer.
- 15) Business Committee Meetings met in their established locations.
 - a) Bylaws Committee
 - b) Convention Committee
 - c) Finance Committee
 - d) Media Committee
- 16) Luncheon at 12:00 PM CT, 1:00 PM ET.

Saturday, November 2, 2024 – Afternoon Session

- 1) The 2024 Fall Assembly Saturday Afternoon Session was called to order by the Chair – Eileen C. at 1:31 PM CT, 2:31 PM ET. Opened with:
 - a) The OA Responsibility Pledge followed by the Serenity Prayer.
 - b) OA Concepts 1-7 were read by – Carolyn S.
 - c) OA Concepts 8-12 were read by – Kerry M.
- 2) Eileen C. shared 2024 Spring 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:	16
Voting Officers Present:	4
Eligible Voters Present:	20
Non-voting Alternates, Guests	4
Parliamentarian	1
Region Trustee Liaison	1
Total Attendance	26

c) The full Credentials Report can be found in Packet C: "C03_Region 5 2024 Fall Assembly Credentials Report".

d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.

4) Minutes Approval for the 2024 Spring Assembly

a) No corrections were proposed.

b) As there were no objections to the 2024 Spring 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) Executive Board, Trustee, and Trustee Liaison Candidate three-minute presentations.

a) Pam P. for Chair

i) Five-minute Q and A discussion.

ii) No additional questions.

b) Juliette R. for Trustee Liaison

i) Five-minute Q and A discussion.

ii) No additional questions.

c) Preston F. for Trustee

i) Five-minute Q and A discussion.

ii) No additional questions.

d) Nomination from the Floor for Treasurer

i) Barb K nominated Barbara H. from KY.

ii) Barbara H. accepted the nomination

(1) Barbara H. three-minute presentations about her qualifications in OA and financials.

(2) Five-minute Q and A discussion.

(3) No additional questions.

8) Outreach Committee of the Whole Sub-committee Meetings.

a) Outreach Sub-Committee Groups for 2024

i) Everything Intergroup Sub-committee

ii) Sponsorship-Speakers Sub-committee

iii) Communications Connectivity Sub-committee

9) New Region 5 Convention Bids were announced.

a) Central Indiana Intergroup bid for the Region 5 2026 Convention.

i) 12 Freedoms suggested as the theme.

ii) Barb and Theresa will be Co-chairs

iii) Megan P. helped with presentation.

10) 7th Tradition collection was \$282.

11) Announcements were made.

12) The 2024 Fall Saturday Afternoon Assembly was adjourned at 4:13 PM CT, 5:13 PM ET, with The OA Promise.

Sunday, November 3, 2024 – Morning Session

- 1) The 2024 Fall Assembly Sunday Morning Session was called to order by the Region 5 Chair – Eileen C. at 8:30 AM CT, 9:30 AM ET. Opened with:
 - a) The OA Responsibility Pledge and the Serenity Prayer.
 - b) For Today was read by Amy G.
 - c) The OA Diversity Statement was read by Pam P.

2) Volunteer Services:

- a) Timer – Deanna B.

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:	15
Voting Officers Present:	4
Eligible Voters Present:	19
Non-voting Alternates, Guests	4
Parliamentarian	1
Region Trustee Liaison	1
Total Attendance	25

- c) The full Credentials Report can be found in Packet C: “C03_Region 5 2024 Fall Assembly Credentials Report”.
- d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.

4) Business Committee Reports:

a) Bylaws Committee

- i) Report presented by the Bylaws Committee Chair – Barbara H.
- ii) Q and A
- iii) No additional questions.

b) Convention Committee 2024

- i) Report was presented by the Convention Committee Vice-chair – Pam P.
- ii) No questions.

c) Convention Committee 2025

- i) Report was presented by the Convention Committee Liaison – Kevin F.
- ii) Q and A
- iii) No additional questions.

d) Finance Committee

- i) Report presented by the acting Finance Committee Chair – Linda P.
- ii) No questions

e) Media Committee

- i) Report presented by the Media Committee Liaison – Keri E.
- ii) No questions.

5) Committee of the Whole Reports:

a) Everything Intergroup Sub-committee

- i) Report presented by Sub-committee Chair – Susan M.
- ii) No questions.

- b) Sponsorship-Speakers 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) Q and A
 - iii) No additional questions.

6) New Business:

a) Bylaws Motion 1

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

- i) The proposed Bylaws Motion 1 was reviewed by the Bylaws Committee and approved to move forward and read by R5 Chair Eileen C.
- ii) Bylaws Committee Chair Barbara H. stated Committee approval.
- iii) Bylaws Motion 1 was presented as pro by the creator, Susan M.
- iv) Bylaws Motion 1 debate of pros and cons for three rounds, 3 minutes each.
- v) Bylaws Motion 1 was allowed five to seven minutes for Q & A discussion.
- vi) Bylaws Motion 1 was brought to a vote.
- vii) Vote, 19 yes/0 no/0 abstain.
- viii) The proposed Bylaws Motion 1 was adopted unanimously by the Assembly.

b) Bylaws Motion 2

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

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).
- 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~~ **as instructed.**
 - d. Do not vote for more candidates than instructed.
 - e. ~~Fold ballot once when finished voting.~~ **Submit ballot as instructed.**
 - f. All eligible ballots collected by the teller or submitted electronically will be counted as votes cast

- i) The proposed Bylaws Motion 2 was reviewed by the Bylaws Committee and approved to move forward and read by R5 Chair Eileen C.
- ii) Bylaws Committee Chair Barbara H. stated Committee approval.
- iii) Bylaws Motion 2 was presented as pro by the creator, Barbara H.
- iv) Bylaws Motion 2 debate of pros and cons for three rounds, 3 minutes each.
- v) Bylaws Motion 2 was allowed five to seven minutes for Q & A discussion.
- vi) Bylaws Motion 2 was brought to a vote.
- vii) Vote, 19 yes/0 no/0 abstain.
- viii) The proposed Bylaws Motion 2 was adopted unanimously by the Assembly.

c) Emergency New Business Motion 1

To AMEND:

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

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.

- i) The proposed Emergency New Business Motion 1 was reviewed by the Bylaws Committee and approved to move forward and read by R5 Chair Eileen C.
- ii) Bylaws Committee Chair Barbara H. stated Committee approval.
- iii) Emergency New Business Motion 1 was presented as pro by the creator, Linda P.
- iv) Emergency New Business Motion 1 debate of pros and cons for three rounds, 3 minutes each.
- v) Emergency New Business Motion 1 was allowed five to seven minutes for Q & A discussion.
- vi) Emergency New Business Motion 1 was brought to a vote.
- vii) Vote, 19 yes/0 no/0 abstain.
- viii) The proposed Emergency New Business Motion 1 was adopted unanimously by the Assembly.

d) Emergency New Business Motion 2

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.

- i) The proposed Emergency New Business Motion 2 was reviewed by the Bylaws Committee and approved to move forward and read by R5 Chair Eileen C.
 - ii) Bylaws Committee Chair Barbara H. stated Committee approval.
 - iii) Emergency New Business Motion 2 was presented as pro by the creator, Barbara H.
 - iv) Emergency New Business Motion 2 debate of pros and cons for three rounds, 3 minutes each.
 - v) Emergency New Business Motion 2 was allowed five to seven minutes for Q & A discussion.
 - vi) Emergency New Business Motion 2 was brought to a vote.
 - vii) Vote, 19 yes/0 no/0 abstain.
 - viii) The proposed Emergency New Business Motion 2 was adopted unanimously by the Assembly.
- 7) Election of Officers, Trustee, and Trustee Liaison
- a) Pam P. for Chair
 - i) Brought to a vote.
 - ii) 19 votes cast, needed 10 votes for a majority, unanimously elected.
 - b) Barbara H. for Treasurer
 - i) Brought to a vote.
 - ii) 19 votes cast, needed 10 votes for a majority, unanimously elected.
 - c) Preston F. for Trustee (Executive Board WSO) nominee
 - i) Brought to a vote.
 - ii) 19 votes cast, needed 10 votes for a majority, unanimously elected.
 - d) Juliette R. for Trustee Liaison nominee
 - i) Brought to a vote.
 - ii) 19 votes cast, needed 10 votes for a majority, unanimously elected.
 - e) Point of order: Preston and Juliette are being proposed by R5 as trustee nominees to run for election at the 2025 WSBC.
- 8) Approval of the 2025 Budget
- a) Amended 2025 Budget presented by Linda P.
 - b) Debated pros and cons.

- c) Q & A discussion.
 - d) Budget brought to a vote.
 - e) Majority vote needed; 19 yes/0 no/0 abstain.
 - f) The amended 2025 Budget was approved unanimously by the Assembly.
- 9) Recognized outgoing Representatives.
 - 10) New Representative Graduation (Green Dot) Ceremony was conducted.
 - 11) Announcements were made.
 - 12) Chair's Drawing was conducted.
 - 13) The 2024 Fall Assembly was adjourned at 10:41 AM CT, 11:41 AM ET.

Thank you.

Keri E.

Region 5 Secretary

Approved on 11/8/24 by the Minutes Approval Committee (Kerry M. and Susan M.)

Region 5 Credentials Report - Fall 2024

Registered Intergroups: 29 Registered Groups: 542 Unaffiliated Groups: 32

Total Groups: 574 Eligible # of Region 5 Reps: 67 Virtual Meetings in R5: 146

St/Prov	Intergroup Name	Number	Groups	Eligible Reps	Sat A.M.	Sat P.M.	SUN A.M.
IA	Promises of Eastern Iowa	9021	4	1	0	0	0
		Iowa	4	1	0	0	0
IL	Suburban North	9118	27	3	2	2	2
IL	Chicago West Intergroup Farout	9168	17	2	1	1	1
IL	Turning Point	9467	19	2	1	1	1
IL	Central Illinois	9482	8	1	0	0	0
IL	Chicago Suburban Southwest	9539	22	3	1	1	1
IL	Two Rivers	9690	13	2	1	1	0
IL	Forest City	9625	2	1	0	0	0
		Illinois	108	14	6	6	5
IN	Central Indiana	9096	34	4	1	1	1
IN	Kiss Intergroup	9311	3	1	0	0	0
IN	Let Go Let God (LG2)	9642	5	1	1	1	1
		Indiana	42	6	2	2	2
KY	Louisville Metro	9022	21	3	2	2	2
		Kentucky	21	3	2	2	2
MI	Greater Detroit Intergroup	9026	36	4	0	0	0
MI	Southwest Michigan	9141	10	1	0	0	0
MI	Greater Ann Arbor Area	9251	25	3	0	0	0
		Michigan	71	8	0	0	0
MN	Northern Serenity	9422	9	1	0	0	0
MN	Unity	9589	49	5	0	0	0
		Minnesota	58	6	0	0	0
					0		
MO	Saint Louis Bi-State	9029	34	4	0	1	1
MO	Greater Kansas City Areaa	9525	18	2	0	0	0
		Missouri	52	6	0	1	1
ND	Red River Valley	9211	11	2	0	0	0
		North Dakota	11	2	0	0	0
OH	Greater Cincinnati	9040	17	2	0	0	0
OH	Cleveland Central	9041	40	4	3	3	3
OH	Greater Canton Area	9122	5	1	0	0	0
OH	Central Ohio Service	9134	19	2	1	1	1
OH	Greater Dayton	9175	12	2	1	1	1
OH	Crossroads of Hope	9274	7	1	0	0	0
		Ohio	100	12	5	5	5
WI	Milwaukee Area	9053	43	5	0	0	0
WI	Rock River	9073	9	1	0	0	0
WI	Madison Area	9161	23	3	0	0	0
		Wisconsin	75	9	0	0	0
	Voting Reps Present		542	67	15	16	15
	Voting Officers Present			4	4	4	4
	Eligible Voters Present				19	20	19
	Non-voting alternates, guests				5	4	4
	Parliamentarian				1	1	1
	Region Trustee Liaison				1	1	1
	Total Attendance				26	26	25



OVEREATERS ANONYMOUS
2024 FALL ASSEMBLY
November 1st, 2nd, and 3rd, 2024

Hilton Garden Inn
Chesterton, IN

NOTE: Located in CENTRAL time zone.

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 willpower.

We are all together now, reaching out our hands
for power and strength greater than ours,
and as we join hands, we find love and understanding
beyond our wildest dreams.

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

2024 Region 5 Fall Assembly

FRIDAY (November 1, 2024)

All times listed are CENTRAL TIME

3:00 PM CT	Region 5 Board Meeting (Executive Boardroom, Lower Level, open to visitors)
5:15 PM CT	Open OA Meeting (Sand Creek, Lower Level, hosted by South Suburban Intergroup)
6:15 PM CT	Check-in (Outside Sand Creek, Lower Level, hosted by Suburban North Intergroup)
6:25 PM CT	New Representative Orientation (Executive Boardroom, Lower Level, Region 5 Trustee Liaison)
7:00 PM CT	Evening Session (Sand Creek, Lower Level, Intros, Announcements, Region 5 Updates)
8:00 PM CT	Break
8:10 PM CT	Intergroup Sharing Meeting (Sand Creek, Lower Level) Note: This session will be broadcast over Zoom for OA members who register in advance for this opportunity).
9:15 PM CT	State/Province Meetings (Sand Creek and Executive Boardroom, Lower Level, or determined by each state)

SATURDAY (November 2, 2024)

All times listed are CENTRAL TIME

7:00 AM CT	Hotel Kitchen Opens for Breakfast
7:45 AM CT	Check-in (Outside Coffee Creek, First Floor, hosted by Suburban North Intergroup)
8:30 AM CT	MORNING BUSINESS SESSION (Coffee Creek, First Floor) <ul style="list-style-type: none">• Call to Order• Opening Ceremonies (OA Responsibility Pledge, Serenity Prayer, For Today, 12 Steps, 12 Traditions) – <i>Readings assigned by Eileen at the Assembly.</i>• Morning Business<ol style="list-style-type: none">1. Roll Call (Credentials Report in Packet B – PAGE 4)2. Adoption of Credentials Report3. Assembly Standing Rules (Packet A – PAGE 99)4. Agenda (Packet A – PAGE 4)5. Consent Agenda (Packet B – PAGE 33)6. Responses to 5 Minute Writing Exercise (from previous Assembly)7. Mini-Countdown (Years of Abstinence)8. Recognitions (New Representatives, Former Region Officers, Former Trustees)9. Appointments (Minutes Approval Committee, Copy Coordinator, Timer) – <i>Appointed by Eileen at the Assembly.</i>10. Executive Committee Reports Q & A [Reports from Chair (Packet B – PAGE 6), Vice-Chair (Packet B – PAGE 9), Secretary Letters (Packets A & B – PAGE 1), Trustee Liaison (Packet B – PAGE 11), and Treasurer (Packet B – PAGE 15)].11. Announcements12. Adjournment
9:15 AM CT	Break
9:30 AM CT	Committee Meetings (Pre-Assembly Committee Reports, as received for their work since Spring Assembly/Summer Conference, provided in Packet B and in the Committee folders (received at check-in)). <ol style="list-style-type: none">1. Bylaws Committee (Executive Boardroom, Lower Level)2. Convention Committee (Sand Creek, Lower Level)3. Finance Committee (Front of Coffee Creek, First Floor, by treasurer)4. Media Committee (Back of Coffee Creek, First Floor)
12:00 PM CT	Luncheon (Lobby)
1:00 PM CT	Emergency New Business Committee Meetings (reconvene, if necessary, in same locations)

11/06/24 – Updated KE

1:24 PM CT
1:30 PM CT

Five Minute Writing Exercise (Coffee Creek, First Floor)

AFTERNOON BUSINESS SESSION (Coffee Creek, First Floor)

- **Call to Order**
- **Opening Ceremonies** (Welcome, OA Responsibility Pledge, Serenity Prayer, Concepts of Service 1-7, Concepts of Service 8-12, and More Responses to 5 Minute Writing Exercise)
– *Readings assigned by Eileen at the Assembly.*
- **Afternoon Business**
 1. Roll Call (Credentials Report in **Packet B – PAGE 4**)
 2. Adoption of Credentials Report
 3. Minutes Approval of the Spring Assembly and Summer Conference [**Packet A – PAGE 11 (Spring) and PAGE 17 (summer)**]
 4. 7th Tradition Collection
 5. Parliamentary Moment (**Packet B – PAGE 52**)
 6. Executive Board and Trustee Liaison Candidate presentations and Q&A (3 minutes to talk, 5 minutes for questions).
 - a. Pam P. Chair Application (**Packet A – PAGE 135**)
 - b. Preston F. Trustee Application (**Packet A – PAGE 138**)
 - c. Juliette R. Trustee Application (**Packet A – PAGE 143**)
 7. Executive Board Treasurer Floor Nomination (we did not receive an application for this position by the deadline before the Assembly)

2:30 PM CT

Outreach Committee of the Whole Sub-committee Meetings

1. Everything Intergroup Sub-Committee (Executive Boardroom, Lower Level)
2. Sponsorship – Speakers Sub-Committee (Sand Creek, Lower Level)
3. Communications Connectivity (Coffee Creek, First Floor)

4:00 PM CT

Afternoon Session Continued (Coffee Creek, First Floor)

1. Region 5 Convention bids (If any)
2. Announcements
3. Adjournment

4:30 PM CT

Special Committee Meetings

- Bylaws Committee (consider Emergency New Business, if necessary)

5:00 PM CT

Dinner on Your Own

8:00 PM CT

Open OA Meeting (Sand Creek, Lower Level, hosted by South Suburban Intergroup)

SUNDAY (November 3, 2024)

All times listed are CENTRAL TIME

7:00 AM CT

Hotel Kitchen Opens for Breakfast

8:30 AM CT

MORNING BUSINESS SESSION (Coffee Creek on First Floor)

- **Call to Order**
- **Opening Ceremonies** (Welcome, Serenity Prayer, For Today, The OA Unity with Diversity Policy Statement) – *Readings assigned by Eileen at the Assembly.*
- **Morning Business**
 1. Opening Ceremonies
 2. Roll Call and Adoption of Credentials Report (Credentials Report in **Packet B – PAGE 4**)
 3. Business Committee Reports (Please be ready to report at the front microphone). *Please return committee folders with paper copies of your team roster and your committee report to Region 5 Secretary Keri E., before you leave the Morning Session.*
 - a. Bylaws Committee (Chair – Barbara H.)
 - b. 2024 Convention Committee (Chair - Marilyn D.)

11/06/24 – Updated KE

- c. 2025 Convention Committee (Chair - Judy W.)
- d. Finance Committee (Chair - Linda P. - Pre-Assembly documents in **Packet B – PAGES 17-31**)
- e. Media Committee (Chair - Yvonne C.)
- 4. Growing Recovery Outreach Committee of the Whole (Please be ready to report at the front microphone). *Please return committee folders with paper copies of your team roster and your committee report to Region 5 Secretary Keri E., before you leave the Morning Session.*
 - a. Everything Intergroup Sub-Committee (Co-Chairs - Pam P./Lynn H.)
 - b. Sponsorship – Speakers Sub-Committee (Chair - Beverly B.)
 - c. Communications Connectivity (Chair - Ed L.)
- 5. New Business (Amendments and Motions in **Packet A – PAGE 21**)
 - a. Executive Board Treasurer Floor Nomination presentation and Q&A (3 minutes to talk, 5 minutes for questions)
 - b. Emergency New Business (if needed)
- 6. Election for Officers and Trustee Liaison
- 7. Approval of the 2025 Budget
- 8. Unfinished Business (If any)
- 9. Recognition of Outgoing Representatives
- 10. Green Dot Ceremony
- 11. Announcements
- 12. Chair’s Drawing
- 13. Adjournment and OA Promise

10:30 AM CT

Good of the Order [Coffee Creek on First Floor in Front of the Room for Region 5 Officers, Trustee, Committee Chairs (current, outgoing, and incoming, all others are asked to leave the room)].

11:00 AM CT

Hotel Checkout

REGION 5 TIMELINE

2025

March 14-16

Region 5 Spring Assembly, Hilton Garden Inn, Chesterton, IN

May 23, 24, and 25

Region 5 Convention, Milwaukee, WI, Sheraton Milwaukee Brookfield Hotel

July 19

Region 5 Summer Online Conference – Zoom

TBD

Region 5 Fall Assembly (location TBD)

2025 Budget Proposal Compared to Actual 2024			
Accounts	2025 Budget	2024 Actual YTD	Notes
Income			
Assembly Income	\$4,000.00	\$1,874.00	
Contributions	\$40,000.00	\$33,913.00	
Convention	\$40,000.00	\$44,658.91	
Interest Income	\$6.00	\$2.89	
Miscellaneous Revenue	\$8.00	\$192.00	
Total Income	\$84,014.00	\$80,640.80	
Expenses			
Convention	\$22,000.00	\$21,872.00	
Convention Hotel Liaison	\$2,000.00	\$2,306.00	
Assemblies			
Assembly Exp (rooms, food, equipment)	\$6,000.00	\$3,818.00	
IG Delegate Assistance	\$3,000.00	\$0.00	
Officers Assembly Expenses	\$6,000.00	\$2,591.00	includes travel, lodging, and meals for officers, trustee, hotel liaison, parliamentarian
Outreach Committees	\$6,000.00	\$548.00	single line due to committee variation year to year
Parliamentarian	\$400.00	n/a	travel/meal costs
Accounting Fees			
Accountant	\$1,000.00	\$0.00	
Facilities and Equipment			
Furniture and Equipment	\$2,000.00	\$140.00	New printer for secretary/computer for Chair?
software programs for owned computers	\$500.00	\$0.00	Moved from Officer expenses
Insurance - Liability, D and O			
Bond Insurance	\$150.00	\$144.00	
Liability Insurance	\$1,100.00	\$1,094.00	
Bank charges			
Bank charges	\$12.00	\$2.54	for cash deposits
Officer Operating Expenses			
Chair Office Expense		\$121.00	
Chair Travel Expense			
Secretary Office Expense		\$15.92	
Secretary Travel Expense			
Treasurer Office Expense	\$300.00	\$379.00	Includes Quickbooks for Non-Profits course for new Treasurer
Treasurer Travel Expense			
Vice Chair Office Expense			
Vice Chair Travel Expense			
Workshops			
Operations			
Books, Subscriptions, Reference	\$300.00	\$260.00	Security software for owned computers
Postage, Mailing Service			
Post Office Box	\$200.00	\$184.00	
Postage	\$80.00		
Printing and Copying			
Copy Expense	\$600.00	\$289.00	Removed from Assemblies
Processing Fees			
Webconnex	\$4,000.00	\$2,286.00	
Record Storage/Shredding	\$1,440.00	\$1,100.00	
Web Expenses			
Virtual Meeting Expenses	\$300.00	\$300.00	
Web Site Security	\$300.00	\$223.00	
Webmaster	\$5,200.00	\$3,154.00	
Website Hosting & Domain	\$650.00	\$646.00	
Tax			
Non Profit Status	\$50.00	\$50.00	
World Service Organization			
Region Chair Committee (RCC)	\$2,000.00	\$859.00	In person with BOT and possible before WS convention
Travel Fund Assistance	\$1,000.00	\$0.00	
Trustee Candidate Expense	\$500.00	\$0.00	registration only for up to 3 candidates
Trustee expenses	\$300.00		currently rolled into Convention and Assembly
World Service Business Conf - VIRTUAL			
Chair to WSBC	\$200.00	\$1,692.00	VIRTUAL - registration cost only
IG Funding Assistance	\$2,000.00	\$0.00	VIRTUAL - registration cost only

World Service Convention (Chair cost)	\$2,000.00		
WSO Contribution			
Professional Exhibit Fund			
Translation Fund	\$10,000.00		\$10,000 more than 2024
World Service General Fund	\$30,000.00	\$20,000.00	\$10,000 more than 2024
WSBC Delegate Fund			
Total Expense	\$112,582.00	\$64,590.46	
Total Net Income	-\$28,568.00	\$16,050.34	
Current account balance	\$73,086.00	\$73,086.00	Checking + Savings
Predicted account balance	\$44,518.00	\$89,136.34	End of year amount in the bank

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**



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 Liaison nominees when appropriate) shall take place simultaneously on one 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 as instructed.
 - d. Do not vote for more candidates than instructed.
 - e. Submit ballot as instructed.
 - f. All eligible ballots collected by the teller or submitted electronically 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 Outreach

The 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. 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 their travel expenses to and from Region 5 events. (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 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 Region 5 events, WSBC, and Chair activities as required. An officer may elect to travel by air when the location 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. Region 5 will reimburse up to \$70.00 per day.
- f. Lodging: Region 5 will provide officers with individual rooms. When possible and appropriate, 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.

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. 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

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/they has
 - a. Served actively for one year at Region as a Region representative.
 - b. Attended at least three (3) Region 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).

The Region 5 Bylaws Committee Meeting Minutes for Saturday, November 2, 2024

Acting secretary: Susan M

Chair: Barbara H

Others members present: Barb K (Trustee Liaison), Gerri M (Parliamentarian), Kerry M, Suzy P, Allen B, Carolyn S, Betsy D, and Juliette R

Notes:

1. Amended the motion from the Everything Intergroup Subcommittee to be considered on Sunday.
2. Wrote 2 Emergency New Business motions to be considered on Sunday.
3. Decided on two other issues to consider at our next meeting:
 - a. Correct the geographical references in the Region 5 Policies and Procedures, Article I, Section A, Paragraph 3.
 - b. Update Standing Rule 11 to remove the word "tape" and offer exceptions for those with special needs.
4. Our next meeting will be via Zoom on Sunday January 12, 2025 at 4pm ET/3pm CT.

Business:

Actions taken:

1. We amended and approved the motions that was originally going to be on the consent agenda.
2. We amended and approved an Emergency New Business motion that we received.
3. We wrote and approved a new Emergency New Business motion.

Issues for later:

1. Correct the geographical references in the Region 5 Policies and Procedures, Article I, Section A, Paragraph 3.
2. Update Standing Rule 11 to remove the word "tape" and offer exceptions for those with special needs.

Our next meeting is scheduled for Sunday January 12, 2025, 4 pm ET/3 pm CT

Convention Committee Fall 2024 Assembly Report

WELCOME HOME: Many Symptoms, One Solution

Greetings all!

The first in-person since 2019 Region 5 Convention was a hit! So much fellowship, inspiration, reunion, wellness and hope. All of our committees worked tirelessly to welcome our Region Family home. We used the characters from L. Frank Baum's "The Wonderful Wizard of Oz" to help us portray *Many Symptoms, One Solution* and to follow that 12 Step road to recovery. Our Decorations Committee beautifully created decorated homes as centerpieces for our banquet tables and Oz themed signs for our breakout rooms. Our Greeters wore yellow sashes decorated with a little house and carried baskets filled with affirmations that they handed out to attendees as they entered each meeting room. In addition, some of our greeters volunteered to be Ambassadors and made themselves available to those who may have been overwhelmed, alone, discouraged, or just needed a friend. The Hospitality Room was decorated with a Yellow Brick Road backdrop and affirmations posters. Our Marketplace was titled "Emerald City Pot of Gold" and lived up to the name. And who can forget the catchy Oz and Wiz related titles of our breakout sessions by our Program Committee.

Registration seemed to flow smoothly with pre-registration, walk-in registration, speaker sign-in, and volunteer sign in. There was a great group of committed dancers at the dance party presented to you by our wonderful entertainment committee. The final committee reports, along with suggestions for improvements, will be included in the thumbnail to be passed on to future convention hosting intergroups.

As Chairperson I am relieved to say there were no major problems or "fires" to put out. I am forever grateful for the 2024 Convention Committee and the sub-committees and the commitment each person gave. I can't say enough about this OA family.

Thank you for the support of the Region 5 Board. Special thanks to Convention Vice Chair Pam P., you are a beautiful inspiration to all who have the privilege of knowing you.

It was an honor to Chair this event.

Yours in loving service,

Marilyn D., 2024 Region 5 Convention Chair

The Region 5 Convention Committee Meeting Minutes

for Saturday, November 2, 2024

Acting secretary: minutes by Megan P

Chair: Judy W

Other members present: Pam P, Jeanne H, Kevin F, Laurie L, Marilyn D, Eileen and Barb K

1. Read 3rd step prayer, for Today, and did introductions
2. Laurie is co-chair with previous convention hosting experience
3. Read the convention purposes (see packet B page 120)
4. 2024 convention reports:
 - Mike B, hotel liaison, absent due to work. Hotel info forthcoming.
 - Laurie read Region 5 Vice Chair report (packet B)
 - Marilyn read '24 Convention chair report (packet B)
 - Consensus is that '24 convention was a great success and Cleveland did a great job
 - Fewer than needed committee members made planning a struggle
 - Committees:
 - Registration: 6-8 members and volunteers
 - Huggers/greeters: 6-8
 - Raffle/marketplace: no chair, 3 people but it was insufficient
 - Nobody purchased a table to sell items, this room was not a good use of funds
 - proceeds go to Region 5 when tables are purchased
 - We had ~80 raffle baskets, including 25 house decorations
 - Program:
 - Nothing negative to report, only suggestions to “make better mistakes”
 - 3 committee members plus the chair is too small
 - We need earlier deadlines for smoother work
 - We need more efficient info dissemination
 - Things that worked well: 3 program tracks, diversity of speakers, 12 step workshops spread out, room “mothers”, program themes and titles, online survey to vet speakers
 - Things to improve: size of committee (too small), timekeeper and room mother training, have weekend-only volunteers do a virtual training pre-convention, make breaks 15 minutes between sessions, tap walk-in attendees for volunteer roles
 - Recommendation: each subcommittee would have a legacy member/liasion from previous convention
 - Pam and Laurie will reach out to potential legacy members
 - Judy and Pam will discuss updating the convention guidelines, and whether combined committees is a good idea
5. Concerns:
 - Scaling is an issue, we normally have >100 attendees, '24 we had >300

- Registration system
- 6. The affirmations were a win
- 7. Marilyn and Pam to reach out to past chairs to join the '25 committee
- 8. Timers was a committee, but there was no chair so Denise was the ad hoc chair with other volunteers
- 9. Recommendation to add volunteers to sub committees for education, but it would not be mandatory
- 10. 2/1/25 is the goal to open registration for '25
 - WI hosts a spring convention yearly so they have a good resource pool and we are not concerned about the short timing
- 11. Milwaukee's timers are a subgroup of program committee and will likely serve in '25, greeters are a subgroup of volunteers
- 12. Because we must plan for a bigger scale, A/V training is needed for volunteers
- 13. Financial report by Marilyn: refer to Region 5 Treasurer report in Packet B, convention items
- 14. Budget was exceeded, but so were attendee expectations
 - 312 attendees including at least 100 walk-ins
 - We do not know if this will be a trend or if it was because this was the first in person convention in years
- 15. Survey results are in, fully analyzed results forthcoming
 - #1 suggestion was giving an option to opt out of food (which may not be able to be done due to hotel contracts, although Milwaukee's convention did have success with a brown bagging option where 80% of attendees still bought convention lunch)
 - Program feedback: both too many sessions and not enough, hard to find rooms
 - Other issues: competing noises, and timer concerns
- 16. It was unanimously decided that we will hold off on updating the guidelines until after '25 convention because '24 was the first in-person for a few years and more input is needed.
- 17. '25 hotel contract:
 - Per Mike, the contract has been signed and countersigned
 - '24 food and beverage minimum was \$7,000, '25's is \$8,500. This was negotiated down from \$12,000 and the increase is not a concern at this time.
 - \$119 room rate, there has been a recommendation to increase registration price \$10 which will be offset by the lower room price
 - \$1,000 for meeting spaces
 - 100 room nights guaranteed, which we are likely to meet based on Milwaukee attendee history
 - If rooms are over contract and food is under contract, the hotel will likely allow this to even out to meet contract.
 - Hotel liaison is already working on '26 convention
- 18. Increased hotel liaison committee members would help lighten program committee's load
- 19. Early hotel decisions and instructions make the event smoother
- 20. Registration:

- No recommendations at this time
 - Past IG convention dropped the early bird discount to balance the budget
 - Past IG convention had free Saturday entry for professionals, newcomers, and first-timers with a special space for them (10 attendees)
21. We may be getting a 6% savings on the hotel due to MAI's tax exempt status
22. 2026 looking at Labor Day, past 3 day weekend events were a success because of the day off after convention
23. We do not foresee World Convention in Orlando affecting '25 Region 5 attendance
24. It was decided that our first planning meeting will be 11/12 at 7:30 EST/6:30 CST
- Judy will send info to Keri for an e-blast
25. Subcommittees (see subcommittee list for chairs)
- 7 month commitment, and you can be on a committee even if you can't make it to convention
 - Literature: will likely be offered based on prior WI success (\$1200 in Spring '24), may consign AA literature from local AA group to reduce financial risk
 - There will not be a clothing exchange
 - Subcommittees that need extra help: raffles/fundraising, program and timer coordination, huggers and greeters, and for IGs to buy tables to sell things
26. Challenges:
- subcommittees meeting separately, but if the chair goes to whole committee meeting or a sub for them does, it works out
 - Volunteers coming in late, one suggestion for remedy is a subcommittee for timers
27. 2024 keynotes: Asked for speakers on registration and then vetted them, and also took recommendations for speakers
- Region 5 will need to affirm speakers
28. Workshops:
- '24 had ideas and tried to find speakers/leaders for those ideas
 - Can also call for proposals, suggestions, and volunteers
 - Workshop leaders help supplement the program committee
 - We will talk further about this at our first planning committee
29. Ended with OA promise

The Region 5 Finance Committee Meeting Minutes

for Saturday, November 2, 2024

Acting secretary: Preston F

Chair: Linda P. Treasurer

Others members present: Deanna B, Sally L, Beverly B,

Notes:

Opened with the Third Step Prayer.

Purpose of committee- We do the annual budget and establish any prudent reserves. Linda- balance, reconciliation of accounts. A request has been made for anyone interested in auditing, a link can be sent to a gmail account to review.

Old business - At the Spring Assembly we discussed replacing Officer credit cards with debit card. We were informed that the owner or president needed to make this request. Eileen is taking care of this.

New Business-

Proposed new form for PIPO project funding requests that is adapted from Region 8. The Region5 form did not include some information that was needed. This form 1) separates the IG information 2) who is in charge of the project 3) project information 4) how the project will measure their performance. There were no recommendations for changes. The form will be recommended to the Board to replace the current form on the Region 5 website.

Proposed motion -

Budget for officers' expenses. "It should not cost the officer to serve as an officer."

The recommended changes have come from reviewing other regions policies. Cost of a rental car is greater than using their personal car. WSO recently discussed increasing reimbursement rate to .50/mile. WSO has voted and this has been approved for trustees. Expanded language to say Region 5 events instead of just Assemblies. Added that officers are careful guardians of the region funds. Region5 follows WSO mileage reimbursement. Car rental - Region will reimburse officers when the cost is less than an airline flight or personal car. Region5 will reimburse up to \$70/day for meals related to events. This will apply to all those who are receiving funds from Region5.

There were no objections or suggestions from the Finance Committee to the motion as written.

Review budget-

Summary of expenses and income (see handouts) the total revenue was \$80,200 at this time. We've met our budget in the first 3 quarters. Convention was \$15,000 over the expected income. We were right on the target for expenditures (\$19,000.00).

Income-

We might not meet our budget for Assembly due to the reduction in attendance. \$4000 budget for next year.

Contributions have been exceeded.

Assembly expenses- the \$3000 delegate assistance. No one has requested assistance.

WSO contributions. The finance committee agreed to increase contributions to WSO to \$40,000.

\$30,000 general fund

\$10,000 translation

Ended with The Serenity Prayer

Media Committee Meeting Report 11/3/2024

Members present: Evelyn S., Thomas M., Ed L., Amy G., and Wanda S.

Keri facilitated the meeting. Since she is the Media Committee Liaison from the R5 Board, and the current Media Committee Chair (Yvonne C.) was not able to come to the Fall Assembly. Keri heard from Yvonne on Friday, and she will not be continuing as a Rep in the Spring. So, the Committee will need to find a new Chair. The group decided to wait to do that in the Spring, when hopefully more Reps will be in attendance and part of the Committee. We had two green dots, one experienced committee Rep, and one outgoing Rep (already a Chair of another R5 sub-committee) in the small group. Not enough experienced folks to select a new Chair.

Keri is still working through a large list of website updates and making assignments to the webmaster when needed. Since these edits are still in progress, we decided to wait to assign new website checks (for errors, broken links, etc.) until a month or two after the current updates are completed. That way we can avoid redundant edit notes.

Everyone that attended the meeting was assigned an article writing project to be added to the R5 website's online newsletter. The due date is 11/10/24. We will plan to stagger the uploads and releases over the next month or so and we will reinstate the email blasts announcing updates as they are published.

Keri E.

Media Committee Liaison

Communications Connectivity Sub-committee Meeting Notes

11/2/2024

We brainstormed about how to best communicate OA's message to attract newcomers/establish new meetings.

The tasks are:

- Out reach to colleges/universities/wellness centers:

 - List of contacts assembled from committee member's area

 - Send letters or emails to each contact

 - Look at school's website. Every college/university has a mental services department.

 - Follow up letter/email with call of visit

 - Note the results

- Local cable providers

 - Possible PSA?

- Local radio stations

 - Note: radio stations may be part of bigger companies

 - Possible PSA

- Online newspaper "Patch.com"

- What about contacting churches and libraries?

- Wisconsin Intergroup

 - Can we get a copy of the Marketing survey results?

- Make use of OA's document library

 - Letter

 - ezone

- How will we best measure the effectiveness of our efforts?

The Region 5 Everything Intergroup Subcommittee Meeting Report for Saturday, November 2, 2024.

Business:

Decisions made:

Susan M will be the new subcommittee chair.

Contact Region 5 Intergroup Chairs personally to determine how Region 5 can better serve them.

Work on reinstating the Chat with IG Chairs Zoom meetings and possibly a similar program for IG treasurers.

Share the results of our brainstorming with the Region 5 Board before taking action.

Assignments made:

Subcommittee members will brainstorm talking points for contacting intergroups and email them to the subcommittee by November 9.

Barbara H and Evelyn S will email sample intergroup questionnaires used by their intergroups to committee members.

Issues for Later:

Making best practices more accessible on the Region 5 website.

The next meeting will be via Zoom on Sunday November 17, 6:30 CT, 7:30 ET.

Sponsor-Speaker Sub-committee Meeting Notes 11/2/2024

Business:

Decisions made:

1. Ask Keri to post Sponsorship Workshop script and materials to R5 website.
2. Develop a database in Excel housed in Google sheets to be used by meetings and managed by Intergroups which will list available sponsors and speakers.
3. Promote to fellowship to write articles on sponsorship and post to R5 website and Lifeline.

Actions taken:

1. At our meeting we reviewed a successfully running sponsor worksheet being managed by the OA men's Tuesday night men's meeting (oamen.org).
2. We each agreed to write and submit sponsorship articles at the same time to R5 website.

Assignments made:

1. Allen and Beverly will develop a process based on the men's meeting sponsorship database. They will communicate by email to the sub-committee to develop a consensus on issues.
2. A Zoom meeting will be held in mid-January to decide next steps.

Issues for later:

Develop a process to request the fellowship to contribute targeted articles about sponsorship.



HELP WANTED !

The local 2025 Convention is sponsored by OA Region 5 and hosted by the Milwaukee Area Intergroup. A lot of local service is needed to plan this special event. NO prior convention experience needed. Attendance at the convention is not necessary. Many roles are available for this 7-month service opportunity that concludes at the end of May 2025. All members, including newcomers, are welcome.

To learn more, please join the first planning meeting on Tuesday, November 12 at 6:30 pm CST on Zoom for 90 minutes

<https://us02web.zoom.us/j/89492302569?pwd=4viXSGBfGHdbujmG962Lqegegb5SvE.1>

Meeting ID: 894 9230 2569 Passcode: 822170

By phone 312/626 6799 Meeting ID: 894 9230 2569

If you're interested but not available on that date, please email convention@oamilwaukee.org for more information.

Overeaters Anonymous

CONVENTION WISDOM

OA is hosting a recovery Convention for the first time since 2016. Come, join hundreds of fellow members in celebrating OA recovery at a live, face-to-face event.

- The Convention is **NOT** a business event; it **IS** a recovery-focused global gathering.
- Open to all - members, newcomers, visitors, family, and friends.
- Over 50 OA meetings, great and varied topics.
- Three keynote speakers, several workshops.
- Dedicated rooms for specific focus meetings.
- Socializing and a chance to meet your virtual friends, in person.
- A real-life hug!
- Banquet and dance Saturday night!
- OA recovery will be rocking in Orlando.

“This is an experience you...will not want to miss.” Alcoholics Anonymous, p. 89



Save the Date!
August 21-23,
2025



To be kept up to date with the latest convention news, email
CONVENTIONINFO@OA.ORG