



**Southeastern Overeaters Anonymous Region 8
Spring Business Assembly
April 9,10,11 2021**

LOCATION: ZOOM (meeting ID TBD)

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Notes for the Region Reps

Thank you for choosing to represent your intergroup at the Spring Assembly, April 9-10, 2021. This packet is being distributed electronically. Please DOWNLOAD the entire packet on to your computer in case there is no Wi-Fi connection in the assembly room. All Reps are responsible to read the material in the packet and to bring either a printed copy or an electronic copy to the business portion of the assembly. Please read and familiarize yourself with the information in the packet prior to the assembly. You will be able to give better service as a Rep for your Intergroup by having the information in this packet with you at the assembly. Printed copies of this packet will not be available at the Assembly. Please contact secretary@oaregion8.org if you have any questions.

What do I need to do before attending the assembly?

1. Have your intergroup chair fill out a certificate of eligibility form for the reps coming from your intergroup. They can do this here:
 - a. ENGLISH: [Link to COE Form](#)
 - b. SPANISH: [Link to COE Form](#)
2. Registration – the fee is \$45. [Register Here](#)
3. Fill out a [committee assignment sheet](#)
4. **READ THE VIRTUAL ATTENDEE FAQ'S ON PAGE X OF THIS PACKET!!**

For more details on these items and other details specific to your role as a rep, please read the information on the next page.

CERTIFICATE OF ELIGIBILITY In order for your Intergroup Region 8 Representatives to be able to vote at the assembly, **your Intergroup must have a Certificate of Eligibility on file with the Secretary that is valid for 2020. You will now fill out the Certificate of Eligibility online at our website, www.oaregion8.org . Select the documents tab, fill in the information and hit submit! There is a Spanish and English version of the form online.** You no longer need to mail or scan and email the form. If you need help filling out the form, contact the Secretary. All Intergroups are requested to submit a new Certificate in January of each year AND during the year any time there is a change in IG Chair, Reps or Alternates for a Region 8 Assembly. Voting at the assembly is the best way to show how much you support a healthy Region 8!

COMMITTEE ASSIGNMENTS Part of your responsibility as a Region 8 representative is to participate in a committee. If you were not at the last assembly you can turn in the committee sign-up sheet to the Secretary on Friday at the business assembly. The sign-up sheet can be found [Committee Selection Form](#) and contains a brief explanation of each committee. If you were a Rep in the last assembly you will be placed in the same committee as last time. If you desire to change committees please first contact your Committee Chair and then contact the Secretary at secretary@oaregion8.org .

ASSEMBLY REGISTRATION FORMS Registration forms for this assembly can be found at www.oaregion8.org . *You are responsible for making your hotel reservation for the assembly.*

CALLING ALL INTERGROUPS We need you. Please send at least one representative to our Region Assembly. There is much work to do and we need you to get this work done. Your voice is needed. Not only will your Intergroup be represented for important decisions but you will be helping the hosting Intergroup.

Funding may be available for this business assembly and is available for future assemblies. If your Intergroup is unable to financially send at least one Representative to the business assembly, perhaps Region 8 can help you for a future assembly. You can submit the Representative Funding Application from [Representative Funding Application](#). Contact the IGOR Chair (igorchair@oaregion8.org) for more information. We appreciate your service and need you.

HOSTING A FUTURE ASSEMBLY AND RECOVERY CONVENTION We will be accepting bids for a future Assembly and Recovery Convention at this Business Assembly. This is a great way to raise funds and promote OA in your area. Contact the Region 8 Vice-Chair- (vicechair@oaregion8.org) with any questions or to request support. Her contact info is in the SOAR 8 Service Directory.

HAVE MORE QUESTIONS? Please feel free to contact any Board Member or Committee Chair with anything that concerns you. Email addresses and phone numbers for all Board Members and Committee Chairs can be found in the Region 8 Service Directory below.

Region 8 Service Directory

Position	Name	Address	Phone	Email
Chair	Katrina Smith	38043 Seven Oaks Ave. LA 70769	225-715-4988	chair@oaregion8.org
ViceChair	Melissa Hammel	PO Box 39 Ardmore TN 38449	615-202-5242	vicechair@oaregion8.org
Treasurer	Michelle D	PO Box 242522 Little Rock, AR 72223	501-580-6120	treasurer@oaregion8.org
Secretary	Dara Sue King	149 Toney Ave Erwin, TN 37650	407-44607620	secretary@oaregion8.org
Trustee	Andi S	22665 Meridiana Dr. Boca Raton FL	954-295-1123	trustee@oaregion8.org
Parliamentarian	Ellen Fite	8285 Poplar Ave Germantown, TN	901-647-3587	parliamentarian@oaregion8.org
12th Step Within (TSW)	Neill McCormick	4651-302 Timbermill Ct. NC 27612	919-789-9402	tswchair@oaregion8.org
Bylaws/Electronic Documents	Susan Berland	11629 Warfield Ave Huntsville, NC 28078	415-987-3194	bylawschair@oaregion8.org
Technology/Website 1	Terri Montealegre	3014 SW 6 th St Miami, FL 33135	786-253-4559	techwebchair@oaregion8.org
Technology/Website 2	Sarah Covert	5114 Colleseum St. New Orleans, LA 70115	504-458-9965	Techwebchair2@oaregion8.org
Intergroup Outreach (IGOR)	Sarah Siegel	3090 MeadowRise Dr Memphis, TN 38119	201-709-6453	igorchair@oaregion8.org
Ways & Means	Ingrid Arana Saganome	Calle 174A No48041 Villa DelPrado, Bogota Columbia	*57-321-200-4983	waysandmeanschair@oaregion8.org
Public Info/Prof Outreach (PI/PO)	Marisa Moody	1020 W Alfred St Tampa, FL 33603	813-439-0440	pipochair@oaregion8.org
TSW Mentor List	Neill McCormick	4651-302 Timbermill Ct. NC 27612	919-789-9402	mentors@oaregion8.org
TSW Email/Sponsor List	Julia S.	Louisiana	985-646-	sponsors@oaregion8.org

			2593	
TSW Speaker List	Tammi	Middle TN IG	(337)-734-4564 (Home) (337) 370-1252 (Mobile)	speakers@oaregion8.org
TSW-Workshop Resources	Tara L.	Tampa, FL	(412)260-8859	workshops@oaregion8.org
Region 8 Webmaster	Mary Jane W.	St Petersburg, Florida		webmaster@oaregion8.org

Board Meeting Agenda

Timing	Item	Friday, April 9, 2021
9CT/10am ET		Informal Meeting: R8 Board Only
10CT/ 11am ET		Board Meeting Convenes – Funded Chairs Join - Open to All
	OLD BUSINESS	
	1	Serenity Prayer
	2	Approval of Minutes: October 2020 Board Meeting (Secretary)
	3	Fall 2021 Update (VC)
	4	Topics for Fall Convention 2021, for Presentation and Discussion (VC)
	5	Audits/Finances/R8DSF Update (Treasurer)
	6	OA Strategic Plan (Trustee)
10 mins	BREAK –	
	NEW BUSINESS	
	7	Voting Review
	8	Emergency Motions / Other New Business
	9	Forum
	10	Funded Committee Chairs: Check in & update on Committee issues & activities, questions, concerns, issues – 10 min each
11:30 CT/12:30 PM ET	LUNCH: 90 min	
2pm ET	11	Board Meeting Reconvenes – Funded Chairs Join – Open to All
	12	Funded Committee Chairs: (continued) Check in & update on Committee issues & activities, questions, concerns, issues – 10 min each
	13	Vouchers / Reimbursement
	14	Registration for Spring 2021 Assembly
	15	Close / R8 Chant
4pm ET	Meeting Adjourn	

Business Assembly Agenda

Timing	Item	Friday, April 9, 2021
5 CT/6pm ET	Assembly	Convenes - 10 min breaks every hour
	1	OA Readings
	2	ZOOM Refresh (~10 min)
	3	Appointment of Timer
	4	Recognition of New Intergroups, New Reps (Green Dots) & Visitors
	5	Introduction of Region 8 Board members, Funded Committee Chairs & IG Chairs
	6	Introduction of former Region 8 Board Members and Trustees
	7	Roll Call (Virtual) & Credentials
	8	Adoption of Agenda
	9	Forum: TBD
	10	7th Tradition (Please go to oaregion8.org to donate. Thank you!)
7:30 CT/ 8:30pm ET	11	Presentation & Discussion Panel
	12	Announcements: <ol style="list-style-type: none"> 1. New Rep Orientation (GREEN DOT) is at 7:30CT/8:30ET AM Tomorrow 2. Please review the videos on Region 8 website under tech/web committee 3. Assembly Reconvenes Tomorrow at 8:30am CT/ 9:30am ET
Saturday April 10, 2021		
7:30 CT / 8:30 am ET	13	NEW REP (GREEN DOT) ORIENTATION
8:30 am CT / 9:30 am ET	14	CALL ASSEMBLY TO ORDER
	15	OA Readings
	16	Credentials Report
	17	Adoption of Standing Rules
	18	Introduction of Parliamentarian & short parliamentary lesson
	19	Approve Consent Agenda *** See section of this packet entitled "Consent Agenda"
	20	Approve minutes from Fall 2020 Assembly
	21	7th Tradition (Please go to oaregion8.org to donate. Thank you!)
	22	Board Reports (5 minutes each + 5 minutes for questions)
	23	Trustee Report (5 minutes + 5 minutes for questions)
10:15 am CT / 11:15 am ET	Break 15 mins	
10:30 am CT / 11:30 am ET	24	COMMITTEE MEETINGS (1.5 hour)
	25	Recommendation of new Committee Chairs to Board
	26	Hand in report (electronically) to Secretary
12:00 am CT / 1:00 pm ET	Lunch Break	
1:00 pm CT / 2:00 pm ET	After Lunch Speaker	
2:00 pm CT / 3:00 pm ET	ASSEMBLY RECONVENES (Breaks ~10 min each hour)	
	27	Credentials
	28	Final Report from Fall Assembly 2020

	29	Brief Parliamentary Discussion
	30	ZOOM Refresh (~10 min)
	31	MOTIONS – BYLAWS & P&P
	NEW BUSINESS	
	33	Nominations for Fall Board Member elections
	34	Nominations for Chair (from the floor)
	35	Nominations for Treasurer (from the floor)
	36	Region Delegates to WSBC: Nominations from the floor for Region Delegates to WSBC for the following year
	37	Region 8 Delegate Support Fund: Funds are available to help your Intergroup send delegates to WSBC.
	38	World Service Office contribution
	39	Committee Chair selection announcements
	40	Bids for Fall 2021 Assembly and Convention
	41	Emergency Motions
	42	Committee Reports
	43	Ways & Means
	44	Bylaws/Electronic Documents
	45	Intergroup Outreach (IGOR)
	46	Twelve Steps Within (TSW) / Unity With Diversity (UWD)
	47	Public Information / Professional Outreach (PI/PO)
	48	Technology/Website (Tech/Web)
	49	For the good of the order (time permitting):
	50	Intergroup Announcements (etc.) from the floor
	51	Green Dot Ceremony
	52	Assembly Evaluation
	53	Announcements: <ol style="list-style-type: none"> 1. R8 Board & Committee Chairs Meeting tomorrow 2. Intergroup Sharing Meeting tomorrow (Everyone Invited)
	ASSEMBLY ADJOURNS	
	Sunday 4/11/2021 – Post Assembly Meetings	
8:30 CT / 9:30am ET		Informal Meeting: R8 Board and Committee Chairs Only
9:30 CT/ 10:30 ET		INTERGROUP SHARING MEETING: Intergroup Sharing Meeting: <ol style="list-style-type: none"> 1. Open meeting. Reps / Visitors from ALL IG welcome! 2. Please fill out IGOR Intergroup (IG) Information & Update Form prior. Form is located on the Region 8 website, under IGOR Committee

Unapproved Business Assembly Minutes- Virtual October 2020

5:00 pm CT / 6:00 pm ET	
6:00 pm	1. ASSEMBLY CONVENES (Breaks ~10 min each hour)- times in these minutes are recorded in eastern time
6:03 PM	2. Serenity Prayer in English & Spanish & Portuguese
6:07 PM	3. Zoom Basics
6:12 pm	4. OA Readings <ul style="list-style-type: none"> • 12 Steps of OA- Barbara T, Palm Beach County IG • 12 Traditions of OA- Richard W., Piedmont IG • 12 Concepts of OA – Clare B., Triangle IG • For Today, 10/23- Mary U., Middle Tennessee IG • Solo Por Hoy, 10/23- Solo Por Hoy- Tara L. Suncoast IG
6:35 pm	5. Recognition of New Reps (Green Dots) – presentation and each new rep “green dot” introduced themselves
6:40 pm	6. NEW REP (Green Dot) ORIENTATION – Pam vice chair <ul style="list-style-type: none"> • For this Assembly EVERYONE will participate! <ul style="list-style-type: none"> i. Please review the videos on Region 8 website, under Tech/Web Committee • ZOOM Parliamentary Practice
6:48 pm	7. Appointment of Timer
6:49 pm	8. Introduction of Region 8 Board members, Funded Committee Chairs & IG Chairs
6:55 pm	BREAK- Return on 7:05 pm
7:10 pm	9. Introduction of former Region 8 Board Members and Trustees
7:12 pm	10. Nominations for Vice Chair (from the floor)-Melissa H nominated by Pam
7:15 pm	11. Nominations for Secretary (from the floor) -Dara K nominated by Janet
7:16 pm	12. Roll Call & Credentials- adopted 47 voting 7 non-voting
7:20 pm	13. Adoption of Agenda- adopted by unanimous vote
7:23 pm	14. 7 th Tradition (<i>Please go to oaregion8.org to donate. Thank you!</i>)— collected \$406.26
7:25 pm	15. IGOR / IG Chairs /Reps Sharing – replaces the typically held Sunday morning IGOR meeting when attending face to face business assemblies <ul style="list-style-type: none"> a. Please fill out IGOR Intergroup (IG) Information & Update Form prior.- Form is located on the Region 8 website, under IGOR Committee - IGOR Committee - Information from this form is entered into a database b. Lively discussion of Q& A and several people sharing their experiences from their intergroups- session was recorded c. Here the meeting here: Intergroups Chair Meeting Recording - Passcode: &vU4Cz*f
8:38 pm	16. Announcements: Re-convene tomorrow at 8:00 am CT / 9:00 am ET
8:40 pm	17. RECESS

Saturday, October 24, 2020 / All Times Eastern

8:00 am CT / 9:00 am ET

9:00 am	18. CALL TO ORDER-- times in these minutes are recorded in eastern time with Serenity prayer in English, Spanish and Portuguese
9:05 am	19. OA Readings <ul style="list-style-type: none"> • 12 Steps of OA- Elaine O., Greater Memphis • 12 Traditions of OA-Tara L., Suncoast Tampa • 12 Concepts of OA-Sherry S., Gold Coast • Voices of Recovery, 10/24 – Pat F. Baton Rouge, LA • Voces de Recuperacion, 10/24- Ingrid - Intergrupo de Bogota, Colombia
9:12 pm	20. ZOOM refresh
9:17 am	21. Credentials Report, adopted 45 voting 5 non-voting- reps
9:25 am	22. Adoption of Standing Rules- adopted by unanimous vote
9:32 am	23. Introduction of Parliamentarian & short parliamentary lesson
9:36 am	24. Approve Consent agenda- adopted by unanimous vote <ol style="list-style-type: none"> 1. P&P Motion A – Page 39 of your Packet 2. P&P Motion B - Page 40 of your Packet 3. P&P Motion C - Page 18 of your Addendum- removed from consent agenda 4. P&P Motion F - Page 46 of your Packet 5. P&P Motion G - Page 47 of your Packet 6. Bylaw Motion I - Page 51 of your Packet
9:48 am	25. Approve minutes from last Assembly, Memphis, Tennessee – Fall 2019 – motion made and passed to approve minutes- an incorrect page number was referenced (54) and body has adopted minutes on page 9
9:54 am	26. 7th Tradition (<i>Please go to oaregion8.org to donate. Thank you</i>)— <i>collected \$423.72</i>
9:55 am	Break return at 10:05
10:09 am	27. Board reports (5 minutes each + 5 minutes for questions)
10:54 am	28. Trustee Report (5 minutes + 5 minutes for questions)
11:15 am	29. self-break- then go to your break out room for committee meetings- voted to have members manage their time
	30. Committee Meetings- self break- then go to your break out room for committee meetings- voted to have members manage their time <ul style="list-style-type: none"> • Recommendation of new Committee Chairs to Board • Hand in report (electronically) to Secretary
	31. Lunch Break – will be managed by member
12:00 pm CT / 1:00 pm ET	
1:02 pm	32. Speakers (Nominees for Vice Chair and Secretary with Q&A)
	Speakers to share their story / reason for running (~15 mins)
2:00 pm	33. Reconvene -(Breaks ~10 min each hour)
2:00 pm	34. Credentials- adopted 47 voting 7 non-voting- reps

2:01 pm	35. Final Report from Memphis – Fall Assembly 2019 – presented by Elaine O., Greater Memphis Intergroup
2:05 pm	36. Brief Parliamentary Discussion
2:10 pm	37. Motions <ul style="list-style-type: none"> • Motion C I OAPP Treasurer duties 1- adopted • Motion D I OAPP move ways & means duties to treasurer- adopted • Motion E I OAPP Treasurer duties from Ways & Means- • Motion H Responsibilities Tech/Web-adopted • Motion 1 Waive seed money reimbursement-adopted after amended and then amendment rescinded
3:45 pm	38. New business
	a. Region Delegates to WSBC: Delegates selected for the 2020 WSBC will serve as the 2021 Delegates, if the WSBC is held and the delegates are still available to serve
3:47 pm	b. Budget presented by Michelle D., Treasurer- motion made and adopted to approved the 2021 budget as written
4:01 pm	BREAK until 4:10 pm
4:12 pm	c. World Service Office Contribution-Question about how the body might give a donation to WSO-would it be an emergency motion question clarification needed-tabled for now
4:17 pm	d. Elected Vice Chair-Melissa H., North Alabama OA Intergroup
4:28 pm	e. Elected Secretary-Dara K., Central Florida Intergroup
4:36 pm	f. Committee Chair selection announcements & introductions <ul style="list-style-type: none"> • Ways & Means – Ingrid, Intergrupo de Bogota, Colombia • IGOR – Sarah S., Greater Memphis Area Intergroup • Tech Web/1- Terri M., Miami Dade & the Keys IG • Bylaws- Susan B., Piedmont IG
4:40 pm	g. Bids needed for Spring 2021 Assembly and Convention-Florida is having the WSBC in 2021 in Florida and IG’s there should not bid
4:45 pm	h. Emergency Motions <ul style="list-style-type: none"> • Emergency Motion-Tech-Web-Budget Override -- New Equipment
5:10 pm	39. Committee reports- presented by committee chairs
	• Ways & Means-Melissa H.
	• Bylaws/Electronic Documents-Susan B.
	• Intergroup Outreach (IGOR)- Aleta
	• Twelve Steps Within (TSW) / Unity With Diversity (UWD)-Clare B.
	• Public Information/Professional Outreach (PI/PO)- Marissa

	<ul style="list-style-type: none"> Technology/Website-Barbara C.
5:58 pm	<p>40. For the good of the order:</p> <ul style="list-style-type: none"> Motion to increase WSO Contributions on 2021 Budget Virtual Assembly Evaluation completed at this URL: Virtual Assembly Evaluation Oct 2020
6:23 pm	41. GREEN DOT CEREMONY
6:24 pm	42. Announcements:
	<ul style="list-style-type: none"> R8 Board & Committee Chairs Meeting tomorrow-Sunday, October 25 - 9:30 am CT / 10:30 ET
6:26 pm	43. ASSEMBLY ADJOURNS

Results of Motions-Virtual Assembly October 2020.

Motion 1: Update Bylaws Article VIII, Section 1 **ADOPTED**

Motion A: Update Policy & Procedure Manual Article XXVI **ADOPTED**

Motion B: Update Policy & Procedure Manual Article XXVI **ADOPTED**

Motion C: Update Region 8 Policy & Procedure Manual **ADOPTED**

Motion D: Amend Region 8 Policy & Procedure Manual **ADOPTED**

Motion E: Update Policy & Procedure Manual **ADOPTED**

Motion F: Fund TWO Co-Chairs of the Tech Web Committee **ADOPTED**

Reports:

All Reports To Be Included in the Addendum

Motions for Current Assembly:

Motion A: Amend Region 8 Policy & Procedure Manual

Motion: Move to amend Region 8 Policy and Procedure Manual, XXII Bylaws/Electronic Documents Committee, Vice Chair, Duties

CURRENT WORDING	PROPOSED WORDING
<p>Duties</p> <ol style="list-style-type: none"> 1. Support the chair in carrying out purpose and duties of Bylaws/Electronic Documents Committee. 2. As requested, assemble the Business Assembly packet and forward to the Region 8 Secretary six (6) weeks prior to the Assembly. 3. As needed, draft motions arising out of the Bylaws/Electronic Documents Committee during assemblies. Motions are to be drafted within fifteen (15) days after the close of the assembly at which they emerge and sent to the full committee for review and comment within a reasonable period of time. The vice-chair will then submit motions to the Chair so that motions are ready within twenty-one (21) days after the close of the assembly or consistent with the procedures on page 15 of this manual. 4. Support each sub-committee trusted servant in carrying out the duties of the sub-committee. 5. Respond to all correspondence, phone calls, and questions in a timely manner. 	<p>Duties</p> <ol style="list-style-type: none"> 1. Support the chair in carrying out purpose and duties of Bylaws/Electronic Documents Committee. 2. As requested, assemble the Business Assembly packet and forward to the Region 8 Secretary six (6) weeks prior to the Assembly. 3. As needed, draft motions arising out of the Bylaws/Electronic Documents Committee during assemblies. Motions are to be drafted within fifteen (15) days after the close of the assembly at which they emerge and sent to the full committee for review and comment within a reasonable period of time. The vice-chair will then submit motions to the Chair so that motions are ready within twenty-one (21) days after the close of the assembly or consistent with the procedures on page 15 of this manual. 4. Support each sub-committee trusted servant in carrying out the duties of the sub-committee. 5. Respond to all correspondence, phone calls, and questions in a timely manner.

SUBMITTED BY:

Bylaws Committee
Susan Berland

415-987-3194

Bylawschair@oaregion8.org

INTENT:

Remove Item #2 under duties of the Vice-Chair of Bylaws/Electronic Documents Committee

IMPLEMENTATION:

Remove item from the P&P and renumber remaining items

COST:



None

RATIONALE:

Remove this duty as the Vice Chair of the committee does not do this. The Region 8 Secretary performs this activity.

Motion B: Update Policy & Procedure Manual

Motion: Move to amend OAPP, changing the graphic on the cover page

CURRENT WORDING	PROPOSED WORDING
 <p style="text-align: center;">Southeastern Overeaters Anonymous Region 8</p> <p>Alabama Florida Puerto Rico Arkansas Georgia South America Caribbean Islands Louisiana South Carolina Central America Mississippi Tennessee North Carolina</p>	 <p style="text-align: center;">Southeastern Overeaters Anonymous Region 8</p>

SUBMITTED BY:

Bylaws Committee

Susan Berland

415-987-3194

bylawschair@oaregion8.org

INTENT:

To have the logo be independent from the text, thus making it easier to amend the text as needed to be more inclusive.

IMPLEMENTATION:

New P&P to be uploaded to the website

COST:

Minor only if reprinting of the P&P is necessary.

RATIONALE: The current wording of the geographic area covered by Region 8 is not inclusive. It names all the states in the U.S. but not all the countries. This will make the changes to the wording easier in the future.

Motion C: Update Policy & Procedure Manual

Motion: Move to amend OAPP, changing the geographic area covered by Region 8 on the cover page

CURRENT WORDING	PROPOSED WORDING
Alabama Arkansas Caribbean Islands Central America Florida Georgia Louisiana Mississippi North Carolina Puerto Rico South America South Carolina Tennessee	<u>Southeastern United States, Central America, South America and the Caribbean Islands.</u>

SUBMITTED BY:

Bylaws Committee
 Susan Berland

415-987-3194

bylawschair@oaregion8.org

INTENT:

To have the logo be independent from the text, thus making it easier to amend the text as needed to be more inclusive.

IMPLEMENTATION:

New P&P to be uploaded to the website

COST:

Minor only if reprinting of the P&P is necessary.

RATIONALE: The current wording of the geographic area covered by Region 8 is not inclusive. It names all the states in the U.S. but not all the countries. This will make the changes to the wording easier in the future.

Motion D: Amend Region 8 Policy & Procedure Manual

Motion: Move to amend Region 8 Policy and Procedure Manual, XIII, Secretary Duties

CURRENT WORDING	PROPOSED WORDING
<p>1. At least thirty (30) days prior to each Assembly, send packet of information to: Trustee, Board, Reps, Intergroups, other service bodies, Funded Committee Chairs and (for one year) outgoing Board members. Place a file copy in the Archives Repository. Send via US Mail or electronic media and include the following: (adopted 3/2014)</p>	<p>1. At least thirty (30) days prior to each Assembly, <u>assemble and</u> send packet of information to: Trustee, Board, Reps, Intergroups, other service bodies, Funded Committee Chairs and (for one year) outgoing Board members. Place a file copy in the Archives Repository. Send via US Mail or electronic media and include the following: (adopted 3/2014).</p>

SUBMITTED BY:

Bylaws Committee
Susan Berland

415-987-3194

Bylawschair@oaregion8.org

INTENT:

Amend duties of Secretary to indicate that they both assemble and send out the packet

IMPLEMENTATION:

Correct in P&P and post as appropriate

COST:

None

RATIONALE:

The Region 8 Secretary performs this activity. It was listed under Bylaws Committee, Vice Chair duties but the secretary does the assembly of the packet.

Standing Rules

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, Participation in Assembly

1. Voting member must wear appropriate identification badge/ribbon denoting Rep, Funded Committee Chair, or Board Member.
2. The Secretary shall make a credentials check at the beginning of each session, and prior to any important vote, as deemed necessary by the Chair.
3. Any registered member of the Assembly may participate in Assembly procedures, e.g. vote, make a motion, speak to a motion, etc. Non-voting members may have a voice at the discretion of the Chair.
4. There will be a consent agenda consisting of routine non-controversial matters. The chair will determine the matters that will be placed on the consent agenda. Any voting members may go to the center microphone to request that an item from the consent agenda be considered separately. The consent agenda shall require a 3/4 vote for adoption.

Voting Procedures

1. Vote may be taken by voice, show of hands, standing, or ballot, at the discretion of the Chair.
2. A voting member may request a more accurate vote count by simply calling out "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. 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.

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 further unless recognized by the Chair.
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.).

Motions and Debate

1. Process for New Business Motions
 - a. Secretary will distribute minutes of the Business Assembly to the Board and Committee Chairs electronically no later than fifteen (15) days after close of the Business Assembly. New motions will be contained in the Committee Reports of the minutes.
 - b. New motions arising out of committees during an Assembly shall be communicated to the Secretary within fifteen (15) days after the close of the Assembly at which they emerge. After Board notification the Secretary shall forward these motions to the Bylaws/Electronic Documents Chair within twenty-one (21) days of the close of the Assembly at which they emerge.
 - c. New motions arising outside the Business Assembly shall be submitted to the Secretary at least sixty-five (65) days prior to the Region 8 Business Assembly or special Region 8 Business Assembly at which action is to be taken on the proposed motion.
 - 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. The Bylaws/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:
2. create incongruity within either the Policy & Procedure Manual or 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).
5. The Bylaws/Electronic Documents Chair will submit the reviewed motions to the Secretary electronically, no later than (sixty) 60 days after the close of the Assembly for inclusion in the mailing packet for the following Assembly.
6. No motions other than emergency motions will be taken from the floor at the Assembly. Emergency motions shall be submitted to the Bylaws/Electronic Documents Chair before the lunch break on Saturday of the Assembly.
7. 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.
8. Pro and con speakers shall use the appropriate pro/con microphone. While waiting to speak, pro/con speakers may queue at the microphones.
9. A voting member may not speak on two consecutive motions or amendments unless the maximum number of speakers has not been reached.
10. The first speaker is always pro, and is usually the maker of the motion (unless he/she wishes to have another voting member speak).
11. If more than the maximum number of speakers' wishes to speak to a motion, they are encouraged to select among themselves those speakers who can best represent their views.
12. There shall be at least one pro and one con speaker before any discussion on the motion is taken from the center microphone. Voting members who wish to speak shall follow the recognition procedure outlined above.
13. A motion to close debate (Previous Question) or limit debate is in order for motions or amendments, and requires a 2/3 vote.
14. To save time on a simple amendment to a motion, the Chair may ask the maker of the motion if he/she 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 Rules

1. No smoking is allowed in any Assembly room.
2. No animals are allowed in any Assembly room, except guide dogs and service animals.
3. All cell phones, beepers and 2-way pagers are to be set on vibrate or turned off.
4. Voting members are not to leave or enter the Assembly room while votes are being taken.
5. No eating food allowed during the business session.

Decorum in Debate

Robert's Rules of Order Newly Revised, 11th 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

Links to Online Forms

Voucher and Advance Request Form

<https://oaregion8.org/documents/SOAR8-Voucher-and-Advance-Request-Form.pdf>

Committee Selection Form

<https://oaregion8.org/documents/PDFs/Region8-Committee-Selection-Form.pdf>

Committee Progress Report

<https://oaregion8.org/documents/PDFs/Fillable-SOAR8-Committee-Progress-Report.pdf>

Region 8 Delegate to WSBC Application

<https://oaregion8.org/documents/PDFs/Fillable-SOAR8-Delegate-to-WSBC-Application.pdf>

Request for Budget Override

<https://oaregion8.org/documents/PDFs/Request-for-Budget-Override>

Certificate of Eligibility – English

<https://oaregion8.org/e-docs/online-forms/coe>

Certificado de Elegibilidad - Espanol

<https://oaregion8.org/e-docs/online-forms/coe-espanol>

Request for Steps, Traditions, Concepts Workshops

<https://oaregion8.org/e-docs/online-forms/stc>