



## **OVEREATERS ANONYMOUS – REGION 5 SECRETARY**

January 20, 2025

**RE: Region 5 2025 Spring Assembly**

March 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup>, 2025.

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

The Assembly will be held **in-person only** at the Hilton Garden Inn in Chesterton, Indiana. Beginning on Friday, March 7th through Sunday, March 9th, 2025 and is **open to all Region 5 OA members**.

You can register for the 2025 Spring Assembly by clicking on the button at the top of our homepage at [REGISTER HERE](#)

There is more information about the Hotel in the A03 document in Packet A.

This letter is part of the 2025 Spring Assembly **Packet A**. There will be one more Packet released before the Assembly (**Packet B** – Containing Officer and Committee Reports and other important Region 5 business information) and one Packet released after the Assembly (**Packet C** – containing the Assembly Meeting Minutes and other supporting documents).

### **Region 5 2025 Spring Assembly Packet A Documents:**

- **A01\_Region 5 2025 Spring Assembly Secretary Letter**
- **A02\_Region 5 2025 Spring Assembly Agenda**
- **A03\_Region 5 2025 Spring Assembly Hotel Information**
- **A04\_Region 5 2024 Fall Assembly Minutes**
- **A05\_ A02\_Region 5 2025 Spring Assembly Amendments and Motions**
- **A06\_Region 5 Bylaws\_UPDATED 11\_8\_24**
- **A07\_Region 5 Policies and Procedures\_UPDATED 11\_8\_24**
- **A08\_Region 5 StandingRules\_UPDATED 9\_24**
- **A09\_Region 5 Assembly Info**
- **A10\_Region 5 Assembly Handbook\_UPDATED 9\_24**
- **A11\_Region 5 Funding Assistance Form-2022**
- **A12\_Region 5 Outreach Committee\_SMART Goals Form**
- **A13\_R5 Bylaws Amendment Form**
- **A14\_R5 Policy Amendment Form**
- **A15\_R5 New Business Form**
- **A16\_Region 5 Business Committee Form**
- **A17\_Region 5 Committee Contact Form**
- **A18\_Region 5 Updated Convention Guidelines\_2022**
- **Packet A Combined Print Document**

## **PACKET A PAGE 2**

- **We recommend reviewing Packet A online**, but waiting to print both Packets until we release Packet B on February 21 (in case updates are needed). And then we **highly** suggest reviewing all the Packet A and Packet B materials before the business of the Assembly starts on Saturday morning.
- Please note that we add Packet page numbering at the **TOP** of the **Combined Print Document PDF pages** and blank Packet break pages, to assist with finding documents during the sessions. When searching for these new top of page reference page numbers, please ignore any numbering that appears at the bottom of the pages (those numbers are native to the original individual documents).
- We have also included the option to request Packet printouts, as part of the Spring Assembly online registration.
  - There will be an additional **\$50** charge for R5 supplying the Packet printouts.
  - The deadline for requesting Region 5 Packet printouts will be **February 21**.

### **What is not included in Packet A**

- Reports from Region 5 Committees and Officers of the Board. These will be in **Packet B** and available on the website on Friday, February 21st.

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

Thank you.

Keri E.

Region 5 Secretary

R5Secretary@outlook.com





**OVEREATERS ANONYMOUS**

**2025 SPRING ASSEMBLY**

**March 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> 2025**

**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

## 2025 Region 5 OA Spring Assembly

### FRIDAY (March 7, 2025)

All times listed are **CENTRAL TIME**

3:00 PM CT	<b>Region 5 Board Meeting</b> (Executive Boardroom, Lower Level, open to visitors)
5:15 PM CT	<b>Open OA Meeting</b> (Sand Creek, Lower Level, hosted by Milwaukee Area Intergroup)
6:15 PM CT	<b>Check-in</b> (Outside of Sand Creek, Lower Level, hosted by Milwaukee Area Intergroup)
6:25 PM CT	<b>New Representative Orientation</b> (Executive Boardroom, Lower Level, Region 5 Trustee Liaison)
7:00 PM CT	<b>Evening Session</b> - How do we operate (Sand Creek, Lower Level, Announcements, Region 5 Updates) <ul style="list-style-type: none"><li>• <b>Discussion on Theme/Goals, In person/Virtual, and Value Proposition (Strategic Plan).</b></li></ul>
8:15 PM CT	<b>Break</b>
8:30 PM CT	<b>Intergroup Sharing Meeting</b> (Sand Creek, Lower Level) Note: This session will be broadcast over Zoom for OA members who register in advance for this opportunity).
9:30 PM CT	<b>State/Province Meetings</b>

### SATURDAY (March 8, 2025)

All times listed are **CENTRAL TIME**

7:00 AM CT	<b>Hotel Kitchen Opens for Breakfast</b>
7:45 AM CT	<b>Check-in</b> (Outside Coffee Creek, First Floor, hosted by Milwaukee Area Intergroup)
8:30 AM CT	<b>MORNING BUSINESS SESSION</b> (Coffee Creek, First Floor) <ul style="list-style-type: none"><li>• <b>Call to Order</b></li><li>• <b>Opening Ceremonies</b> (OA Responsibility Pledge, Serenity Prayer, For Today, 12 Steps, 12 Traditions) – <i>Readings assigned by Pam P. at the Assembly.</i></li><li>• <b>Morning Business</b><ol style="list-style-type: none"><li>1. Roll Call (Credentials Report in <b>Packet B – PAGE 4</b>)</li><li>2. Adoption of Credentials Report</li><li>3. Assembly Standing Rules (<b>Packet A – PAGE 56</b>)</li><li>4. Agenda (<b>Packet A – PAGE 4/5</b>)</li><li>5. Consent Agenda (<b>Packet B – PAGE 39</b>)</li><li>6. Mini-Countdown (Years of Abstinence)</li><li>7. Recognitions (New Representatives, Former Region Officers, Former Trustees)</li><li>8. Appointments (Nominating Committee, Minutes Approval Committee, Copy Coordinator, Timer) – <i>Appointed by Pam P. at the Assembly.</i></li><li>9. Executive Committee Report Top Three Things Presentations with Q &amp; A [Reports from Chair (<b>Packet B – PAGE 6</b>), Vice-Chair (<b>Packet B – PAGE 8</b>), Secretary Letters (<b>Packets A &amp; B – PAGE 1</b>), Treasurer (<b>Packet B – PAGE 10</b>), and Trustee Liaison (<b>Packet B – PAGE 29</b>)].</li><li>10. Announcements</li><li>11. Adjournment</li></ol></li></ul>
9:45 AM CT	<b>Break</b>
10:00 AM CT	<b>Committee Meetings</b> (Pre-Assembly Committee Reports, as received for their work since Fall Assembly, provided in <b>Packet B</b> and in the Committee folders) <ol style="list-style-type: none"><li>1. Bylaws Committee (Executive Boardroom, Lower Level)</li><li>2. Convention Committee (Sand Creek, Lower Level)</li><li>3. Finance Committee (Front of Coffee Creek, First Floor, by treasurer)</li><li>4. Media Committee (Back of Coffee Creek, First Floor)</li></ol>
12:00 PM CT	<b>Luncheon</b> (Lobby)

1:24 PM CT  
1:30 PM CT

**Round Robin – One word on how you are feeling** (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, and Concepts of Service 8-12)  
– *Readings assigned by Pam P. 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 Fall Assembly (**Packet A – PAGE 11**)
  4. 7th Tradition Collection
  5. Parliamentary Moment (**Packet B – PAGE 33**)
  6. Assembly Vote to approve the new Region 5 Theme (from the Friday night discussion)

2:00 PM CT

**Outreach Committee of the Whole** (Coffee Creek, First Floor)

1. Discussion, brainstorm, and vote on Outreach Goals for the coming year (SMART Goal forms in **Packet A – PAGE 109**)
2. Select tasks to support the Goals
3. Divide into task Sub-Committees

3:00 PM CT  
3:15 PM CT

**Break**

**Outreach Committee of the Whole Sub-committee Meetings**

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

4:15 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**

1. Nominating Committee

5:00 PM CT  
5:15 PM CT  
8:00 PM CT

**Emergency New Business Committee Meetings** (reconvene, if necessary, in same locations)

**Dinner on Your Own**

**Open OA Meeting** (Sand Creek, Lower Level, hosted by Milwaukee Area Intergroup)

**SUNDAY (March 9, 2025)**

*All times listed are CENTRAL TIME*

7:00 AM CT  
8:30 AM CT

**Hotel Kitchen Opens for Breakfast**

**MORNING BUSINESS SESSION** (Coffee Creek, First Floor)

- **Call to Order**
- **Opening Ceremonies** (Welcome, Serenity Prayer, For Today, The OA Unity with Diversity Policy Statement) – *Readings assigned by Pam P. 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).
    - a. Bylaws Committee (Chair)
    - b. 2025 Convention Committee (Chair)
    - c. Finance Committee (Barbara H. - Pre-Assembly documents in **Packet B – PAGES 12-27**)
    - d. Media Committee (Chair)

- e. Nominating Committee (Chair)
- 4. Growing Recovery Outreach Committee of the Whole:
  - a. Everything Intergroup Sub-Committee, IF IT CONTINUES (Chair)
  - b. Sponsorship – Speakers Sub-Committee, IF IT CONTINUES (Chair)
  - c. Communications Connectivity, IF IT CONTINUES (Chair)
- 5. New Business (Amendments and Motions in **Packet A – PAGE 21** and **Packet B –PAGE 41**)
  - a. Emergency New Business (if needed)
- 6. Unfinished Business (If any)
- 7. Recognition of Outgoing Representatives
- 8. Green Dot Ceremony
- 9. Announcements
- 10. Chair’s Drawing
- 11. Adjournment and OA Promise

10:30 AM CT

**Good of the Order** [*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**

**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)





Hilton Garden Inn in Chesterton, IN  
(Central Time)



To reserve a room at the Hilton Garden Inn in Chesterton, Indiana, please click on this link:

<https://www.hilton.com/en/book/reservation/rooms/?ctyhocn=CHICTGI&arrivalDate=2025-03-07&departureDate=2025-03-09&groupCode=RFIVE&room1NumAdults=1&cid=OM%2CWW%2CHILTONLINK%2CEN%2CDirectLink>

Or call the hotel directly at 1-219-983-9500 referencing the group name **“Region 5 Spring Meet”**. The discounted rate is **\$139.00** for King or Doubles. Please make your reservations by **February 14<sup>th</sup>** to get the early bird discount and to help give Region 5 room credit toward the meeting rooms. The special room rate will be available until February 14<sup>th</sup> or until the group block is sold-out, whichever comes first. If you need any further information or assistance with hotel reservations, you may **FIRST** contact Hotel Liaison Mike B. at [mburns17@yahoo.com](mailto:mburns17@yahoo.com) or Keri E. at [R5Secretary@outlook.com](mailto:R5Secretary@outlook.com).

You may discover there are cheaper rates at this hotel, however, please make sure you either use the above link or the group name when you call, so we can get the meeting rooms for free.

**The Hotel address is: 501 Gateway Boulevard, Chesterton, Indiana, 46304**

A freshly prepared breakfast is offered daily (beginning at 7:00 AM CT) in the Garden Grille restaurant (in the lobby). However, breakfast is not included in the rate, since many people bring their own food.

**Other Hotel Information**

Check-in:	3:00 pm
Check-out:	12:00 pm
Refrigerators:	Refrigerators are in every room
WiFi:	Complimentary WiFi
Business Center:	24-Hours
Smoking:	Non-Smoking
Parking: Self-parking:	(No Charge)
Valet:	Not Available
Animals:	Pets allowed, \$50.00 non-refundable fee, 75 lbs maximum, \$50 (1-4n), \$75 (5+n) 2pets Max, dog/cat only





# 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
<b>Eligible Voters Present:</b>	<b>19</b>
Non-voting Alternates, Guests	5
Parliamentarian	1
Region Trustee Liaison	1
<b>Total Attendance</b>	<b>26</b>

- 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.

## PACKET A PAGE 12

- 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 7<sup>th</sup> 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
<b>Eligible Voters Present:</b>	<b>20</b>
Non-voting Alternates, Guests	4
Parliamentarian	1
Region Trustee Liaison	1
<b>Total Attendance</b>	<b>26</b>

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) 7<sup>th</sup> 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) 7<sup>th</sup> 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
<b>Eligible Voters Present:</b>	<b>19</b>
Non-voting Alternates, Guests	4
Parliamentarian	1
Region Trustee Liaison	1
<b>Total Attendance</b>	<b>25</b>

- 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.

**PACKET A PAGE 19**

- 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 OA  
2025 Spring Assembly  
March 7, 8, and 9 2025**

**Amendments and Motions**

**Contents**

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## Region 5 Policies Amendment

P1

**Date:** January 15, 2025

### MOVE TO AMEND:

Region 5 General Policies, A – Date and Locations of Assemblies, Sections 2, 3, and 4 by striking and inserting as follows:

### CURRENT WORDING

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.

### PROPOSED WORDING

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:~~ on a rotating basis.
  - ~~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.~~
4. 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.

### Finished Version

2. Assemblies will be held in a 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, a hosting intergroup will be solicited by the vice chair from all intergroups on a rotating basis.
4. 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.

**SUBMITTED BY:** Susan M, Acting Bylaws Chair ([susan.m.oe@gmail.com](mailto:susan.m.oe@gmail.com)) 847-710-8823

**INTENT:** To eliminate the idea of central location and to update the rotation of hosting intergroups to include those new to Region 5.

**IMPLEMENTATION:** Update the Region 5 Policies and Procedures

**COST:** Nominal.

**RATIONALE:** When Region 5 was smaller, we generally had our Assemblies in a central location. This put undue responsibility on the Intergroup in the often-attended central location. To alleviate that responsibility, a rotation was set up to have other Intergroups perform the hosting. After the inclusion of Region 4 states, we do not have a central location. We suggest the Vice Chair solicit attending Intergroups on a rotating basis to spread the service opportunities to all intergroups.

## Region 5 Bylaws Amendment

B1

Date: January 15, 2025

### MOVE TO AMEND:

Article VI-Officers, Section A – Election of Officers, Subsection 3 by striking and inserting as follows:

### CURRENT WORDING:

3. No Region 5 representative or former Region 5 representative shall be considered for an office until he/she has
  - a. Served actively for one year at Region 5 as a Region 5 representative.
  - b. Attended at least three (3) Region 5 assemblies, not necessarily consecutively, prior to submitting an application.
  - c. Declared themselves as practicing all Twelve Steps to the best of their ability and be committed to the Twelve Traditions of OA and Twelve Concepts of OA Service.
  - d. Officers shall have at least two years of current continuous abstinence, one year of which shall be of maintenance of a healthy body weight. Each person shall be the judge of his or her own recovery including abstinence and maintenance of a healthy body weight.

### PROPOSED WORDING:

3. ~~No Region 5 representative or former Region 5 representative~~ A current or former Region representative shall may be considered for an office ~~until he/she has~~ if they have:
  - a. Served actively for one year ~~at Region 5~~ as a Region-5 representative.
  - b. Attended at least three (3) Region-5 assemblies, not necessarily consecutively, prior to submitting an application.
  - c. Declared themselves as practicing all Twelve Steps to the best of their ability and be committed to the Twelve Traditions of OA and Twelve Concepts of OA Service.
  - d. ~~Officers shall have a~~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.

### Final Presentation

3. A current or former Region representative may be considered for an office if they have:
  - a. Served actively for one year 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. 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.

**SUBMITTED BY:** Susan M, Acting Bylaws Chair ([susan.m.oe@gmail.com](mailto:susan.m.oe@gmail.com)) 847-710-8823

**INTENT:** When intergroups from Region 4 were absorbed into Region 5, according to our Bylaws, their members' prior Region 4 service would not count in Region 5. This change is to recognize their service at their Region level.

**IMPLEMENTATION:** Update Region 5 Bylaws

**COST:** Nominal

**RATIONALE:** Promote unity in our region



## Region 5 New Business

NB1

**Date:** January 15, 2025

**MOVE TO:** Amend Standing Rules #11 by striking and inserting as follows:

**Current Wording:**

11. No personal tape recorders are to be used at the assembly. The meeting is taped by the Secretary for the purpose of clarity in transcribing minutes.

**Proposed changes:**

11. No personal ~~tape recorders~~ recordings are to be ~~used~~ made at the assembly. The meeting is ~~taped~~ recorded by the Secretary for the purpose of clarity in transcribing minutes.

**Finished proposal:**

11. No personal recordings are to be made at the assembly. The meeting is recorded by the Secretary for the purpose of clarity in transcribing minutes.

**SUBMITTED BY:** Susan M, Acting Bylaws Chair ([susan.m.oa@gmail.com](mailto:susan.m.oa@gmail.com)) 847-710-8823

**INTENT:** To update out dated terminology.

**IMPLEMENTATION:** Update Standing Rules.

**COST:** Nominal

**RATIONALE:** The existing terminology is outdated and allows for a loophole to only prohibit the use of tape recordings. This allows for any technology recording.



**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).





## **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*



OVEREATERS ANONYMOUS



**STANDING RULES FOR REGION 5 ASSEMBLY**

1. Two (2) Officers and any Region Representatives present shall constitute a quorum for the transaction of any Region 5 business.
2. Parliamentary Rules shall be followed.
3. New motions should be submitted to the Region 5 Secretary electronically, if possible, using the appropriate format/form provided on the "Form" page of [region5oa.org](http://region5oa.org).
4. Please wait until you are recognized by the Chair before you speak. Give your name and intergroup and then state your business. Please use the microphone provided on the floor.
5. Discussion of main motions is limited to three (3) speakers for pro and three (3) speakers for con. Each speaker is limited to three (3) minutes. Discussion of debatable subsidiary motions is limited to two (2) speakers for pro and two (2) speakers for con. Each speaker is limited to two (2) minutes.
6. The group conscience is more important than the technicalities of the actual motion.
7. All committee reports are to be made electronically or in writing and a summary will be included with the Minutes of the Assembly. Motions pertaining to the committee reports may be reported upon during the reports.
8. New business shall include only those items which have been submitted prior to the agenda deadline and should be expressed in motion form.

(Continued on opposite side)



9. Emergency new business consists of items that should not wait until the next Assembly. Motions must be submitted in writing or electronically on Saturday of the Assembly. The Business Committee emergency motions must be submitted prior to 12:30 pm. The Committee of the Whole Sub-committee emergency motions must be submitted prior to 4:30 pm. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at this assembly.
10. All voting Region Reps and Alternates will sit in the front of the room. Visitors (all are welcome) and nonvoting alternates are requested to sit in the rear of the room.
11. No personal tape recorders are to be used at the assembly. The meeting is taped by the Secretary for the purpose of clarity in transcribing the minutes.
12. No merchandise, raffle tickets or other group or intergroup fundraising items shall be sold or displayed in any assembly business session.
13. As a courtesy to those with allergies please avoid perfumes, fragrances, and other strong scents in meeting rooms.
14. No food of any kind shall be consumed in the meeting room during the business sessions.
15. All cell phones, pagers and other electronic devices are to be turned off or muted during business sessions. All private conversation will be conducted outside the meeting rooms.
16. Region Representatives shall be present for the roll call when their Intergroup is named in order to be eligible to vote.
17. No animals will be present at assembly except service animals as defined by law.
18. Electronic devices are permitted at Assembly Meetings only to assist attendees to conduct assembly related business.
19. The Chair shall determine the items to be placed on a Consent Agenda. Items for the Consent Agenda may be considered if they are of a routine, non-controversial or of a housekeeping nature.



## Region 5 Assembly Information for Representatives and Visitors

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### The OA Responsibility Pledge

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

**As a Region 5 Representative**, it is your responsibility to deliver to your intergroup (IG) pertinent information from region (from assembly or emailed) as well as to be an advocate for your IG to the region; you represent your IG in region decisions and do service work to support the region. Region 5 has several documents that provide the guidelines within which we as an organization operate.

1. The primary and most important document is the **Region 5 Bylaws**. Our Bylaws are our organization's fundamental operating manual. This document defines our purpose, membership, basic structure, financial structure, and the roles of our elected officers. The Bylaws formalize how decisions can be made and business conducted. Some parts of our Bylaws are inherited from the Bylaws of World Service and cannot be amended by the Region. Other parts may be amended during Assembly by the voting members present at an assembly.
2. The second document is the **Region 5 Policy and Procedures (P&P)**. Our P&P expands on the Bylaws, filling in the details where our Bylaws do not. It also serves as an operation manual. It provides specifics about the various things we do and the service roles we may fill. The P&P also provides suggestions on how to conduct Intergroup Sharing, the assembly Open OA Meeting, and the First Time Region 5 Reps Orientation. The P&P can be amended during Assembly by the voting members present at an Assembly.
3. The **Region 5 Convention Guidelines** provide guidelines for how to hold a Region 5 Convention. This document is utilized by the Region 5 Convention Committee and the Region 5 Convention Hosting Intergroup. The Convention Guidelines are updated periodically as needed.
4. The **Region 5 Standing Rules** are rules or resolutions on administrative matters and functions concerning how a business assembly is conducted. These rules function under the umbrella of our Bylaws and serve to define specifics of the assembly business such as the seating arrangements. The Standing Rules can be amended and they are adopted at each Assembly.

This document's purpose is to provide explanations and clear descriptions on how we conduct business in Region 5. It is based on the above documents and is not intended to replace the above documents nor serve in any way as a new set of rules for conducting business in Region 5. Instead, this document is a general description of how we conduct business within the guidelines of our Bylaws, Policy and Procedures, Convention Guidelines, and Standing Rules.

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## Region 5 Participant Roles and Qualifications

- When registering for assembly, you are asked to indicate your **role at assembly**.
  - **An Officer/Trustee** is an elected service position and serves on Region 5 Executive board. The Officers/Trustee include:
    - **The Region 5 Chair** serves to organize and facilitate Assemblies, Board Meetings and other special meetings as designated by the assembly. The Chair also represents the Region at World Service and with other Regions.
    - **The Region 5 Vice-Chair** serves as a backup to the Region 5 Chair when the Chair is not available and is the liaison with the assembly hosting intergroup and the Region 5 Hotel Liaison.
    - **The Region 5 Secretary** serves to record the Assemblies and Executive Board Meetings. The Secretary facilitates communication between all executive board members, the assembly, intergroups, and OA members in the Region. This service position is responsible for maintaining all Region 5 Documents and is the archivist for the Region 5 history. The Secretary also is the liaison with the Region 5 Web Master.
    - **The Region 5 Treasurer** manages all Region 5 funds and securities. The Treasurer also serves as the Chair to the Region 5 Finance Committee.
    - **The Region 5 Trustee Liaison** is affirmed by the region assembly and is elected by the World Service Business Conference to serve on the World Service Board of Trustees (BOT). The Trustee serves as the liaison between the BOT and Region 5.
  - A **Region Representative** has full privileges/responsibilities to participate in the assembly, including working on committees, being able to speak and vote during business sessions, and reporting back to the Intergroup.
  - A **Region Alternate Representative** has all the privileges/responsibilities of a representative, **except** they cannot vote **unless** filling in for one of the representatives for that intergroup who is unable to serve in that way.
  - A **Visitor** has no voice and no vote in business sessions, but may participate in committee meetings and do other service, such as making copies, being a timer, or being an election teller during the assembly.
- To qualify as a **representative** or **alternate representative**, one needs to have at least one year of current continuous abstinence. A representative needs to be able to have access to and be able to communicate by e-mail.
- The fee that is collected during registration serves to pay for the facilities where the assembly meets and the lunch that is served on Saturday.
- The **maximum number of voting** representatives an IG may send is dependent on number of meetings in the IG and is indicated on the credentials report.

- Visitors are always welcome. They are encouraged to register. Visitors register and may attend at no cost but may reserve lunch on Saturday for a fee. Visitors may be asked to provide service to help the assembly conduct its business. The service positions include Timer, Copy Coordinator, Check-in Volunteer, or Election Teller.
- The responsibilities of Region 5 Representative and/or Alternates can be found in the Region 5 Policy and Procedures (P&P). The P&P can be found posted on the Region 5 website on the Resources page. It can also be found in Packet A for the assembly. Representatives are asked to familiarize themselves with their responsibilities prior to attending a Region 5 assembly.
- The Region Representatives and Alternates are also responsible to review and familiarize themselves with the information presented in the Region 5 Bylaws, Convention Guidelines and Assembly Information.

## **Before Assembly**

### **Register for the Region 5 Assembly**

- This may be done online or by paper form via mail.
  - **The online registration link** can be found attached to the assembly event in the Region 5 Calendar.
  - When you register online you have a **choice of paying by credit card or check**. The check must be sent to Region 5 Secretary at the address listed on the online registration form. *Be aware that the address changes when the secretary moves or rotates out of office.* The check must be received no later than the registration deadline.
- When you register online you can choose to register one person or multiple people at once. Please make sure all information is accurate.
- Representatives must be registered by the **registration deadline**. Only visitors may register at the door.
- **Assembly luncheon** reservations are made and pre-paid at the time of registration. Due to **Health Codes**, we are **not** allowed to bring our own food into the luncheon room. Therefore, if you have special food needs that you feel will not be met by the menu, please talk to the Region 5 Vice Chair or Hotel Liaison as soon as possible once registration has started.
- Select your **business committee preference**. Committee selection during registration does not guarantee a particular committee assignment. It is preferable to serve on the same committee for 2 or more assemblies, but please be flexible. Sometimes the region business is better served by assignment changes. The committee you served on during assembly is the committee you serve on between assemblies. Descriptions of the committees is provided later in this document.
- If you are a visitor you will have the option to volunteer to do service at the assembly. You can volunteer for one or more of the following positions:

- The **Copy Coordinator** assists during committee meetings with making copies at the hotel business center.
- The **Timer** sits at the front of the room to assist the Region 5 with timing the parts of the assembly.
- The **Election Teller** assists during elections with collecting and counting votes.
- If you need a roommate there is a place on the registration to indicate that. The Region 5 Secretary will attempt to match up potential roommates. You may want to reserve a room anyway. There is no guarantee that roommate will be found. It is easier to cancel a reservation than to scramble looking for a room at the last minute.
- There is a donation box in case you wish to donate an additional 7<sup>th</sup> Tradition amount with your registration.
- There is also text box for a coupon code. This for special processing requirements. If you qualify for this you will be given a coupon code prior to your registration for the assembly. Enter that code in the textbox and click the button provided.
- When your registration has been completed and accepted, you will receive a confirmation email. **Print this confirmation email out and bring it with you to the assembly.** Present this ticket to the Check-in table which is usually outside the assembly room. Check-in times are listed on the proposed agenda, which can be found in Packet A.

### **Room reservations**

- Book your hotel room before the deadline. Refer to Packet A for details.
- The cost of the meeting rooms depends on how many guest rooms are booked in the Region 5 room block. Please be sure your room is reserved using the information given in Packet A.
- It is better to reserve a room before the deadline, then cancel the reservation when you know it is no longer needed, than it is to miss the deadline and still need a room.
- If you miss the deadline or the room block is full, we cannot guarantee the price or availability of rooms. However, **let us know**, so we can try to negotiate with the hotel to include your reservation in our block.
- It is helpful to provide the hotel with the names of all who are sharing a room so all **roommates** can access the room independently.

### **Transportation**

- Consider **carpooling** with other intergroups to travel to region assembly, especially as it rotates around the region.

### **Before Assembly – New Reps**

- Talk with your Intergroup's previous Region Rep about region service.
- The **Region 5 Handbook** is a notebook of resources for Region 5 participants.

- If you received a handbook from the previous representative, you will want to update it from Packets A & B, which are sent out by email from the R5 Secretary before assembly and posted on the assemblies page of [region5oa.org](http://region5oa.org).
- The page numbers of most of the documents that go in the Handbook have a section letter followed by a page number. (For example, the first page of the Bylaws is B-1, the first page of the Policies is C-1, and the first page of the Convention Guidelines is D-1. These page numbers are unrelated to the labels given to documents in the packets.)
- The packets are described in the assembly packets section of this document.
- Most of the Handbook documents are not updated each assembly. The table of contents, for instance, changes only occasionally, usually due to a major change in pagination in one or more of the sections.
- Most of the documents that go in the Handbook have the revision date in the footer. Make sure that the documents in your Handbook agree with the latest version in the packets.
- If you do **not** have a Region 5 Handbook, contact the Secretary for assistance at [R5Secretary@outlook.com](mailto:R5Secretary@outlook.com) by the registration deadline for the Assembly you are attending. There will be an extra charge (prices will vary) for any physical materials provided by Region 5.
- **Read the secretary's letter carefully**—it is the first document in each packet.
- *Become familiar with these documents in **preparation** for the assembly.*
- If this is your first time at an assembly make plans to attend **the New Representative (also know as Green Dot) Orientation** as scheduled on the proposed agenda.

### **Before Assembly – Returning Reps**

- Update handbook from Packets A and B sent by the R5 Secretary before assembly.
- Finish any outstanding committee follow-up work.
- Discuss issues with your Intergroup that they would like you to bring up to the assembly.
- Ask if the Intergroup needs help of any sort from Region 5.
- There is no time for reading documents once you are at Assembly, so read the documents that are available in Packet A and B, making notes of questions and comments you have. You will have a limited opportunity to ask questions so **be prepared**.
- The Minutes, Officers, and Committee Reports **will not** be read at assembly, so read them ahead of time.
- Have documents to refer to during assembly. See the Secretary's letter for specifics.
- You will want to **have either hard copies of or electronic access to** at least the Agenda, Bylaws, Policies and Procedures, Convention Guidelines, Standing Rules, and the motions being considered.



## **At Assembly-All Reps**

- Upon arrival, check in at the check-in table. Present the printed confirmation email from your registration. You will be given your name badge, any items you might have purchased (such as the Assembly Handbook), and any items that might be important for a service position (such as a Committee Folder for Committee Chairs).
  - There will be a book with all of the intergroup information such as address, email and contacts. Please take the time to review this to keep the intergroup information up to date. This book will be kept at the back of the assembly room once the check-in is over. If you don't have your intergroup information with you, please take the time during the weekend to get the latest information and update the book.
- Wear your badge to all events—it identifies you as a voting representative for the business meetings. Your badge also identifies which Business Committee you are serving on and serves as your lunch ticket.
- Newcomers are required to attend the New Representatives (Green Dot) Orientation. Returning reps may consider attending the Green Dot orientation. You may learn something new or get something clarified you didn't understand previously.
- Attend the opening session followed by
  - Intergroup Sharing Meeting-come ready to share questions and ideas.
  - State/Province Meetings
- At assembly business meetings, only those voting representatives present at roll call will be eligible to vote.
- Participate in the meetings of the committee to which you were assigned.
- Enjoy an abstinent luncheon and the company of other Representatives.
- Attend the Open OA Meeting hosted by the hosting IGs.

## **Additional Information**

### **Assembly Packets**

- Assembly packets are all of the documents you need to conduct business during an assembly. These packets are posted on the Region 5 Website (region5oa.org) Assemblies page under the current assembly. Links to these packets can be found in an email sent out via the Region 5 email distribution list, on the assembly event in the Region 5 Calendar, and on the assembly registration confirmation email.
  
- Packets A and B are pre-assembly packets, Packet C is a post assembly packet.
  
- The documents are labeled using the packet letter followed by the number of the document in the order it was sent. *(This is unrelated to the Region 5 Handbook pagination, which consists of the section number followed by the page number within that section.)*
  
- Packet A generally includes the following:
  - Secretary Letter
  - Hotel information and floor plan
  - Assembly Registration Form
  - Funding Assistance Form
  - Proposed Assembly Agenda
  - Previous Assembly Minutes
  - Region 5 Bylaws
  - Region 5 Policies and Procedures
  - Region 5 Convention Guidelines
  - Region 5 Standing Rules
  - Region 5 Officer Application Form
  - New documents: Motion, Officer Applications, Event Flyers, etc.
  - Region 5 Assembly Information
  
- Packet B generally includes the following:
  - Secretary Report
  - Chair Report
  - Vice Chair Report
  - Trustee Report
  - Credentials Report
  - Committee Reports
  - New or changed Documents
  
- Packet C generally includes the following:
  - Secretary Letter
  - The minutes and credentials report of the previous assembly
  - Documents that were updated or distributed at the previous assembly
  - New/updated information, forms, and documents

### **Use of Technology**

- In assembly sessions, technology is to be used only for **Region 5 business** and emergency personal issues.
  
- For the safety of everyone at assembly, representatives and visitors will not be allowed to run cords to plug in devices. If you plan on using a computer or tablet at the assembly, please bring an extra battery or battery pack.

- There will be some cords run along the floor of the assembly room at the front of the room. These are necessary and unavoidable for the microphones, speakers, the Region 5 Secretary's computer and the video presentation system. Extra effort will be made to secure these cords in a safe manner to prevent them from being a tripping hazard. Still if you are going to speak at the front of the room for any reason, **be careful when you cross these cords**.
- No personal tape recorders are to be used at the assembly. The meeting is taped by the Secretary for the purpose of clarity in transcribing the minutes.

### **Self Care**

- **Take care of yourself!** You have been sent to assembly to do service and represent your intergroup. Fulfilling your duties well requires that you are present, well rested, alert, and focused. Relax and enjoy your time as a region representative, knowing that you are providing an important service to your intergroup and to Region 5.
- Dress in layers, as the meeting room temperatures tend to vary widely.

### **Assembly Seating**

- During assembly business meetings, the **seating arrangement** is generally as follows:
  - a. Head table: Officers, Trustee, and Parliamentarian
  - b. Front of the room: Voting Representatives (and timer)
  - c. Back of the room: Non-Voting Representatives (includes those who missed roll call that session) and visitors:
- As a courtesy to those with allergies please avoid perfumes, fragrances, and other strong scents in meeting rooms.
- No food of any kind shall be consumed in the meeting room during the business sessions.
- All cell phones, pagers, and other electronic devices are to be turned off or muted during business sessions. All private conversation will be conducted outside the meeting rooms. If you need to communicate with someone else present during the business assembly please write a note and pass it to the individual who it is destined for.

### **Credentials Report**

- A Credentials report is provided by the Region 5 Trustee and is included in Packet B. Make sure you print this out and include it in your Assembly Handbook.
- The **credentials report** will be taken early in each assembly business session. This is how we determine who is able to vote during the business of that session.
- The Region 5 Vice-Chair conducts the roll call. Listen to the instructions carefully when presented. Each State and Intergroup will be called in an Alphabetical order. In the first business session when your intergroup is called, the representatives will stand and identify themselves. After that, the non-voting representatives and visitors will be asked to stand and identify themselves. In later business sessions, each group will simply stand to be counted when they are asked to.
- **Fill in** your copy of the credentials report during roll call.

- If a representative is not present when his/her intergroup representatives are counted, he/she will **not** be able to vote during that session.

### **Committee Meetings**

- There are three types of committees which you may be assigned to or which you volunteered to serve on.

#### **a. Business Committees**

- a. The **Bylaws Committee** is responsible for keeping the Region 5 Policies and Procedures, Bylaws, and the Standing Rules pertinent and current. The Bylaws committee is also the emergency new business committee which determines if motions generated need to be considered at the current assembly.
- b. The **Finance Committee** manages the investment and use of funds in the Region 5 bank accounts and prepares the budget for approval at the last assembly of the year.
- c. The **Convention Committee** puts on the Region 5 Convention which is held once a year somewhere in the region. The members of this committee are usually limited to Region 5 Representatives from the intergroup hosting the Convention in the upcoming year, the Region 5 Vice-Chair and Region 5 Hotel Liaison.
- d. The **Media Committee** creates a newsletter (*The Freedom from Bondage*) and reviews and suggests content for the Region 5 Website.

#### **b. Outreach Committee of the Whole**

- a. This committee consists of everybody attending the assembly and is concerned with Intergroup Outreach, Public Information, Professional Outreach, and Twelfth Step Within activities. It meets at the spring assembly to determine outreach goals for the following year. It then forms subcommittees to accomplish those goals. These subcommittees meet during the following year to achieve the stated goals.

#### **c. Special Committees**

- a. The **Minutes Approval Committee** is appointed at each of the assemblies by the Region 5 Chair to review and edit the assembly minutes for accuracy.
  - b. The **Nominating Committee** is appointed at the spring assembly by the Region 5 Chair to seek out qualified members who are willing to serve as a Region 5 officer or trustee.
  - c. **Ad-Hoc Committee(s)** are formed at the discretion of the Region 5 Chair to perform a specific task which may include discovery, review, or the creation of something the Region needs or wants. The Region 5 Chair will appoint members to these committees when they are formed.
- **Committees decide who their Chairs are.** The Region 5 Chair has final approval of this appointment. A committee chair is responsible for making sure the stated goals of the committee are carried out. Typically a committee chair is someone who will be able to at least serve for one year if not longer at that position.
  - **Committees will be given time at the Assembly to** meet face-to-face to conduct the business of the committee. It is suggested that committees continue to meet between assemblies on a monthly basis to continue the work at hand.

- Business Committee Chairs will be given a **Committee folder** which contains the report, minutes and notes from previous committee meetings, and a blank form for new minutes, notes and report for the current assembly. This folder also contains information that is pertinent to this specific committee.
- A **roster** shall be completed by all the attending committee members.
- Committee Chair asks one of the committee's members to be the **committee secretary**, keeping the meeting notes/minutes during the meeting. Then this person assists the committee chair converting those notes/minutes to a report as defined by the blank form in the Committee folder.
- **The roster, minutes, and report should be copied.** A copy should be given to each of the committee members. One copy should be placed in the committee folder. A copy coordinator volunteer is provided at each assembly to assist with this. *An electronic version of the report should be emailed to the Region 5 Secretary before the close of the assembly.*
- The Committee Chair will deliver a **report** on what the committee accomplished during the last assembly session. The committee chair should be ready to answer questions.
- **The committee folder** is returned to Region 5 Secretary when the report has been delivered and questions addressed (or the allotted time has elapsed).
- **Motions** created by committee meetings should be submitted to the Region 5 Secretary by email at least 30 days prior to the next assembly unless it is emergency new business. Emergency new business consists of items that should not wait until the next assembly. These must be submitted in writing and electronically to the Region 5 Secretary, prior to 12:30 pm on Saturday of the fall assembly and prior to 5:00 pm on the Saturday of the spring assembly. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at this assembly.

### **Writing Motions**

- There are three (3) types of motions that have specific formats and forms available at [region5oa.org](http://region5oa.org) on the Forms page and in the committee folders:
  - a. The **Policy Amendment** is for changes to the Region 5 Policies and Procedures, Convention Guidelines, or Standing Rules. This would include changes to the intent of the policy written. This would not include grammar, punctuation, or formatting changes to these documents. The executive board can authorize minor changes as long as it doesn't change the intent.
  - b. The **Bylaws Amendment** is for changes to the Region 5 Bylaws. This would include changes to the intent of the Bylaws. This would not include grammar, punctuation, or formatting changes to these documents. The executive board can authorize minor changes as long as it doesn't change the intent.
  - c. The **New Business motion** is for any business the assembly can consider that is not an Amendment to the Policy and Procedures, Convention Guidelines, Standing Rules or the Bylaws. An example is requesting a budget override.
- Use precise, simple, and positive language when **writing motions**. Ask for assistance from the Bylaws committee or the Region 5 Secretary if you are not sure what to do.

### **The Good of the Order meeting**

- After the final assembly business meeting is adjourned, the current, out going, and new R5 officers, trustee, and committee chairs meet for the Good of the Order. This is a closed debriefing session. **All others** are asked to leave the room.

### **Executive Board Meetings**

- Before and after the assembly, the Region 5 Executive Board holds a meeting to discuss any issues that may need to be handled during the assembly or as a result of the assembly.
- The Executive Board meeting on Friday (before the assembly, typically from 3:00 PM to 5:00 PM) is an open meeting where all Region 5 OA members can attend. Please be quiet and respectful during this meeting. You may ask the Region 5 Chair for permission to contribute to the meeting.
- The Executive Board meeting on Sunday (after the assembly, typically from 11:00 AM to 12:00 PM) is a closed meeting. Only Executive Board Members and those OA members who are invited to attend may be present during this meeting.

### **After the Assembly**

- Check out the many resources available on [region5oa.org](http://region5oa.org) and [oa.org](http://oa.org). **Make sure your intergroup information is up to date!**
- Update your handbook with documents included in Packet C, which is sent out after the assembly.
- Write and give a report to your IG.
  - Share the workshop materials, committee activity, and results of the business meetings.
  - *Explain how the decisions will affect your Intergroup.*
- Talk about your region service experience and encourage involvement in Region 5 service.
- Reps rotating out of assembly service:
  - Help identify the next Rep as needed by your IG
  - Give your Region handbook to new Rep.
  - Consider running for a position as a Region 5 officer or trustee

### **Between Assemblies**

- Our business doesn't end when the assembly ends. As a Region 5 Representative you have made a commitment to serve and to carry on the business of the committee between assemblies as needed.
- There are things you will need to do with your committee after the assembly. There will be committee meetings you may need to attend. There is also a Summer Conference Call, which all Region 5 Representatives are asked to attend.

**Committee Meetings between Assemblies**

- Committees will continue to hold monthly meetings (or as needed) so be sure to attend and to perform such duties as requested by Committee Chairs or other service positions. Your service is very much appreciated and needed. Your contribution makes us a much stronger and effective organization.
- Keep a copy of your committee rosters to make sure you have the ability to communicate with other members of your committees.
- Keep in contact with your Committee Chair as you work on assignments.
- Please complete any assignments in a timely manner.
- Attend all Committee meetings as scheduled by your Committee Chair. If you are unable to make a meeting contact your Committee Chair to see if the meeting can be rescheduled.
- Committee Meetings may be held by phone or by video conference.

**Phone Committee Meetings**

- The Committee Chair will provide a phone number to call with an access code or meeting number to be entered when prompted. These phone calls may not be toll free.
- Typically it is best to announce yourself when you have connected to indicate that you are at the meeting. The Committee Chair may want to take a roll call for the record.
- Phone Committee Meetings may be recorded by the Committee Chair to enable the creation of minutes and the report.

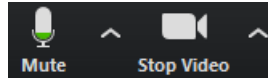
**Video Conference**

- Region 5 has budgeted to provide video conference service to facilitate committee meetings between assemblies. This service provides the ability:
  - for committees to meet virtually via video conferencing on computers, tablets, and mobile devices
  - to share a white board, apps, and screen for collaboration effort
  - for virtual voting
- How to host a video conference for your committee
  - Contact the Region 5 Secretary. The secretary will schedule the meeting for you and send you instructions on how to connect, work with the software, and close the meeting.
- How to connect to the video conference committee meeting using your computer
  - You can connect using any popular browser. You will need to have internet connection, speakers and a microphone (can be a headset), and a webcam.
  - You will be sent an email invitation to join the meeting. Click on the link and your browser will open. You should be taken immediately to the meeting. Alternately you may need to click on the "Join a Meeting" link. This will open a "Join the Meeting" dialog. Enter the meeting number (provided in the email invite) into the textbox and then click the "Join" button. You may be prompted to download an app. Click the download and run link or button. When installed, the meeting should open. You may



also have "Join from Browser" option. This will preclude the need to download an app, but it has limited functionality. *Note: it is best to download the app.* Once you connect to the meeting you will be prompted for your name. The field will automatically be filled in with your computer name. Either click "ok" or change the value in the textbox and then click "ok".

- Once you have joined, you can join by audio only or include video. ~~Make sure you connect by video.~~ You will have control over your audio and video via the audio and video buttons found in the lower left hand corner. Note: this toolbar may hide itself, so to make it visible, move your cursor over the lower part of the screen.



Clicking the button that looks like a microphone either mutes or unmutes your microphone. Alt-A (PC) or Shift-Command-A (MAC) will also mute and unmute your microphone. A red line or X will appear over the button when it is muted. Clicking the ^ next to the button will open more options, such as testing your microphone. It is suggested you mute your microphone when you connect and unmute it only when you need to speak. This will prevent background noises from disrupting the meeting.

When you connect you may find that your video is disabled. There will be a red line or x over the button that looks like a video camera. Click this button to start or stop the video. Clicking the ^ next to the button will open a menu with more options, such as adjusting your video.

- You can also connect by phone. Instructions for this will be in the invite email. Dial the number provided and, when prompted, enter the meeting number.
- If you connect by video you will also be able to view screen sharing and even share your screen if the host gives you the ability to do that.
- How to connect to the video conference committee meeting using your tablet or smart phone
  - The video conference software also works with iOS and Android devices. Find the video conference software in your app store and install it on your tablet or smart phone.
  - Clicking the link sent to you in the invitation email should start the app and automatically join the meeting. Alternately start the app and select "Join a Meeting". You will be prompted for the meeting number (found in the invitation email) and your name. Then tap the "Join" button.
  - There will be audio and video buttons available that will allow you to mute/unmute or turn on or off the video.
- Video Conference Committee Meetings may be recorded by the Committee Chair to enable the creation of minutes and the report.



## **Summer Conference Call**

- The Summer Conference Call occurs between the spring and fall assemblies and no later than the first week of August. This event's purpose is to facilitate communication and the continued effort towards the established goals of our committees. It is a time for everybody to get caught up on what is going on around our region. It also is a time to give an update on committee work. There will be no voting or decision-making during this conference call.
- During the Summer Conference Call, the full assembly membership holds a phone or video conference meeting in much the same way that a committee holds a meeting between assemblies. You can find a full description above in the section "[Committee Meetings between Assemblies](#)".
- 14 days before the Summer Conference Call there will one packet of information released. This packet will generally contain:
  - Proposed agenda.
  - Credentials report.
  - Officer reports.
  - Trustee reports.
  - Financial report for the first half of the year.
  - Business committee reports.
  - Outreach subcommittee reports.
  - Special committee reports.
  - Day in the life write ups for Executive Board service position up for election at the upcoming fall assembly.
  - Any applicable forms.
  - Updated documentation from the recent spring assembly.
- During the summer conference call there will be a roll call taken by the Vice Chair. A Credentials report is provided by the Region 5 Trustee and is included in the Summer Conference Packet. It is suggested that you print this out before the Summer Conference call. Listen to the instructions carefully when presented. Each State and Intergroup will be called in an Alphabetical order. When your intergroup is called, the representatives and guests take turns identifying themselves.

## **Additional Service Opportunities**

- Write articles for your local newsletter, the Region 5 newsletter, or Lifeline magazine about your experience with service beyond your Intergroup. Be sure to tell how it has helped your recovery.
- Offer to lead a workshop or breakout during an intergroup event.
- Hold a meeting to share what you have learned to help foster individual recovery.

## How to submit articles, updated intergroup information, events, and resources to Region 5

### Newsletter Submissions

- Submit articles for our online newsletter <https://www.region5oa.org/forms/submit-newsletter-article/>
- Newsletters are posted online on our website. Thus, newsletter articles should be created with consideration for “No Tradition Breaks”. This includes no last names of OA members or personal identifying email addresses in keeping with the tradition that there are no stars in OA and with our tradition of personal anonymity in public media.

### Intergroup Information Submissions

- To update intergroup information or submit intergroup minutes, newsletters, and meeting lists, click on the “Submit information here” link on the Intergroups page.
  - Enter required information (name and email address)
  - Fill in subject and message
  - Attach any documents (ie: intergroup minutes, newsletters, and meeting lists)
  - Type in the security code shown
  - Click on send
- Intergroups should be careful that whatever they submit to be posted on the Intergroup Information page has no tradition breaks. There can be no last names of OA members or personal identifying email addresses in keeping with the tradition that there are no stars in OA and our tradition of personal anonymity in public media.

### Event Submissions

- To submit event information or flyers, click on “Submit an Event” on the Calendar page.
  - Enter required information (name and email address)
  - Fill in subject and message
  - Attach any documents (IE: Flyers)
  - Type in the security code shown
  - Click on send
- Special Event Flyers should be created with consideration for “No Tradition Breaks”. This includes no names of speakers or facilitators in keeping with the tradition that there are no stars in OA, and no last names in keeping with our tradition of personal anonymity in public media. Please do include:
  - Event Title/Theme
  - Date and time
  - Location (venue and address)
  - Contact names and phone numbers
  - Cost if applicable
  - Optionally include directions and agenda if desired.
  - Please avoid using email addresses with personal identifying features.
- It is best if documents are submitted in Adobe PDF format. If necessary, we can accept other word processor files (.doc, .rtf, .pages).

### **Resource Submissions**

- To submit a resource, click on the “Submit a Resource” on the Region 5 Resources page.
  - Enter required information (name and email address)
  - Fill in subject and message
  - Attach any documents that would be posted
  - Type in the security code shown
  - Click on "Send"
  
- Resources are OA related material, stories, forms, or tools that can be used by OA members for their recovery or service. All resources will be reviewed by the Region 5 Executive Board to decide if the document is appropriate for the Region 5 website and has no tradition breaks.

### **Miscellaneous Information**

- There was a time when our region was labeled Region V. That has changed. We are now known as **Region 5**. If you see Region V anywhere in current documents or correspondence, please ask that it be changed to Region 5.
  
- **Region 5 addresses** change with rotation of service. The general Region 5 PO Box (where 7<sup>th</sup> tradition is sent) usually changes when a new treasurer is elected. The address for assembly registration and applications for officer changes with the secretary. The address for convention registration is different for each convention.
  
- Please remember that **Anonymous** is part of our fellowship name and an important principle in our recovery. We honor the anonymity of our fellows and ourselves in order to protect both members and the fellowship. Therefore, in any public media, we withhold last names and faces of all members, including ourselves.
  
- This has become more challenging in this digital age. Here is an example of a problem that recently occurred in Region 5:
  - A member was the contact person for an OA event, and had her first name and email address (which contained her last name) on the flyer, which was posted on the Intergroup’s webpage. Four years later, that flyer came up as one of the top results of an internet search on that member's first and last name—making her membership known at the public level of communications. This type of problem is difficult to eliminate once it has occurred, but it is completely avoidable. Free email addresses (without last names) can be created through various providers.
  
- Please take this into consideration before publishing the email address of a member. Anything posted on the internet that isn’t password protected is viewable by the public.

## **7<sup>th</sup> Tradition**

### **At Assemblies**

- Be aware that 7<sup>th</sup> Tradition envelope will be passed, usually during the afternoon session. If you wish to participate, be prepared.

### **Options for financial 7<sup>th</sup> Tradition giving**

- Please contribute directly to your face-to-face meetings. That money is used for rent and literature for that meeting, as well as shared with the local intergroup, Region 5, and World Service.
- Contributions may also be made to your intergroup, Region 5, and/or World Service directly. Contributions may be made through online or mailed in payments. Donation forms and/or online donation options are usually posted on the service body's website. If the contribution is to be credited to a meeting or service body, please include the number of that meeting or service body.
- Please make contributions for virtual meetings that you attend, using the meeting's number so that ~~that~~ meeting is credited for the contribution.
- We each have the option of additional automatic contributions to OA at the World Service level through oa.org.
- We also have an option to contribute an additional 7<sup>th</sup> Tradition amount during the registration.
- Give as you are able. Give often and as if our life depends on it, because it does.

### **Ways to be Self Supporting beyond Finances**

#### ***For Individuals***

- Abstinence, live the steps and traditions, support OA through service.

#### ***For Groups***

- Send representatives to intergroup
- Inform intergroup and OA,org of changes in meeting status and contact information.

#### ***For Intergroups***

- Send representatives to region assemblies
- Send delegates to World Service Business Conference
- Inform Region 5 and OA.org of changes in intergroup status and contact information.

## **The OA Promise**

The **OA Promise** is not a prayer, but a pledge to each other. It can be particularly meaningful to look into each other's eyes while reciting it.

### **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.



# REGION

Serving areas in IL, IN, IA, KY, MI, MN, MO, ND, OH, & WI



## OVEREATERS ANONYMOUS

# Region Five Handbook

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

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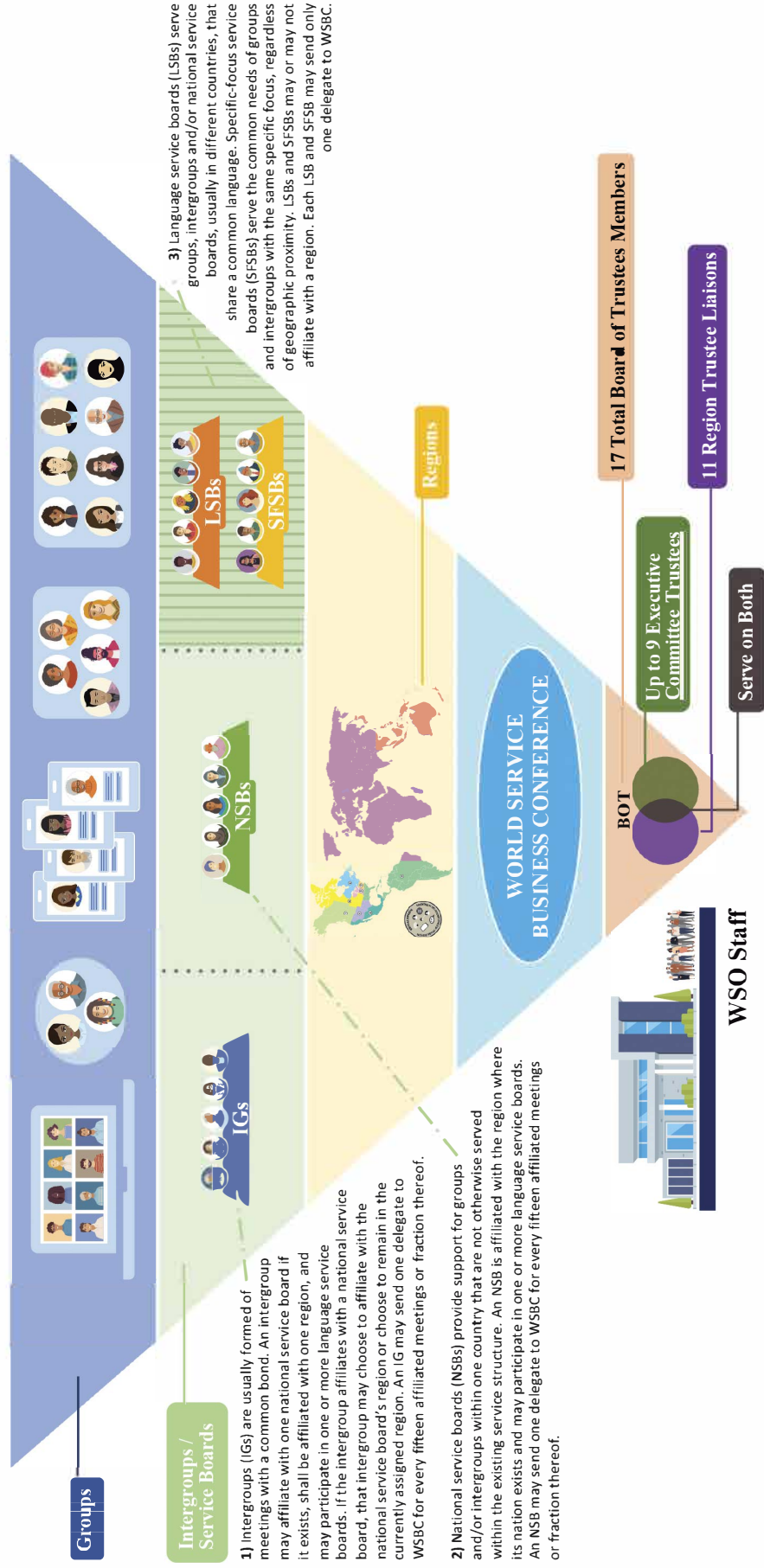
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# OVERALL SERVICE STRUCTURE





# OVEREATERS ANONYMOUS

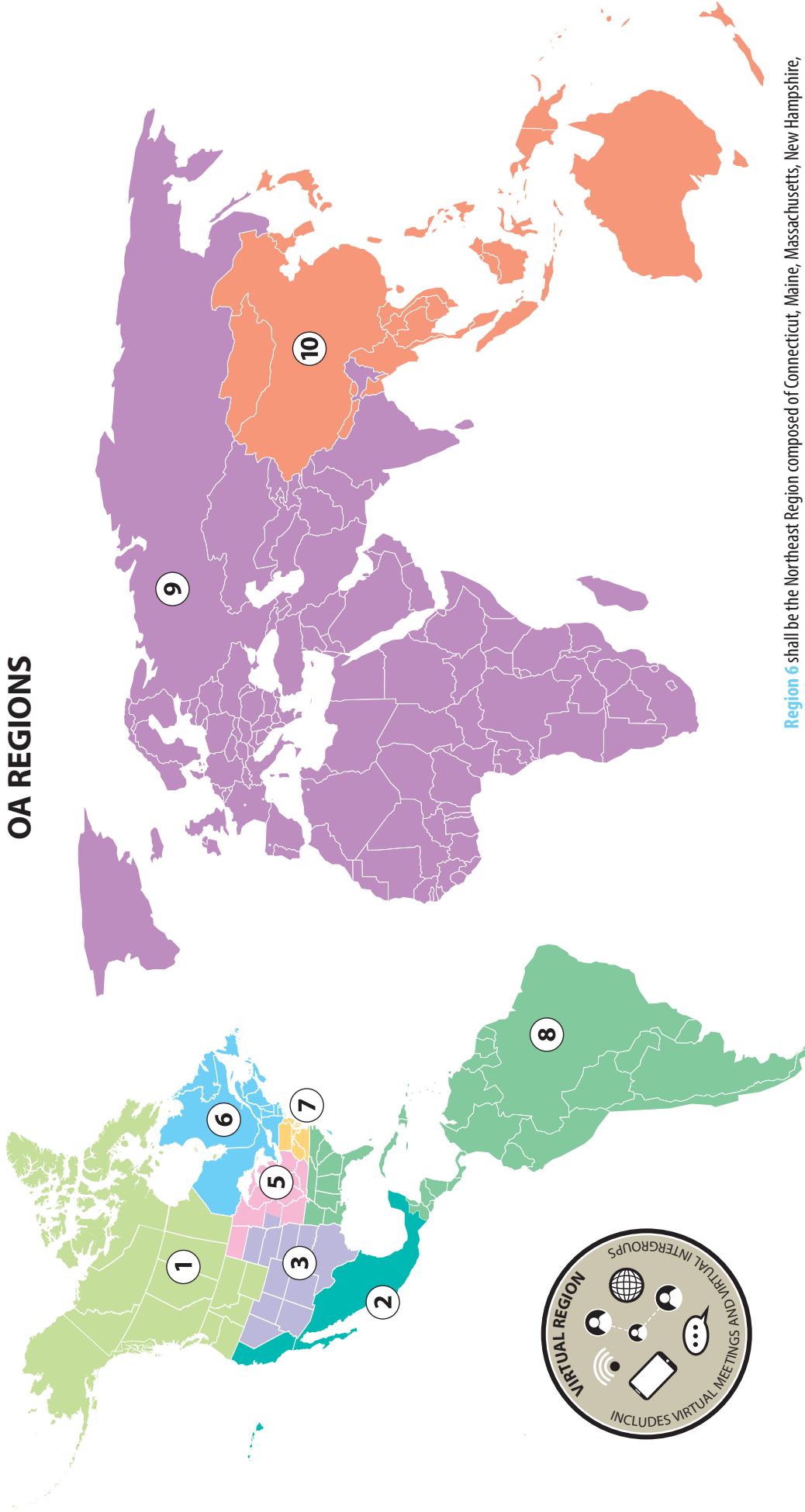
**REGION 5:**

Region 5 of Overeaters Anonymous (OA) is made up of Groups and Intergroups in parts of Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, North Dakota, Ohio, and Wisconsin. We are one of multiple regions organized to serve the world-wide fellowship of OA.

**Regions of Overeaters Anonymous**

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

# OA REGIONS



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

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

**Region 3** shall be the Southwest Region composed of Arizona, Colorado, Central and West Iowa, Kansas, Nebraska, Nevada, New Mexico, Oklahoma, South Dakota, Texas, and Utah.

**Region 4** was dissolved/disbanded in July 2024 and ratified at World Service Business Conference 2025.

**Region 5** shall be the Central Region composed of East Iowa, Illinois, Indiana, Kentucky, Michigan, Minnesota, Missouri (except the Greater Ozarks Intergroup), North Dakota, Ohio, and Wisconsin.

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

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

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

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

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

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

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

From the Region 5 Policy and Procedures Manual, Revised July 2004:

**REGION V COMES ALIVE - - - A HISTORY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



- 2014 No animals will be present at assembly except service animals as defined by law. Two new Website New Pages: For the Newcomer and For the Professional.
- 2015 Officers shall have at least two years of current continuous abstinence. Treasurer servers as Chair of Finance Committee and Vice Chair servers as Hotel Liaison to Convention Committee. Electronic devices are permitted at Assembly Meetings only to assist attendees to conduct assembly related business.
- 2016 Newsletter Committee becomes the Media Committee. New motions and committee reports may be presented electronically or using the correct form. The Assembly changes from 3 Assemblies to 2 starting in 2017. The summer assembly was changed to mid-summer update conference call. Assembly locations may rotate at the discretion of the Region 5 board. Assembly adopted new format that stretches from Friday to Sunday. Business Committees are Bylaws, Finance, Convention, and Media. A new committee was formed called the Outreach Committee is a "Committee of the Whole" to address issues regarding: Twelfth Step Within, Public Information/Professional Outreach, and Intergroup Outreach. The spring assembly sets the agenda for the Outreach Committee. The fall assembly sets holds elections.
- 2017 The Hotel Liaison service responsibilities was removed from the Vice-Chair service responsibilities. New board appointed service position was created Hotel Liaison responsible for finding, negotiating, and assisting with Hotels for Assemblies and Conventions.
- 2018 Region 5 Outreach Committee of the Whole formed two sub-committees: Each One Reach One subcommittee and Intergroup to Intergroup (IG2) subcommittee. The Policies and Procedures (P & P) was cleaned up. Table of Contents was added to the front of the P & P. The Hotel Liaison responsibilities from the Vice-Chair. All officers and the Hotel Liaison will be Bonded. A clarification was added to the P & P concerning scholarships for the Region 5 Convention. The first Summer conference Call was conducted on July 14<sup>th</sup> by phone. The guidelines for the Media committee was amended in the P & P to include content other than the Newsletter including the Website. Guidance for the reimbursement for meals for Region 5 Officers to remove the cap of \$40.00. Committee budget requests shall be given to the Finance Committee chair three weeks before the Fall Assembly. Ad-hoc committee was formed to research and review the use of video conference services. Intergroup-to-Intergroup (IG2) Subcommittee held an Intergroup Renewal workshop in Lansing, MI on October 7th, 2018. The fall Assembly held elections. A budget and a plan were approved for an upgrade and redesign to the Region 5 website. Online registrations were moved from the Region 5 website to RegFox.
- 2019 The Region 5 Website was completely redesigned and upgraded. Zoom was adopted as the Region 5 service provider for online video meetings. The Outreach committee of the whole formed 3 sub-committees: "Intergroup to intergroup", "Each one Reach one", and "Public Information / Professional Outreach (PI/PO)". The Intergroup to Intergroup sub-committee held an Intergroup Renewal workshop in Elmhurst, IL. The Policies and Procedures (P & P) was amended to remove the responsibility of Nominating Committee Chair from the Region 5 Secretary and indicate that the Region 5 Vice-Chair is to be a member of nominating committee. The Chair of the Nominating committee is appointed. The Nominating committee is chaired by a member appointed by the Region 5 Chair and shall consist of at least one member from each state or province when available. An adjustment to the agenda for the Summer Conference Call in the P & P was adopted to optionally include time for Business Committee meetings. The P & P was amended to no longer have Merrillville, IN as the central location. Instead the central location is determined by the Region 5 board. The Region 5 Delegate Support Fund guidelines were changed.

- 2019 At the 2019 Fall Assembly the Assembly approved the use of the Region 5 Zoom Account to be used by the Region Chair’s Committee. The Assembly also approved to broadcast the Assembly Friday Night Session over Zoom.
- 2020 The very first broadcast of the Assembly Friday night session occurred on March 13<sup>th</sup>, 2020 with 12 participants. The session was a success, though there were some minor technical issues. The Outreach committee of the whole formed 2 sub-committees: "Intergroup to Intergroup" and "Each One Reach One". The "PI/PO" sub-committee from last year is rolling into sub-committee "Each One Reach One". Sub-committee "Intergroup to Intergroup" will include working on the Speakers List. The Assembly decided to add a new service position called "Coordinator of Virtual Meetings". The Assembly updated the Policy and Procedures for the Web Master and Hotel Liaison service positions to clarify eligibility requirements if the service position is held by an OA Member. The Region 5 Chair became a General Service Trustee. The Vice-Chair was elected as the Region 5 Chair. Because of the COVID-19 Pandemic this was the first year the Convention and Fall Assembly went virtual. A modified set of Standing Rules were voted in specific for Virtual Assemblies.
- 2021 The Convention and both the Spring and Fall assemblies were virtual. The Outreach committee of the whole formed 2 sub-committees: "Intergroup to Intergroup Sub-committee", "Sponsorship Task Force Sub-committee", "PI/PO Sub-committee". The Region 5 Bylaws were amended to where an Assembly can take place including electronically. The Virtual Standing rules were amended to clarify roll call and voting. The Policy and Procedures were amended to change the Coordinator of Virtual Meetings to the Digital Community Coordinator (DCC) and to expand the service responsibility of this position to include the website and email distribution lists. The DCC reports to the Region 5 Board and the Web Master reports to the DCC.
- 2022 At the 2022 Spring Assembly, because of the COVID-19 Pandemic continuing, the Spring Assembly and Convention (Chicago IGs hosted) stayed virtual. Our first Assembly back to in-person Chesterton, IN was the Fall Assembly. Continued to broadcast the IG sharing Friday Night Session on Zoom for IGs that could not come in-person.
- 2023 At the 2023 Spring and Fall Assemblies we met in Edinburg, IN and the 2023 Convention stayed virtual and was hosted by multiple Intergroups as a team effort. Continued to broadcast the IG Sharing Friday Night Session on Zoom for IGs that could not come in-person.
- 2024 At the 2024 Spring Assembly we met in Independence, OH and the 2024 In-person Convention met at the same location in September. Continued to broadcast the IG Sharing Friday Night Session on Zoom for IGs that could not come in-person.

The Region 5 logo prior to 2010. The Region 5 logo prior to Fall 2024.



**Locations of Conventions and Assemblies\***

Year	Convention	Assembly Winter	Assembly Spring	Assembly Summer	Assembly Fall
2024	Cleveland, OH		Independence, OH	Virtual Conference	Chesterton, IN
2023	Virtual Convention		Edinburgh, IN (IN/KY) Virtual Assembly	Virtual Conference	Edinburgh, IN
2022	Virtual Convention (Chicago IGs)			Virtual Conference	Chesterton, IN
2021	Virtual (Central OH IG)		Virtual (Central OH IG)	Virtual Conference	Virtual (Turning Point IG)
2020	Virtual (Cleveland OH IG)		Chesterton, IN	Virtual Conference	Virtual (Central OH IG)
2019	Milwaukee, WI		Milwaukee, WI	Virtual Conference	Chesterton, IN
2018	Indianapolis, IN		Indianapolis, IN	Phone Conference	Chesterton, IN
2017	Cincinnati, OH		Merrillville, IN	Phone Conference	Indianapolis, IN
2016	Detroit MI		Merrillville, IN	Madison, WI	Merrillville, IN
2015	Chicago IL		Merrillville, IN	Merrillville, IN	Merrillville, IN
2014	Columbus, OH		Merrillville, IN	Merrillville, IN	Merrillville, IN
2013	Milwaukee, WI		Merrillville, IN	Merrillville, IN	Merrillville, IN
2012	Cleveland, OH		FT Wayne, IN	FT Wayne, IN	Merrillville, IN
2011	Indianapolis, IN		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2010	Detroit MI		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2009	Oak Brook, IL		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2008	Cincinnati, OH		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2007	Louisville Metro IG		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2006	Columbus OH		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2005			FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2004	Indianapolis, IN		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2003	Schaumburg, IL		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2002	Milwaukee, WI		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2001			Toledo, OH	Ann Arbor, MI	Chicago IL
2000	Cleveland, OH		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
1999	Chicago, IL		FT Wayne, IN	Windsor, Ontario	Cincinnati, OH
1998			Muskegon, MI	Green Bay WI	Milwaukee, WI
1997	Central Indiana IG		Columbus, OH	Suburban North IG	Northwest, IN
1996	Michigan City, IN		Ann Arbor, MI	Toledo, OH	Madison WI
1995	Northwest Indiana IG		Rosemont, IL	London, Ontario	Indianapolis, IN
1994	Cincinnati, OH		FT Wayne, IN	Canton, OH	Rosemont, IL
1993	Chicago, IL		South Bend, IN	Lansing, MI	Akron, OH
1992	Toledo, OH		Muskegon, MI	Milwaukee, WI	West Lake, OH
1991		Cincinnati, OH	Chicago, IL	Madison, WI	Detroit, MI
1990					
1989					
1988		Dayton, OH	Columbus OH	Flint, MI	Arlington Heights, IL
1987	Cincinnati, OH	South Bend, IL	Carol Stream, IL	Indianapolis, IN	Bowling Green, OH
1986	N.W. Indiana	Palatine, IL	Youngstown, OH	Green Bay WI	FT Wayne, IN
1985		Merrillville, IN	Cleveland, OH	Kenosha, WI	Lansing, MI

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

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

## **Decorum in Debate**

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

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

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

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

**2. Refraining from attacking a member's motives.**

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

**3. \*\*Addressing all remarks through the chair.**

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

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

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

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

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

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

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

**7. Reading from reports, quotations, etc .....\*\*only with permission.**

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

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

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

**9. Refraining from disturbing the assembly.**

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

Jan Strand, PRP

March 1, 2014

## Parliamentary 'Tips.' or What to Do & Why

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Bylaws / Policy / Parliamentary Procedure/ Standing Rules

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

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

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

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

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

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[www.region5oa.org](http://www.region5oa.org)



## Parliamentary Overview

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

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

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



## Parliamentary Procedures: Placing principles before personalities

### Basic Principles Include:

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

### Basic Principles (continued)

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

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

### The 'Rules'

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

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

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

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

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

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

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

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

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

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

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

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

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

### The 'Rules' (continued)

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

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

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

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

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

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

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

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

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

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

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

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**Tabs**

Cut the labels listed below for each divider with tabs

**TABLE OF  
CONTENTS**

**ORGANIZATION**

**BYLAWS**

**POLICIES AND  
PROCEDURES**

**CONVENTION  
GUIDELINES**

**STANDING RULES**

**ASSEMBLY  
INFORMATION**

**MISCELLANEOUS**

**CURRENT ASSEMBLY**



# **Region 5 Organization**

# **Region 5**

# **BYLAWS**

**Region 5  
Policies  
And  
Procedures**

# **Region 5 Convention Guidelines**

# **Region 5 Standing Rules**

# **Region 5 Assembly Information**

# **Region 5**

# **Miscellaneous**

# **Region 5 Current Assembly**





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



## REGION 5 FUNDING ASSISTANCE GUIDELINES

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

IG Name: \_\_\_\_\_ IG Number: \_\_\_\_\_

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

If yes, give date of last Assembly attended: \_\_\_\_\_

Assembly for which this funding is requested:

Location: \_\_\_\_\_ Date: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_

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

Hotel room expenses, tax and tips included \$ \_\_\_\_\_

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

Round trip air fare \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Minus amount your Intergroup will contribute \$ \_\_\_\_\_

Total funds requested \$ \_\_\_\_\_

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

\_\_\_\_\_  
*Signature of Officer Office Held Date*

\_\_\_\_\_  
*Signature of Officer Office Held Date*



## The Region 5 Outreach Committee of the Whole Sub-Committee Meeting Report

**Sub-Committee Name:** \_\_\_\_\_

**Sub-Committee Chair** \_\_\_\_\_ **Date:** \_\_\_\_\_

**S.M.A.R.T. Goal:**

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

Use the S.M.A.R.T. Goal guide on the back of this form
--

**Tasks to accomplish  
the smart goal**

	Task Description	Assigned to
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**Issues for Later**

1.	
2.	
3.	
4.	
5.	

**S.M.A.R.T. Goal Guide**

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

**Initial Goal** (*Write the idea you have in mind*):

---

**1. Specific** (*What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?*)

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**2. Measurable** (*How can you measure progress and know if you've successfully met your goal?*):

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**3. Achievable** (*Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?*):

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**4. Relevant** (*Why am I setting this goal now? Is it aligned with overall objectives?*):

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**5. Time-bound** (*What's the deadline and is it realistic?*):

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Review what you have written above and craft a new goal statement based on what the answers to the questions above have revealed. Write this S.M.A.R.T. Goal in the box provided on the front of this form.



# 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.

***Use this as a guide to fill out the form on the next page.***

**Date:**

**To AMEND:**

Article number and name, section number and name, paragraph number and name, by (description of the change or statement of action to be taken).

**CURRENT WORDING**

Article # - Title  
Section # - Title

Write out current wording.

**PROPOSED WORDING**

Article # - Title  
Section # - Title

Write out the combination of the current and the proposed wording.  
Strikethrough words to be omitted ~~like this~~.  
Underscore words to be inserted like this.

**SUBMITTED BY:**

Appropriate values here would be one of the following: Name of the Region 5 Group, Intergroup, Committee, or Representative.

Please also include the following:

Contact Name:                      Phone #:              Email Address:

**INTENT:**

State clearly the purpose of the motion.

**IMPLEMENTATION:**

How would this motion/change be carried out?

**COST:**

\$ amount (if known).

**RATIONALE:**

Reason for submitting motion, including relevant background information, problems addressed by this motion, and alternatives to this motion that were considered. (Please limit to one page.)

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



**Region 5 Bylaws Amendment Form**

**Date:**

**MOVE TO AMEND:**

**CURRENT WORDING:**

**PROPOSED WORDING:**

**SUBMITTED BY:**

**INTENT:**

**IMPLEMENTATION:**

**COST:**

**RATIONALE:**



# REGION



## 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 1<sup>st</sup> or October 1<sup>st</sup> for the Spring or Fall assembly respectively.

***Use this as a guide for filling out the form on the next page.***

**Date:**

**TO AMEND:**

Article number and name, section number and name, paragraph number and name, by (description of the change or statement of action to be taken).

**CURRENT WORDING**

Article # - Title  
Section # - Title

Write out **current** wording.

**PROPOSED WORDING**

Article # - Title  
Section # - Title

Write out the combination of the current and the proposed wording.  
Strikethrough words to be omitted ~~like this~~.  
Underscore words to be inserted like this.

**SUBMITTED BY:**

Appropriate values here would be one of the following: Name of the Region 5 Intergroup or Committee.

Please also include the following:

Contact Name:                      Phone #:              Email Address:

**INTENT:**

State clearly the purpose of the motion.

**IMPLEMENTATION:**

How would this motion/change be carried out?

**COST:**

\$ amount (if known).

**RATIONALE:**

Reason for submitting motion, including relevant background information, problems addressed by this motion, and alternatives to this motion that were considered. (Please limit to one page.)

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

**Region 5 Policies Amendment Form**

**Date:**

**MOVE TO AMEND:**

**CURRENT WORDING**

**PROPOSED WORDING**

**SUBMITTED BY:**

**INTENT:**

**IMPLEMENTATION:**

**COST:**

**RATIONALE:**



# REGION



## Format for Submission of Proposed Region 5 New Business Motions

New business to be placed on the assembly agenda may be proposed by any Registered Intergroup of Region 5 or Region 5 Committee and is to 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 1<sup>st</sup> or October 1<sup>st</sup> for the Spring or Fall assembly respectively.

***Use this as a guide in filling out the form on the next page.***

**Date:**

**MOTION:**

State motion in clear, concise language.  
(Move that ..., or Move to ...)

**SUBMITTED BY:**

Appropriate values here would be one of the following: Name of the Region 5 Intergroup or Committee.

Please also include the following:

Contact Name:                      Phone #:              Email Address:

**INTENT:**

State clearly the purpose of the motion.

**IMPLEMENTATION:**

How would this motion/change be carried out?

**COST:**

\$ amount (if known).

**RATIONALE:**

Reason for submitting motion, including relevant background information, problems addressed by this motion, and alternatives to this motion that were considered. (Please limit to one page.)

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

**Region 5 New Business Form**

**Date:**

**MOVE TO :**

**SUBMITTED BY:**

**INTENT:**

**IMPLEMENTATION:**

**COST:**

**RATIONALE:**





**Suggested Committee Meeting Agenda:**

*(This guide may be used by the committee chair to make a more specific agenda.)*

- 1) Open with prayer of choice.
- 2) Identify volunteer to act as secretary to take notes.
- 3) Fill in contact information form for those present. *(Make copies for the committee folder and each member.)*
- 4) Read the purpose of this committee.
- 5) Read the minutes of the last committee meeting.
- 6) Unfinished business: Anything scheduled for last meeting that was not addressed or completed.
- 7) New Business: New projects or issues to be addressed.
- 8) Decide who will write the report and who will present it to the assembly.
- 9) Close the meeting with prayer of choice.

*Fill in the committee minutes and report forms. (Make copies for the committee folder and each member.)*

**Notes:**

**The Region 5 \_\_\_\_\_ Committee Meeting Minutes**

**for Saturday, \_\_\_\_\_, 20\_\_\_\_**

***Acting secretary:* \_\_\_\_\_**

***Chair:* \_\_\_\_\_**

***Others members present:* \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

***Notes:***

**The Region 5 \_\_\_\_\_ Committee Meeting Report**  
**for Saturday, \_\_\_\_\_, 20\_\_\_\_**

*Business:*

**Decisions made:**

**Actions taken:**

**Assignments made:**

**Issues for later:**



	Name	Phone Number	Email Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			



## **REGION 5 CONVENTION GUIDELINES**

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

### **REGION 5 CONVENTION DEFINITION:**

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

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

### **PURPOSES OF A REGION 5 CONVENTION:**

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

**HOSTING A REGION 5 CONVENTION:**

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

**REGION 5 CONVENTION ACTIVITIES/EVENTS:**

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

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

**REGION 5 CONVENTION COMMITTEE REQUIREMENTS:**

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

**HOSTING INTERGROUP CONVENTION CHAIRPERSON:**

General duties and responsibilities:

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



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

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

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

**HOTEL LIAISON DUTIES:**

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

Duties and responsibilities as Hotel Liaison:

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

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

**SELECTING THE ACCOMMODATIONS FOR THE CONVENTION:**

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

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

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

**CONVENTION SUBCOMMITTEES:**

**REGISTRATION AND FINANCE:** Duties and responsibilities:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Duties and responsibilities:

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

**PROGRAMMING:** Duties and responsibilities:

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

**PUBLICITY:** Duties and responsibilities:

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

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

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

**LITERATURE:**Duties and responsibilities:

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

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

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

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

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

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



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

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

**TIMER COORDINATOR:** In Person Convention: Duties and responsibilities:

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

**GUIDELINE SPECIFIC TO VIRTUAL CONVENTIONS:**

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

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

**TECHNICAL CHAIR: Duties and responsibilities:**

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

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

**Virtual Hospitality: Duties and responsibilities:**

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

**OPTIONAL COMMITTEES:**

**CLOTHING EXCHANGE:** In-Person Convention

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

**ENTERTAINMENT: Duties and Responsibilities::**

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

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

**HOSTING INTERGROUPS FOR REGION 5 CONVENTIONS**

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

Region 5 Convention Guidelines

Revised October 2022

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