

# SOAR 8 Schedule - October 2021 thru April 2022

Date	Event	Timing	Completed by
11/1/2021	Secretary will distribute minutes of the Business Assembly to the Board and Committee Chairs electronically	No Later Than 15 Days After Close of Assembly	Region 8 Secretary
11/1/2021	New motions arising out of committees during an Assembly shall be communicated to the Secretary <i>within fifteen (15) days after the close</i> of the Assembly at which they emerge.	No Later Than 15 Days After Close of Assembly	All Board Members & Committees
11/7/2021	After Board notification the Secretary shall forward these motions to the Bylaws/Electronic documents Chair <i>within twenty-one (21) days of the close</i> of the Assembly at which they emerge	No Later Than 21 Days After Close of Assembly	Region 8 Secretary to Bylaws Committee
11/28/2021	Vice-chair keeps history of Region 8 up-to-date by providing Bylaws/Electronic Documents Chair with a brief summary <i>within 6 weeks from the conclusion</i> of each Assembly.	Within 6 weeks of conclusion of assembly.	Vice Chair to Bylaws & Electronic Documents Committee Chair
12/12/2021	Bylaws & Electronic Documents incorporates all changes in P&P approved at Business Assembly into P&P, publishes on OARegions8.org Website & sends notification to Board, Trustee, Committee Chairs, & ALLSOAR8 mail lists <i>(8 weeks after close of Assembly)</i>	8 Weeks after close of assembly	Bylaws & Electronic Documents Committee
1/16/2022	New motions arising outside the Business Assembly shall be submitted to the Secretary <i>at least seventy-five (75) days prior</i> to the Region 8 Business Assembly or special Region 8 Business Assembly at which action is to be taken on the proposed motion.	75 days prior to next assembly	All Board Members, committees, Chairs and Region 8 Reps
1/31/2022	Region 8 Delegate to WSBC Application due to Secretary	60 Days prior to assembly	All Region 8
1/31/2022	Nominations to the Region 8 Board-During the odd years, the Chair and Treasurer will be elected.The member must file a written application for the service position by sending completed application to the Region Secretary sixty (60) days prior to the BusinessAssembly	60 Days prior to assembly	All Region 8
1/31/2022	Request for inclusions in agenda must be submitted to Secretary at least <i>sixty (60) days prior</i> to Assembly.	60 Days prior to assembly	All Region 8
2/4/2022	Region 8 Board, Committee Chair reports due to Secretary by this date <i>(8 weeks prior to open)</i>	8 weeks prior to assembly	Region 8 Board & Committee Chairs
2/11/2022	Newsletter Articles due to Bylaws & Electronic Documents from Board, Committees and Region 8 Reps <i>(7 weeks prior to start)</i>	7 weeks prior to assembly	Region 8 Assembly Board & Reps
2/15/2022	Assembly and Board Agendas for upcoming assembly due to Secretary <i>(45 days prior to open)</i>	45 days prior to assembly	Region 8 Chair
2/15/2022	Notify Intergroups and National/Language Service Boards and those Service Bodies represented at the previous Business Assembly session <i>at least 45 days prior</i> to an upcoming Region-8 Business Assembly. In addition, work with Bylaws Chair to communicate all Motions that are to be presented at the upcoming assembly to all Service Bodies.	45 days prior to assembly	Region 8 Secretary
2/18/2022	Applications for Region 8 Nominations for Trustee due to secretary (6 weeks prior to Assembly)	6 Weeks prior to assembly.	All SOAR8
2/25/2022	Bylaws & Electronic Document distributes newsletter to the SOAR 8 Board for review one (1) week prior to electronically distributing it to the membership. <i>(5 weeks prior to start)</i>	5 weeks prior to assembly	Bylaws & Electronic Documents
3/2/2022	Secretary submits finalized packet to Webmaster for publication to oaregion8.org & emails it to ALLSOAR8 mail list <i>(30 days prior to open)</i>	30 days prior to assembly	Region 8 Secretary & Webmaster
3/2/2022	Bylaws & Electronics Document publishes Region 8 Newsletter to oaregion8.org and sends to all Region8 email lists <i>(4 weeks prior to start)</i>	4 weeks prior to assembly	Bylaws & Electronic Documents Chair & Webmaster
3/11/2022	Deadline to submit corrections, additions and revisions arising from packet to Region 8 Secretary to be included in the addendum to the packet <i>(3 weeks prior)</i>	3 weeks prior to assembly	Region 8 Board and Committee Chairs
3/25/2022	Secretary submits addendum to Webmaster to post on oaregion8.org <i>(7 days prior to open)</i>	7 days prior to assembly	Region 8 Secretary & Webmaster
3/25/2022	Secretary emails addendum to ALLSOAR8 mail list <i>(7 days prior to open)</i>	7 days prior to assembly	Region 8 Secretary
3/25/2022	Region 8 Secretary completes Registration Book pages for sign-in/distribution of credentials <i>(1 week prior)</i>	1 week prior to assembly	Region 8 Secretary
3/31/2022	Board arrives and meets with hosting IG, attends an OA meeting		Region 8 Board
4/1/2022	8:00 a.m.-Board meeting convenes		Region 8 Board
4/1/2022	2:00 p.m.Funded Committee Chairs join Board Meeting		R8 Board & Funded Chairs
4/1/2022	7:00 p.m. Assembly convenes		All Region 8