

SOAR8 Schedule / October 2022 - March 2023

| Date | Event | Timing | Completed by |
|------------|---|---|---|
| 11/6/2022 | 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 |
| 11/6/2022 | 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 |
| 11/12/2022 | 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 |
| 12/3/2022 | 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 |
| 12/17/2022 | 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 |
| 1/1/2023 | 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 |
| 1/16/2023 | Region 8 Delegate to WSBC Application due to Secretary | 60 Days prior to assembly | All Region 8 |
| 1/16/2023 | 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 |
| 1/16/2023 | 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 |
| 1/20/2023 | 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 |
| 1/27/2023 | 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 |
| 1/31/2023 | 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 |
| 1/31/2023 | 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 |
| 2/3/2023 | Applications for Region 8 Nominations for Trustee due to secretary (6 weeks prior to Assembly) | 6 Weeks prior to assembly. | All SOAR8 |
| 2/10/2023 | 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 |
| 2/15/2023 | 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 |
| 2/15/2023 | 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 |
| 2/24/2023 | 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 |
| 3/10/2023 | 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 |
| 3/10/2023 | Secretary emails addendum to ALLSOAR8 mail list <i>(7 days prior to open)</i> | 7 days prior to assembly | Region 8 Secretary |
| 3/10/2023 | 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 |
| 3/16/2023 | Board arrives and meets with hosting IG, attends an OA meeting | | Region 8 Board |
| 3/17/2023 | 8:00 a.m.-Board meeting convenes | | Region 8 Board |
| 3/17/2023 | 2:00 p.m.Funded Committee Chairs join Board Meeting | | R8 Board & Funded Chairs |
| 3/17/2023 | 7:00 p.m. Assembly convenes | | All Region 8 |