

# SOAR 8

## Southeast Overeaters Anonymous Region 8

**SOAR 8**  
Southeast Overeaters Anonymous Region 8



Alabama  
Arkansas  
Florida  
Georgia  
Louisiana  
Mississippi  
North Carolina  
South Carolina  
Tennessee  
Puerto Rico  
South America  
Central America  
Caribbean Islands

## **NEW REPRESENTATIVE ORIENTATION MANUAL** **Recovery Convention and Business Assembly**

**SEPTEMBER 2021**

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## WELCOME

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Hi Region Reps:

Welcome! You are now in our shoes. We were all **Green Dots** at one time. The first time we walked into the Region 8 Business Assembly it was overwhelming. This orientation Handbook is to help you understand and become comfortable with the Business Assembly. We want you to know you are very important and you are not alone.

The Green Dots keep things moving in a new and fresh direction. If you are a **GREEN DOT**, that means it's your first time as a Region 8 Rep. In this case, be especially patient with yourself --it all becomes clearer with time and your 12th Step service work.

In addition, because of the anxiety often associated with the first time as a region rep, we are offering the Green Dot Mentor Program; this program is designed to pair up an experienced region rep (mentor) with a new region rep (green dot). If you register for Assembly as a **Green Dot**, a mentor will be assigned to you. The mentor is available to support, listen, answer questions, and explain what is going on during Assembly. Just remember to sit next to a "mentor" at the Business Assembly and **ASK QUESTIONS** when needed! We are here to help you with any concern, large or small.

The business of the Assembly includes committee work, election of officers, selection of trustee nominees, amendment of bylaws, and creation and maintenance of all Region Publications.

Welcome and thank you for your service.

The Region 8 Board

## **SOAR 8 Bylaws ARTICLE II – PURPOSE**

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### **Section 1**

The specific primary purpose of this organization is to help those with the problem of compulsive overeating overcome that problem through the Twelve Steps of Overeaters Anonymous and to serve and represent the OA Intergroups from which the Assembly is formed in accordance with the Twelve Traditions and Twelve Concepts of OA service.

- A. SOAR-8 is in compliance with and qualifies as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code of 1954.
- B. SOAR-8 shall maintain communication centers for the transaction of its business. The communication center(s) shall be located at such place or places within the geographic area of Region-8 as the Executive Board and or the Business Assembly shall from time to time designate.

## **BYLAWS OVEREATERS ANONYMOUS, INC. SUBPART A – CORPORATE ORGANIZATION**

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### **ARTICLE II – PURPOSE**

“ .... The specific and primary purpose of the Corporation is to aid those with the problem of compulsive overeating to overcome that problem through a Twelve- step program of recovery. The general purpose and power is to promote the public health, and to work with and furnish charitable and cultural assistance to those with problems of obesity; and to conduct such other activities as are appropriate to these objectives. ... The Corporation is the guardian of the world services and the Twelve Steps and Twelve Traditions of Overeaters Anonymous and shall preserve the exclusive right to use the name Overeaters Anonymous. The Corporation shall maintain a World Service Office to serve Overeaters Anonymous.”

## **New Rep Orientation**

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### **1. SERENITY PRAYER**

### **2. WELCOME**

Introductions

Stress our purpose--to carry the message.

### **3. LOGISTICS OF ASSEMBLY**

- a) Registration procedure
- b) Distribute Minutes from last Assembly and Agenda for current Assembly
- c) Taping for purpose of minutes
- d) Roll Call – important to be on time; can't vote unless present for roll call
- e) Information Packets (review before Business sessions)
- i) *P&P* (how to get one; study it!)

### **4. PARLIAMENTARY PROCEDURE**

- a) Distribute and explain procedure for motions and standing rules
- b) Pro/Con procedure, muting/unmuting, time limits, number of speakers to motions
- c) Terms: point of information, question of privilege, etc.

### **5. COMMITTEES**

Describe work of each committee and ask Reps to attend committee of their choice or to which they may have been assigned.

### **6. MISCELLANEOUS**

- a) Buddy system – Mentor will be available and you can chat with your mentor in the chat box or via text during virtual assembly with questions.
- b) Report to Intergroup (see *Appendix C*)
- c) Discuss importance of Group Registration Forms staying updated (show examples)
- d) Follow your regular routine at Assembly: i.e., prayer, meditation, sleep, exercise
- e) Process any feelings that may arise (discomfort over opinions, overwhelm, etc)
- f) Express Region's gratitude for Rep's willingness to serve

**7. CLOSING** – Prayer approved by WSBC.

## **Business Assembly 101**

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*Translation, please! A glossary of terms used during Region 8 Business Assemblies.*

"Where's the **Green Dot** meeting?" "How can I get a P&P?" "I think I'll go to a 12 – Step Within Committee meeting." Whew! At my first Region 8 Assembly, my head was spinning with a whole new language that I didn't understand. I was very green, indeed! How would I ever get it all straight?

When we "keep coming back" for our recovery in OA, we also become more familiar with OA terms. But in case some of you need a little extra help in the beginning, here's a crash course in deciphering the lingo. The diagram below may help some, but don't expect to absorb it all at once.

What I learned from this triangle is that **EC** means Executive Committee and is made up of the six **GSTs** (General Service Trustees) and the eleven **Region Trustees**. In addition to **IGs** (Intergroups) and **NSBs** (National Service Boards – Service bodies that provide support for groups outside of the US where geographical distance is great. OA also has **LSBs** (Language Service Boards) which may cross various countries with the same language, and provide support to these groups.



Of course, OA starts out with individuals who go to meetings. We hope that every meeting will join an IG (Intergroup) and send an **IG Rep** (Intergroup Representative) to a monthly meeting. IGs and unaffiliated groups send one Region Rep to the Region Business Assembly per group. The world is divided into 11 OA regions. We are in the Southeast Overeaters Anonymous Region 8 (SOAR 8)

Our acronym still fits even after we added Central and South America and the rest of the Caribbean Islands in 2001. (Puerto Rico and the Virgin Islands have long been a part of Region 8.)

Region 8 has a Board made up of the **Chair, Vice-Chair, Secretary and Treasurer. Parliamentarian** joins board meetings as well. **We also have seven "funded Committee Chairmen"** (meaning their expenses are paid to attend Region 8 Business Assemblies).

Here are the committees and their primary duties:

1. **Ways & Means**—fundraising and financial oversight
2. **Tech/Web**— the technological hardware/software needs of Region 8
3. **IGOR**—Intergroup Outreach; promotes support and unity within Region 8
4. **12th Step Within**—promotes member retention and recovery
5. **Unity in Diversity**—encourage awareness of the importance of unity while honoring and respecting diversity.
6. **PI/PO**-Public Information/Professional Outreach
7. **Bylaws and Electronic Documents**— content of the Bylaws and P&P manual are decided by Region Rep votes at Assemblies. They guide us in running Region 8 business.

Each region holds Business Assemblies and among other things, ratifies up to three candidates to run for Region Trustee (for a term of up to three years). The **WSBC** (World Service Business Conference) elects one Trustee for each region, as well as six **GSTs** (General Service Trustees). These folks make up the **BOT** (Board of Trustees), trusted servants who facilitate "carrying the message."

*(Business Assembly 101 continued)*

The WSBC is held each May in Albuquerque, New Mexico, in person, or virtually as needed. Our **WSO** (World Service Office) is located in Albuquerque. According to Tradition 8, OA employs special workers to expedite the business of OA. The WSBC is the decision-making body made up of the BOT and **Delegates** sent from Intergroups. For more information you can refer to your Region 8 **P&P** and/or **New Rep Handbook (Green Dot Manual)**. If you don't have these SOAR 8 publications, you can pick them up at a Region 8 Business Assembly or view them at our website: [www.OARegion8.org](http://www.OARegion8.org).

If you're a **Green Dot**, that means it's your first time as a Region Rep. In this case, be especially patient with yourself—it all becomes clearer with time and your 12th Step service work. Just remember to utilize and chat with your "mentor" at the Business Assembly and **ASK QUESTIONS** when needed!

## REGION

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### WHAT IS A REGION???

In order to obtain Trustees from all parts of the country, the United States was divided into eight Regions (Canadian Provinces are within the Region nearest them.) Each Region nominates one or more Region Trustee candidates, one of whom is elected at the annual World Service Conference to serve OA as a whole. At the 1982 Conference OA groups, Intergroups, and other service offices outside the United States and Canada were incorporated into Regions 9 & 10. Region 11 was added as a virtual region to serve all virtual and electronic meetings worldwide.

### HOW IMPORTANT IS THE REGION???

As part of OA's service structure, the Region office is important in coordinating Twelfth Step work on a broad scale. Region Business Assemblies choose Trustee nominees to be presented to the World Service Conference. One of these nominees will be elected and will bring input from the Region-wide membership (gathered at the Region Business Assemblies) to the World Service Board of Trustees. The Region Trustee also communicates the Board of Trustees information to the Region.

### THE MAKE-UP OF THE REGION BUSINESS ASSEMBLY

Each Intergroup sends at least one Region Representative to the Region Business Assembly. Additional representatives may attend based on size of the Intergroup/number of meetings. The Region Trustee is in attendance to learn about matters of interest to the Region and to present World Service concerns that need Region input. The Trustee may ask for specific feedback to bring to a future Board of Trustees meeting.

Since attendance at every Intergroup meeting is a physical impossibility for Trustees, it is the Region Business Assembly which provides a forum for the exchange of ideas between the members of the Region and OA as a whole. It also gives Intergroups an opportunity to share experience, strength, and hope.

### THE REQUIREMENTS OF A REGION REPRESENTATIVE

Each Intergroup decides these requirements, on its own. However, a minimum of six months of continuous abstinence and actively working a Twelve Step program is suggested. Service should be a most important consideration in choosing a Region Representative.



## MEMBERSHIP OF SOAR 8, INC

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The membership of this association shall consist of the SOAR 8 Board Members, Region Representatives or Alternates from each Intergroup or Service Body within the geographical boundaries of SOAR 8, Inc., and Chairs of all SOAR 8 standing committees.

Per the Bylaws of Overeaters Anonymous, Inc., Subpart B, SOAR 8, Inc., shall be the 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

- A. Those Intergroups and other Service Bodies are deemed members provided that such Intergroups and Service Bodies shall have been registered with Region 8.
- B. Each Intergroup or other Service Body Region Representative and Alternate shall serve for the period designated by its Intergroup, always subject to recall by the Intergroup each represents.
- C. Each member Intergroup shall be entitled to one (1) vote in the Business Assembly of SOAR 8, Inc. for each ten (10) groups or part thereof represented by said Intergroup.
  - 1. It is suggested Region Representatives be selected for judgment, experience, stability, willingness, and for faithful adherence to the program of Overeaters Anonymous.
  - 2. It is suggested a Region Representative have a minimum of six (6) months current abstinence.
- D. Only SOAR 8, Inc., Region Representatives or Alternates duly elected by their respective Intergroups or other Service Bodies registered with SOAR 8, Inc., elected SOAR 8, Inc. Board Members, and Chair of all SOAR 8, Inc., standing committee chairs may vote at any meeting of SOAR 8, Inc. Region Representatives may be instructed as to the desires of the Intergroup they represent. As participants, Region Representatives shall not be bound by the wishes of their Intergroups but should not vote against these wishes unless situations arise that make it necessary for the best interest of Overeaters Anonymous as a whole. Visitors are encouraged to participate in the discussion only.

## **REGION REPRESENTATIVE**

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1. Attend Region Business Assemblies - Region Representatives or their Alternates should be present at all Region 8 Business Assembly meetings.
2. Verify that the Region has the correct name and address for every Region Representative from their Intergroup. Inform the Region Secretary of any changes of Region Representatives, Alternates, or Intergroup mailing address. Update World Service Office with a Group Registration Form.
3. Keep the Region informed of happenings in your area. Do not assume that someone else is doing it. Duplicate information is better than no information at all.
4. Keep your area informed of happenings in the Region and Overeaters Anonymous as a whole. Region Business Assemblies are used as an interface between World Service Office and Intergroups or unaffiliated groups. If the information stops there, the lines of communication are broken.
5. Take an active part in the activities of the Region Business Assemblies. Every person is needed to assume part of the workload, or else the Region will fail to be an effective tool.
6. The Region encourages Region Representatives to volunteer to speak at recovery workshops during the Business Assembly sessions when more than one Region Representative is present from their Intergroup to further share the variety of experience, strength, and hope offered by recovery throughout the Region. Some assemblies are not held concurrently with a recovery convention.
7. Region Representatives are responsible to voice the group conscience of the Intergroup represented. They are also responsible to the Region and Overeaters Anonymous as a whole. Remember that what works in one area may not be best for the Region as a whole.
8. Region Representatives are responsible to know and understand the Twelve Traditions. Region Representatives are responsible to see that the Traditions are not being violated in our area. Violations should be brought to the attention of the Region Trustee and the Region if they continue.

Reference Note: All registered Region Representatives are entitled to a vote; all others will be present with a voice, but will not have a vote.

## **BUSINESS ASSEMBLY STANDING RULES:**

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These rules take precedence over *Robert's Rules of Order*. They may be suspended by a 2/3 vote using a Motion to Suspend the Rules, to force standard parliamentary procedure.

### **Participation in Assembly**

1. Voting member must wear appropriate identification badge/ribbon denoting Rep, funded committee Chair, or Board Member if assembly is held in person. Does not apply virtually.
2. The Secretary shall call the roll at the beginning of each session, and prior to any important vote, as deemed necessary by the Chair. A roll call is performed by counting Board members, Committee Chairmen, and each state or country's registered Rep(s). Roll call may be suspended in virtual assemblies due to digital confirmation.
3. A person must have been counted in the preceding roll call to participate in any Assembly procedure, e.g., voting, making a motion, speaking pro or con, etc.
4. Visitors and guests are permitted in the Assembly, but should not participate in any procedure except speaking informally when recognized by the Chair.

### **Voting Procedures**

1. Vote may be taken by voice, show of hands, standing, or ballot, at the discretion of the Chair. When assembly is held virtually, voting takes place with an electronic ballot displayed on each attendee's screen.
2. A voting member may request a more accurate vote count by simply calling out, or typing in the chat box if virtual, "Division." The Chair may then use a voting method which assures an exact count.
3. The Chair may also call for division by stating, "The Chair is in doubt."
4. Ballot vote will be used for elections unless there is only one nominee, and the Assembly passes a motion to accept by acclamation. Ballots will be distributed, collected, and tallied by non-voting members appointed by the Chair. After announcement of results, motion is in order to destroy ballots. **In a virtual assembly, each vote will include an electronic ballot.**

## Recognition

1. Voting members who wish to speak shall, from the center microphone, give their name and Intergroup, and wait for recognition from the Chair. If necessary to get the Chair's attention, the voting member may say "Madam/Mr. Chair," but may not speak unless recognized by the Chair. For current directions on how to "speak" during the assembly, please see the directions below in ALL CAPS.

## RAISING HANDS FOR MOTIONS

THE MAKER OF THE MOTION IS GIVEN THE OPPORTUNITY TO SPEAK AS THE FIRST PRO.

THE CHAIR WILL THEN CALL FOR CONS ON THE MOTION.

AT THIS TIME, IF YOU WISH TO SPEAK CON, RAISE YOUR HAND. YOU DO THIS BY GOING TO THE BOTTOM OF THE ZOOM SCREEN AND CLICKING REACTIONS AND THEN RAISE HAND.

A LIST - IN ORDER - OF ALL POTENTIAL CON SPEAKERS WILL BE MADE.

ONCE THE LIST IS MADE, THE CHAIR WILL ASK THAT YOU LOWER YOUR HAND. LOWER YOUR HAND IN THE SAME WAY YOU RAISED IT.

THE CHAIR WILL THEN ASK TECH WEB WHO THE FIRST CON IS.

TECH WEB WILL CALL ON THE FIRST CON.

When you are recognized, please state your name and IG before speaking.

AFTER THE FIRST CON, THE CHAIR WILL CALL FOR PROS ON THE MOTION.

AT THIS TIME, IF YOU WISH TO SPEAK PRO, RAISE YOUR HAND. YOU DO THIS BY GOING TO THE BOTTOM OF THE ZOOM SCREEN AND CLICKING REACTIONS AND THEN RAISE HAND.

A LIST - IN ORDER - OF ALL POTENTIAL PRO SPEAKERS WILL BE MADE.

ONCE THE LIST IS MADE, THE CHAIR WILL ASK THAT YOU LOWER YOUR HAND. LOWER YOUR HAND IN THE SAME WAY YOU RAISED IT.

THE CHAIR WILL THEN ASK TECH WEB WHO THE FIRST PRO IS.

TECH WEB WILL CALL ON THE FIRST PRO.

When you are recognized, please state your name and IG before speaking.

THE CHAIR WILL THEN CALL FOR THE NEXT CON. DO **NOT** RAISE YOUR HAND AT THIS TIME.

AT THIS TIME, TECH WEB WILL CALL ON THE PERSON BY NAME FROM THE ORIGINAL LIST.

THE CHAIR WILL THEN CALL FOR THE NEXT PRO. DO **NOT** RAISE YOUR HAND AT THIS TIME.

TECH WEB WILL CALL ON THE PERSON BY NAME FROM THE ORIGINAL LIST.

THE CHAIR WILL THEN CALL FOR THE NEXT CON. DO **NOT** RAISE YOUR HAND AT THIS TIME.

## TECH WEB WILL CALL ON THE PERSON BY NAME FROM THE ORIGINAL LIST

2. For certain procedures, the voting member, from the center microphone, may display a sign to gain recognition from the Chair (e.g., Point of Order, Point of Information, Parliamentary Inquiry, etc.). This is handled in the chat box at the virtual assembly.

### Motions and Debate

1. Process for New Business Motions. No motions other than emergency motions will be taken from the floor at assembly. Emergency motions shall be submitted to the Bylaws and P&P Committee by the lunch break on Saturday of the assembly.

b. Preliminary versions of motions from the SOAR 8 Board or arising out of committee(s) shall be submitted to Bylaws and Electronic Documents Committee within 21 days of the close of the Business Assembly at which they emerge. Preliminary versions of new motions arising outside the Business Assembly shall be submitted to Bylaws and Electronic Documents Committee at least (65) prior to the Region 8 Business Assembly or special Region 8 Business Assembly at which action is to be taken on the proposed motion.

c. The Bylaws and Electronic Documents Committee may suggest changes in the motion to the maker to facilitate arriving at a more suitable version for submission to the next Business Assembly if the passing of the motion, as initially proposed, would:

1. create incongruity within either the Policy & Procedure Manual or the Bylaws,
2. create incongruity between the Policy & Procedure Manual and the Bylaws,
3. be in contradiction to or with either the Policy & Procedure Manual or the Bylaws, or
4. result in an adverse, unintended effect unrelated to content, intent or rationale (such as, but not limited to, language or structure).

d. Motions must be formatted to contain the intent, the proposed motion, any possible effects (costs, time, other committees affected, etc.), date of implementation and a list of necessary changes to be made to the Policy & Procedure Manual for consistency or congruity

e. New motions shall be submitted to the Secretary at least thirty five (35) days prior to the commencement of the Region 8 Business Assembly or special Region 8 Business Assembly at which action is to be taken on the proposed motion.

2. There will be a maximum of three pro and three con speakers to each motion. There will be a maximum of two pro and two con speakers to each amendment. Each speaker may speak for a maximum of three minutes.

3. Pro and Con speakers shall use the appropriate pro/con microphone. While waiting to speak, pro/con speakers may queue at the microphones. In virtual assemblies, the chat box monitor will call on each speaker in the order of request.
4. A voting member may not speak on two consecutive motions or amendments unless the maximum number of speakers has not been reached.
5. The first speaker is always pro, and is usually the maker of the motion (unless [s]he wishes to have another voting member speak).
6. If more than the maximum number of speakers wishes to speak to a motion, they are encouraged to select among themselves those who best represents their views.
7. There shall be at least one pro and one con speaker before any discussion on the motion is taken from the center microphone.
8. A motion to close debate (Previous Question) or limit debate is in order for motions or amendments, and requires a 2/3 vote.
9. To save time on a simple amendment to a motion, the Chair may ask the maker of the motion if (s)he would be willing to accept a "friendly amendment." If the maker of the motion agrees and there is no objection from the Assembly, the motion is changed to include the amendment.

### **Miscellaneous**

1. No smoking is allowed in any Assembly room if in person or while a person's screen is visible.
2. No animals are allowed in any Assembly in person room, except guide dogs and service animals.
3. All beepers, cell-phones and 2-way pagers should be set to vibrate or turned off. During virtual assemblies, microphones will be muted unless speaker is speaking.
4. Voting members should not leave or enter the Assembly room while votes are being taken.
5. No eating of food during the business session.

## PARLIAMENTARY PROCEDURE:

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### WHAT EVERY MEMBER SHOULD KNOW TO PARTICIPATE IN THE MEETING!

The aims of parliamentary law are:

- To expedite business.
- Maintain Order.
- Insure justice and equality.
- Accomplish the objectives of the organization.

*Roberts Rules of Order* states that American parliamentary law is built on the principles that rights must be respected: rights of the majority, of the minority, of individuals, of absentees, and rights of all these together. Parliamentary law is the application of the Golden Rule. Basic principles include:

1. Only one question can be considered at a time. It must be put in the form of a motion, given to the Region 8 Secretary and moved by one member, seconded by another, and must be stated by the presiding officer, after which it is open to debate and amendment.
2. No one can make a motion or speak in debate until he or she has risen, addressed the Region 8 Chair by the proper title, has been recognized by the Chair, and thus has obtained the floor.
3. No one can speak unreasonably long, or more than twice on the same question on the same day, without permission of the members of the Business Assembly.
4. No member can speak a second time on the same question if any other member desires to speak who has not spoken on that question.
5. No one speaking from the floor can address their remarks to another member or use another member's name when it can be avoided, but their remarks must be addressed to the Chair.
6. Once a question is before the Business Assembly, it must be adopted or rejected by a vote, or be disposed of in some other way, before any other subject can be introduced except certain ones entitled to this privilege.
7. All Region Representatives are equal. Every Representative has the same rights - to introduce business, to participate in debate, and to vote.
8. A quorum (minimum number of members) must be present to transact business.

9. A question once settled may not be presented again in the same form in the same session. This is to avoid waste of time. The only way to bring it back in the same meeting is to move to reconsider. (Some motions may not be reconsidered.)
10. A majority vote decides a question except in cases where basic rights of members are involved; then a larger than majority vote is required.
11. A 2/3 majority is necessary for any motion that deprives individual members of their rights – such as changing rules of debate, cutting off debate, closing nominations, closing polls, or rescinding actions without notice, etc.
12. Silence gives consent - those who do not vote when the vote is taken, by their silence agree to go along with the decision of the majority.

**A MOTION** is the means by which all business is introduced to a Region 8 Business Assembly. There are six (6) steps necessary to putting a motion on the floor and disposing of it. Before these steps, a member should rise and say Mr. Chair or Madam Chair and be recognized by the Chair (See Page 4)!

1. Make the motion. “I move that...” (or to...)
2. Second the motion (second, need not rise or address the Chair).
3. Chair states the motion.
4. Chair calls for debate.
5. Chair puts the question to a vote.
6. Chair announces the results.

**TO INTRODUCE BUSINESS:** Make a motion say, “I move to...” (member seconds the motion).

**TO CHANGE A MOTION:** Move to amend -

1. By *adding*, “I move to amend by adding the word(s)...”
2. By *inserting*, “I move to amend the motion by inserting the word(s)...”
3. By *striking out*, “I move to amend the motion by striking out the word(s)...” (locate the words if necessary).
4. By *striking out and inserting*, “I move to amend the motion by striking out the word(s)... and inserting the word(s)...”
5. By *substituting*, “I move to substitute for the pending resolution the following: Resolved, That...” or, “I move to substitute for the second paragraph the following paragraph...”

**TO ACCEPT AN AMENDMENT:** The maker of a motion may accept an amendment with consent of the Business Assembly if the Chair has stated the motion, usually with general consent.



**TO REJECT OR KILL A MOTION: POSTPONE IT INDEFINITELY** say, “I move to postpone the question indefinitely.” If adopted, it kills a question without bringing it to a vote. It tests the strength of the opposition and still leaves one in a position to try and defeat the motion in a final vote, if this motion is adopted.

**TO DEFER ACTION:**

**REFER IT TO A COMMITTEE:** If the Business Assembly needs more information, say, I move to refer this matter to the finance committee or I move this matter to a committee of three, appointed by the Chair to investigate and report at the next meeting.

**POSTPONE IT DEFINITELY:** When you feel you need more time, or more information which will arrive soon or you want to wait for more members to arrive, say “I move to postpone this question until after lunch.” or “...until 2:00 PM.” or “...until the next meeting.”

A question cannot be postponed past the time of the next regular meeting. But, it may be postponed again.

**LAY IT ON THE TABLE:** When you lay the question aside temporarily until another matter is discussed, say “I move to lay the question on the table.” A time is not stated in the motion. The question may be taken from the table any time after intervening business has been completed. If not taken from the table by the end of the next meeting, it dies. Using this motion to kill a question is not correct usage. To take a question from the table, say “I move to take from the table the question that...”

**TO LIMIT OR STOP DEBATE:**

**LIMIT DEBATE:** If time is short and members are taking a great deal of time or stating the same things over again, say “I move to limit debate to two (2) minutes per person.” or “I move to limit debate on this question to twenty minutes in all.”

**MOVE THE PREVIOUS:** When, you wish to stop debate on a question or prevent further amendments and bring it to a vote immediately, say “I move the previous question.” This means... Let's stop talking and vote right away.

**TO WITHDRAW A MOTION:** Before it is stated by the Chair, the motion belongs to the maker and all they have to say is “Mr. Chair, I withdraw my motion.” After it is stated, it may be withdrawn with general consent of the Business Assembly.

**POINT OF ORDER:** To call attention to something being done incorrectly. The point must be raised at the time the breach occurs.

**POINT OF INFORMATION: (ASK A QUESTION)** to get information or to call the Business Assembly's attention to something when the question cannot be debated.

**RECONSIDER:** When you want to consider a question a second time, say "I move to reconsider the vote on..." It needs a second. It may be made only by one who voted on the prevailing side and at the same meeting at which the motion you want to reconsider was made. It takes a majority vote.

**RESCIND:** To undo some action already voted upon and adopted. Give previous notice that you intend to move to rescind and it only takes a majority vote, 2/3 without notice.

**DIVISION OF THE HOUSE:** Is simply a demand for a re-vote. If you think there is a mistake in the results of a vote, say "I call for division." It only takes one member and needs no second.

**GENERAL CONSENT:** When the Chair feels all are in agreement on a subject, or at least no one will object, the Chair may say "If there are no objections we will..." and no vote need be taken unless someone objects, then a vote will be taken.

**APPEAL:** If you disagree with the Chair's decision you say "I appeal from the decision of the Chair." It must be seconded. The Chair speaks first, the members speak once, and then the Chair speaks a second time. A tie vote sustains the Chair and the Chair may make the tie. An appeal may only be made on a ruling of the Chair and not as a result of voting.

**ADJOURN:** To stop everything and close the Business Assembly meeting immediately. Don't forget you may be stuck with the unfinished business at another meeting.

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## **FUNDED COMMITTEES**

### ***Ways and Means Committee***

Select a CPA to perform an annual audit. Review Treasurer's accounting procedures and make recommendations for needed changes. Ensure that all Federal and State documents are filed in a timely manner. Examine financial records at each Assembly and present a report of such review. Ensure that annual IRS report is satisfactorily completed in a timely manner. Prepare proposed annual budget which shall be presented at November Assembly. Review financial issues presented to the Ways and Means Committee and make appropriate recommendations to Assembly. Inform Intergroups about availability of financial literature. Stress the importance of the Seventh Tradition, and the need to contribute financially to all levels of OA Service Bodies. Submit articles to SOAR 8 Newsletter relative to good financial policies and record-keeping. Solicit ideas for ways to improve the financial status of Region 8 and WSO.

The Ways and Means committee has 2 sub-committees: Accountability and Fund-Raising

### ***Intergroup Outreach Committee (IGOR)***

Welcomes and offers aid to new unaffiliated Groups. Acts as the liaison between Region 8 and unaffiliated Groups. Helps Groups who wish to affiliate with an Intergroup, or form their own Intergroup. Helps large Intergroups divide into smaller Intergroups, if they desire. Encourages Intergroups to have a Speakers List. Encourages the formation of new Groups. Encourages Groups and Intergroups to send a Rep to Assembly, and a Delegate to WSBC. Encourages the use of Twelve Traditions to promote and protect the growth of members, groups, and Intergroups.

IGOR has three sub-committees: Referral, Assistance, and Intergroup Chairs

#### ***Tech/Web Committee***

Assists the board by helping meet the technological hardware/software needs of Region 8. Is implementing remote viewing/listening technology to make it easier for intergroups who cannot attend region assemblies to participate.

#### ***Unity in Diversity Committee.***

Encourages awareness of the importance of unity while honoring and respecting diversity.

#### ***Twelfth-Step-Within Committee***

The Twelfth-Step-Within Committee primary purpose is to generate membership retention and recovery within the Fellowship by carrying the OA message to members, Groups, and Intergroups who are still suffering.

The Twelfth-Step-Within Committee has three sub-committees: Within Road Show, Care package – 30 questions, and Email Sponsorship.

***Bylaws and Electronic Documents Committee***

Reviews and propose changes to Region 8 Inc’s current Bylaws and Policies and Procedures. Advise other service bodies on forming, adopting and/or refining their own bylaws.

***PI/PO***

Public Awareness/Professional Outreach- outreach to community, healthcare and other professional organizations

**PUBLICATIONS AVAILABLE**

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1. SOAR 8 Policy & Procedure Manual
2. SOAR 8 Policy & Procedure Manual Yearly Updates
3. Intergroup Handbook
4. Twelfth Step Within Handbook
5. New Region 8 Region Representatives Handbook
6. Hosting Manual

## **BIDS FOR ASSEMBLY**

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If you think you're Intergroup or National Service Board might be interested in hosting a Region 8 Recovery Convention and Business Assembly, there is a HOSTING MANUAL to assist in the planning. You can download this Manual from the Region 8 web page at [www.oaregion8.org](http://www.oaregion8.org). Or you can have one emailed to you. This Hosting Manual has guidelines for bidding on a convention/assembly and guidelines for hosting the convention/assembly. There are guidelines for creating the flyer as well as the committees needed. For further assistance contact the SOAR 8 Vice-Chair at this email address [vicechair@oaregion8.org](mailto:vicechair@oaregion8.org). At each assembly, bids are presented and a Hosting Intergroup is selected for the following year. Remember together we can do what we could never do alone.

## THROUGH OUR OWN CONTRIBUTIONS

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### OA IS SELF-SUPPORTING AT ALL LEVELS

#### **Intergroup, National Service Board and Region Contributions to World Service:**

Many Intergroups and Regions have committed themselves to the support of World Service by sending regular contributions, either fixed amounts or percentages of their receipts.

#### **How You Can Contribute to World Service:**

Regular contribution - The group sends a donation every month, every two months, or quarterly.

Birthday contribution - Individuals celebrate their OA birthday by giving one dollar for every year in the OA program. Your group may be credited.

Individual contributions - May be sent directly to the World Service Office. Your group may be credited, if you request.

Up to \$5000.00 (U.S.) In memoriam gifts - To express gratitude for a deceased member, individual members and groups send a contribution in that OA's name.

Bequests in wills - Acceptable only from OA members. Up to \$100,000. Special contributions - Money raised at conventions, marathons, and other special events, sent by the sponsoring body.

Please make checks payable to "Overeaters Anonymous" and mail to:

Overeaters Anonymous, Inc.  
World Service Office  
P.O. Box 44020  
Rio Rancho, NM 87 174-4020

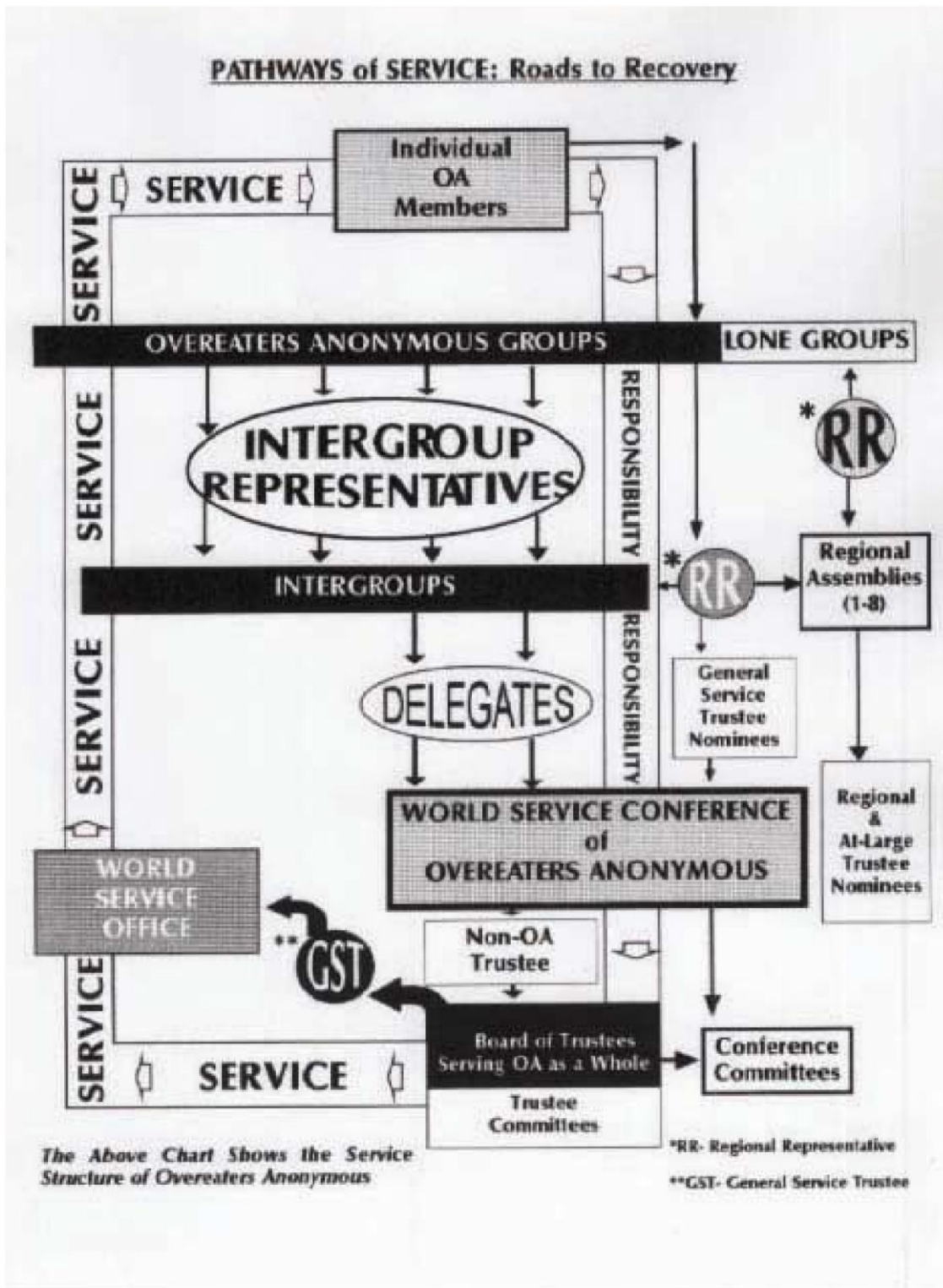
**The Seventh Tradition:** In financial matters, Tradition Seven tells us that Overeaters Anonymous is self-supporting at all levels. What this clearly means is that neither the group, the Intergroup, National Service Board, the Region, or World Service accepts outside contributions. In accordance with Tradition Six, Overeaters Anonymous, at all levels, makes no contributions to outside causes, groups, organizations, and related facilities, regardless of whether they are charitable or other nonprofit groups.

**Who Manages WSO's Finances:** The OA Board of Trustees is directly responsible for the management of WSO's receipts and expenditures. The Executive Committee of the Board, the General Service Trustees, meets monthly with the Executive Director to oversee the operations of the World Service Office and to review monthly financial statements. Each November, the Board reviews and approves budgets for the coming year. A full accounting of OA's finances is provided in the annual Conference Report.

For more information, please read the pamphlet, "Through Our Own Contributions, OA is Self-Supporting at All Levels," which is available from WSO.

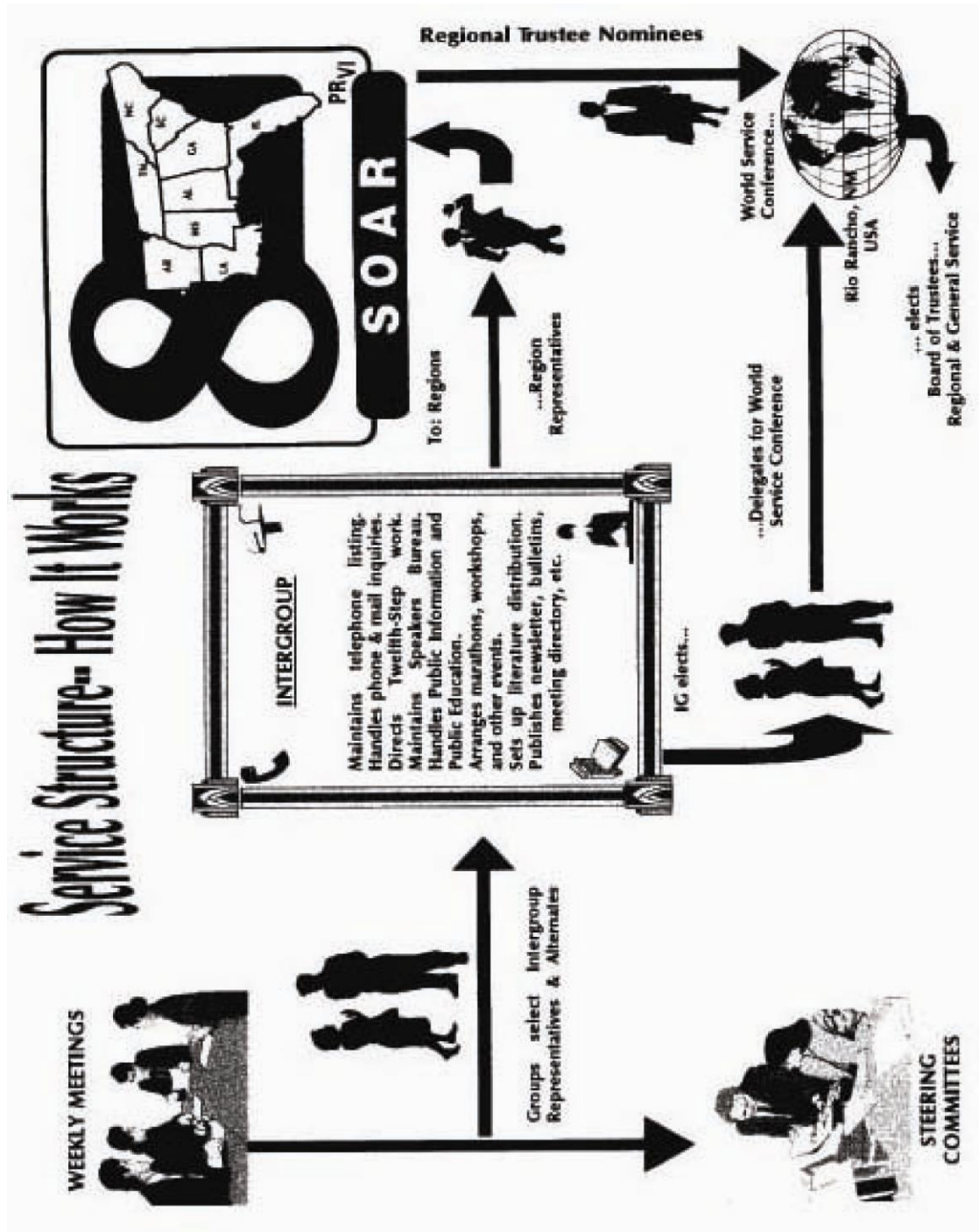
APPENDIX A

PATHWAYS OF SERVICE



# APPENDIX B

## SE RVI CE ST R UCT URE





**APPENDIX C**

**REPORT BACK TO INTERGROUP**

**Assembly Dates:**

**How many people attended:**

**Motions Discussed and Voted Upon (get this info from your assembly packet)**

**Something new I learned about OA, Region 8, the Assembly, etc:**

**New ideas for Intergroup**

**Committees and Service Needs**

**Would my intergroup consider bidding to host Assembly?**