

POLICIES & PROCEDURES
Region One Assembly of Overeaters Anonymous
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Policies & Procedures **Region One Assembly of Overeaters Anonymous**

OFFICERS

1. Any board member who has two consecutive unexcused absences to board meetings shall be informed that the Board finds it necessary to appoint a temporary replacement to their position until such time as a new person may be duly elected. An excused absence would mean that they were physically or financially unable to attend. The physical excuse would include an accident, serious illness, or critical family situation. *(August Board Meeting, 1981)*
2. The secretary shall keep on file flyers of all Region One Board activities, including marathon flyers held in conjunction with Region One Board meetings, for the future use in bulk mailing permit applications. *(April Board Meeting, 1991)*
3. Official correspondence representing the Region One Board shall first be submitted to all board members for input. *(Revised Assembly 2002)*
4. The Region One Heart Logo is adopted for Region One Board and Committee correspondence. *(Assembly 1985)*
5. Board members shall commit to individual and group abstinence throughout their term of service. *(April Board Meeting 1996)*
6. Any Board member may request a leave of absence of up to two months, which shall be granted at the discretion of the Board. *(Assembly 1996)*
7. Any member of the Region One Board who is unable to fulfill their duties shall be asked if they wish to resign or take a leave of absence of up to two months. This procedure shall be an internal matter handled by the Board in a closed meeting. If the officer is still unable to fulfill commitments and resume their duties, their position may be declared vacant by a two-thirds vote of the Region One Board on a closed ballot. *(Revised Assembly 1996)*
8. The Region One Chair shall appoint a Parliamentarian for the Region One Assembly annually to advise the Chair on procedural issues. Factors which shall be used in selection are:
 - a. Familiarity with the Twelve Steps, Twelve Traditions and Twelve Concepts of Overeaters Anonymous
 - b. Familiarity with the Bylaws and Policies and Procedures of the Region One Assembly.
 - c. Ability to apply Roberts Rules of Order Newly Revised.
 - d. Cost. If the chosen Parliamentarian is a member of Overeaters Anonymous, their expenses will be reimbursed in the same manner as the Region One board.

The Parliamentarian shall be an ex-officio member of the Bylaw Committee

REGION REPRESENTATIVES

1. The following are suggested guidelines for Intergroups when selecting Region Representatives to attend Assembly:
 - a. Each Representative and Alternate may be elected for a term of at least two (2) years and in addition to attending Region 1 Assembly should serve 1 Assembly for such term.
 - b. Each Representative or Alternate have at least one (1) year of service above the group level unless the Intergroup is less than 2 years old.
 - c. Representatives and Alternates should not serve for more than two (2) consecutive terms, except for reasons to be decided by the local Intergroup with respect to its own Representatives and Alternates.
 - d. It is suggested that the Representatives and Alternates be selected for judgment, experience, stability, willingness, and for faithful adherence to within the concepts of the Twelve Steps and Twelve Traditions of Overeaters Anonymous, and have at least one (1) year of refraining from compulsive eating prior to the date of Assembly.

It is suggested that as participants in Assembly, Representatives and Alternates not be bound by the wishes of their intergroups, but should not vote against these wishes unless situations arise at Assembly that make it necessary for the best interest of Overeaters Anonymous as a whole (*Assembly 1993*).

2. The Region One Secretary shall send out a form titled "Eligibility for Assembly" to each intergroup at least one hundred fifty (150) days before the Region One Assembly. The form shall be used to register the intergroup's Region Representatives and/or alternates for the upcoming Assembly and attest to the Representatives' and/or alternates' eligibility to serve at the Assembly.
3. The intergroup shall complete and submit the "Eligibility for Assembly" form and send it to the Region One Secretary at least forty-five (45) days prior to the Assembly.
4. Pursuant to the Region One Bylaws, if an intergroup does not select its Representatives or Alternates and/or fails to notify Region One before the Assembly, such Representatives and Alternates may appear with evidence of their due selection deemed credible by the Region One Board, and such Representatives or alternates shall be seated. (*2. through 4. Assembly 2003*).

BOARD MEETINGS

1. The following policies apply to Minutes of Board Meetings and Assembly:
 - a. Copies of Board minutes will be sent to current board members, Intergroups, committee chairs, registered Regional Representatives/alternates, other Region Chairs, and any individual who requests minutes. This is to be updated after each

Assembly or as needed. *(Revised Assembly 2002)*

- b. Board minutes will be distributed to the fellowship eight (8) weeks after the board meeting. *(February Board Meeting 1987)*
2. Business items on the adopted regional board meeting agenda must be completed prior to its adjournment. *(August Board Meeting 1986)*
3. Following each Board meeting a group conscience will be taken regarding the Board's desire to have a closed Board meeting for debriefing that would commence upon the close of the regular business meeting prior to dinner - not to exceed one (1) hour. *(August Board Meeting 1988)*
4. The primary purpose of the board meetings will be Region One business and Region One will continue to investigate alternate expansion of the outreach program, i.e., service and tradition workshops/committee networking and service forums. *(Assembly 1988)*
5. Whenever possible, dates and locations of each year's board meetings shall be decided at the Post-Assembly Board Meeting, to be published in the Region One News and posted on the Web Site. If this cannot be done, meeting times and locations will be published and posted as soon as possible. *(July Board Meeting 2004)*

COMMITTEES

1. Appointment of Committee Chairs is to be accomplished as follows:
 - a. The Committee Chairs are to be appointed by the Region 1 Chair immediately following the annual Assembly.
 - b. The Committee Chair's term of office is to be 1 year. The Committee Chair shall not serve for more than two consecutive terms.
 - c. The Committee Chair shall have experience as a member of a like committee at Intergroup, World Service or Region level.
 - d. The Committee Chair shall have at least two years of service above the group level.
 - e. Any of these requirements for appointment may be waived as necessary by the Region 1 Chair. *(Revised August Board Meeting 1993)*
2. Regional Committee Chairmen correspond regularly with World Service Conference Committee Chairmen with similar committees in order to further communication and disseminate information to and from our Region. *(February Board Meeting 1983)*
3. Following elections of Region One Board at Assembly, the chairman shall assign each board member as liaison to one or more committee(s). *(Revised July Board Meeting 1998)*
4. A vacancy shall be presumed if the committee chairman does not submit two consecutive reports to the regional board at its meetings and fails to communicate with the committee for three consecutive months. *(Assembly 1985)*
5. The Budget and Finance committee has a contributions form to be available at Region One business meetings and events. This form is to be mailed to the Intergroups. *(August Board Meeting 1986)*
6. Region One will not charge a shipping or handling fee for sending out tapes from the Region Tape library. *(April Board Meeting 1992)*

BUDGET AND FINANCE (*Revised Board Meeting 1995*)

A. FINANCE

1. Region One shall operate its finances in an orderly and cost effective manner.
2. Region One funds will be accounted for in accordance with recognized financial accounting practices and in compliance with all laws.
3. The treasurer and at least two other Board members shall be authorized check signers.
4. All funds shall be held in registered and insured financial institutions.
5. All expenditures must be supported by related receipts.
6. All accounts or enterprises which involve Region One funds shall be audited on an annual basis. The Chairman shall appoint an Audit Committee of three people whose duties shall be to audit all such accounts. The committee shall present a written report of the financial activity of Region One's accounts by the second board meeting following Assembly. The audit of other Regional events shall be presented by the second board meeting following the event.

B. BUDGET:

1. The Region operates on a fiscal year running from January 1 through December 31. (*Assembly 2005*).
2. The Budget & Finance Committee shall draft a budget for the upcoming fiscal year, based on realistic expectations of revenue and fund balances above the level of prudent reserve, and the amount of funds required to operate the programs the Assembly has approved, to be submitted to the Assembly for approval. After review and amendment, the Assembly shall adopt the subsequent year's budget (*Assembly 2005*).
3. Region One funds shall be disbursed in accordance with the budget. Any expenditure exceeding 10% of a budgeted line item shall require approval by the Board. If the board approves a budgeted override, such action shall be brought at the next Assembly for ratification. (*amended October 14-15, 2004*)
4. Any single expenditure for durable goods or equipment exceeding \$700 must receive Assembly approval. (*Assembly 1996*)
5. The region shall budget to donate all excess funds to WSO annually. Excess funds is calculated as Fund Balance plus Budgeted Revenues Less Budgeted Operating Expenses (excluding dedicated funds) less Prudent Reserve (*Assembly 2005*)
6. The Region shall contribute on an annual basis to the WSBC inter-regional funds for Professional Outreach Note: To be included in a budget line item. (*Assembly 2006*)

7. Affirmed Trustee Nominees may apply for up to \$700 in funding to attend WSBC for the year of their election. *(Assembly October 14-15, 2004)*

C. PRUDENT RESERVE:

Prudent Reserve of six months' operating expenses shall be maintained in a separate savings account. Prudent reserve shall be calculated annually by taking an average of the prior three years annual operating expenditures and dividing by three. Dedicated funds such as scholarships shall not be included in this calculation. If the prudent reserve falls below the required level, a minimum of \$75 per quarter shall be added to this account until the prudent reserve level is met.

If the Treasurer's report at any board meeting indicates a reasonable expectation that transfers out of the prudent reserve account shall be required in the next quarter, the Budget & Finance Committee shall meet, & present a plan for reducing operating expenses for board approval.

D. SCHOLARSHIP:

A scholarship fund savings account shall be maintained, the minimum level to be established in the current year's budget.

E. PUBLIC INFORMATION GRANTS

1. The Region One budget will include a line item for Public Information grants, the amount to be voted on at each year's Assembly.
2. A single intergroup, or coalition of intergroups, may make application for grant funds by submitting a request for such funds through the PI/Professional Outreach committee.
3. Proposals shall be in accordance with the Twelve Steps and Twelve Traditions.
4. Proposals shall be submitted on a form which includes:
 - The proposed service bodies, including the signature of the chair(s) and contact information for the person responsible for the project.
 - A complete description of the proposed project, including how the proposal was developed, any research done on locations, demographics, and prices.
 - The targeted audience and projected number of people to be reached.
 - The projected total cost of the project, including direct and indirect costs, the amount the service body intends to cover or receive from other sources, and the amount of the grant requested.
 - A projected timeline, including the starting and proposed ending date of the project.
 - A proposed method of measuring results.
 - Whether any of the project materials may be useful for other Region

One service bodies.

5. When written proposals are received and approved by the PI/Professional Outreach Committee, they will be forwarded to the Board liaison.
- Board
- a. Requests of under \$200 which fall within the line item budget for Public Information grants may be approved by the Board liaison, who will forward a request for funds to the Treasurer.
 - b. Requests of over \$200, or if the request would exceed the budgeted amount for Public Information grants, would be forwarded to the for approval, and, if necessary, a budget override.
 - c. Receipts for all monies spent will be forwarded to the Treasurer in accordance with Region One policies.
6. The project's chair will keep the PI/HIPM chair advised of the progress and status of the project. The PI/HIPM chair will include this information in their quarterly reports to the board. Within 30 days of the close of the project, a final report shall be submitted to the PI/HIPM Chair and the Board, and all remaining funds will be returned to the Region One treasury.

F. REIMBURSEMENT:

Reimbursement forms accompanied by related receipts shall be submitted to the Treasurer, who shall approve reimbursements and issue checks according to the following guidelines:

1. Board members and Committees shall be reimbursed for their reasonable expenses in performing their designated duties. Board members and Committees shall attempt to use the most cost effective means of performing their duties.
2. Board members:
 - a. Travel shall be reimbursed at:
 - i. actual airfare; or
 - ii. The IRS car usage reimbursement rate (*Assembly 2005*)
 - b. Lodging shall be reimbursed at double occupancy, unless reasonable circumstances deem otherwise. Current board members may be reimbursed at single occupancy for the first two nights of Assembly.
 - c. Four nights lodging shall be reimbursed for Assembly/Convention for all current board members. Newly elected board members are not reimbursed. The Chair, or his/her designee, may be reimbursed for an additional night of lodging at single occupancy if deemed necessary by the board.
3. Board members and committees shall use the most cost effective means of communication between board meetings. Phone calls for personal or recovery issues shall not be reimbursed.
4. Committees shall submit requests for reimbursement to their liaison board member. The board member shall forward approved requests for reimbursement to the Treasurer.
5. A board or committee member may request an advance for anticipated expenditures. When the expenditure is made, the related receipts must be forwarded to the Treasurer.

6. If an advance or other prepaid funds are not used for the purpose intended, any funds not used for Regional business shall be returned to the Region. This requirement may be waived if the board deems the reason the funds were not used for their intended purpose was an emergency.
7. If the Treasurer does not approve a request for reimbursement, either because it is inconsistent with the Budget & Finance policies or because it is not deemed reasonable, the person requesting reimbursement may ask for a decision from the board. If the member is not satisfied with the decision of the board, the decision may be brought before the Assembly. At the Treasurer's discretion, advances may be made to cover the portion of the reimbursement that is not under appeal.

REPORTS

1. All reports from committees and board members shall include the person's name, address, telephone number, date of report, email address (if available), and be numbered in the upper right hand corner (according to current roster) for filing convenience. Board member and committee reports are to be submitted on 8-1/2 by 11 paper, with no more than one report per page. *(Revised Assembly 2002)*
2. Region One Board and committee reports submitted at board meetings will have ten (10) copies. *(Revised January Board Meeting 2002)*
3. All Regional board and committee reports are to be submitted in writing at the beginning of the board meetings in time to permit them to be read. Any questions of the reports will be asked of the officers or committee chairmen when the report is presented. Each report will then be filed. *(February Board Meeting 1987)*
4. All paperwork other than business and reports remains on a back table at Region One Board meetings and Assembly. *(August Board Meeting 1983)*
5. All Representatives to Region One shall have their Intergroup submit, 90 days prior to Assembly, a list of all representatives and alternates currently elected to serve at Assembly. Whenever possible, the list should include representatives' and alternates' addresses, phone numbers, and their term of office. In order for representatives and alternates to be seated at Assembly, this report must be signed by any two Intergroup officers or the Intergroup Chair or Secretary. *(July Board Meeting 1993)*
6. The Secretary and Region One Trustee will each receive a copy of the Intergroup/Region print-out that is mailed out regularly by WSO. The Secretary will forward past print-outs to the Treasurer for the purpose of group numbers. *(July Board Meeting 1992)*
7. A listing of all main motions passed by the board during the preceding year shall be included in the Assembly Binder by the Bylaws Committee *(July Board Meeting 2004)*

REGION ONE CONVENTION AND EVENTS *(July Board Meeting 1995)*

A. HOTEL

1. When an Intergroup is awarded the bid for a Region One Convention, they shall submit a list of possible hotel sites and dates available at the next regularly

- scheduled board meeting. The board shall vote and give the committee their first three choices. The Convention Committee shall have the final selection.
2. The complimentary rooms received from the hotel will be used in the following manner: The first room will be used as a hospitality room. A decision on the disposition of additional complimentary rooms will be cleared through the Events Coordinator.
 3. Consideration of holidays shall be taken into account when scheduling Region One events and dates shall be approved by the Vice Chair. The Canadian Thanksgiving is on the second Monday in October.
 4. Region One may have an annual Convention Raffle for a prize consisting of the Super Saver Registration Package, 2 nights lodging, and up to \$100.00 toward transportation costs, and may hold a 50/50 raffle. Raffle ticket prices and deadline for entries will be established by the Ways and Means committee and approved by the Region One Board. Raffle ticket sales may commence at the start of the preceding year's convention. (*Assembly 2000*)

B. WAYS AND MEANS

1. Ways and Means projects taking place during the Region One Convention are restricted to the Region One Board and/or the hosting/co-hosting Intergroups.
2. When Region One funds are used to underwrite Ways and Means items purchased for Region One events, the profit on those items shall go to Region One.
3. The hosting Intergroup shall present for approval a Ways and Means plan before or at the spring board meeting preceding the Convention, specifying for each component the proposed source of funds and disposition of net profits. This shall be done before expenditure of Region funds.

C. REGISTRATION

1. **Fees**
 - a. Our annual region One Convention and Spring Event will have set registration fees. All OA members attending are expected to pay the set registration fee.
 - b. Reduced fees may be offered for seniors 65 and over, young people 18 and under. Newcomers and members' non-OA spouses/partners shall pay no fee for topics and marathons.
 - c. Any member who wishes to attend and, because of personal financial crisis absolutely cannot pay the full fee, must go through the Vice Chair or designated members of the Convention committee to seek admittance to topic, marathons, and speaker sessions. It is suggested they make a donation. (*Revised Assembly 2002*)
 - d. Price variations on registration forms must be approved and initialed by two Convention Committee members or the Vice Chair.
 - e. We encourage scholarships at the Intergroup and meeting levels for those unable to attend because of finances.
2. **Registration Forms**

- a. Any Intergroup hosting the Region One Assembly/Convention, Spring Event, or marathon in conjunction with a board meeting shall be informed that the board strongly suggests that speakers names not be printed on the registration forms or flyers.
- b. The registration and meal costs shall have two columns on the registration forms, one column for U.S. funds and another column for the equivalent in Canadian funds.
- c. For bulk mailing purposes the registration form must have "Region 1 Assembly of Overeaters Anonymous" on it.
- d. The Vice Chair must sign off on the flyers before printing.
- e. Registration forms are to be available:
 - i. for Assembly/Convention at the spring board meeting and in time for World Service Business Conference (WSBC).
 - ii. for Spring Event at Assembly/Convention or the January board meeting.
- f. A registration form shall be:
 - i. filled out for every person attending.
 - ii. have a number assigned to it.
 - iii. be accounted for in a journal

D. PROGRAM

1. **Keynote Speaker**
 - a. The Region One Board shall submit a list of possible speakers to the Convention Committee by July 30th of the year prior to Convention for the Committee to research. The Convention Committee may add additional speakers to the list for consideration.
 - b. The Convention Committee shall submit a list of possible keynote speakers no more than seven (7) names to the Board by the January board meeting. The list shall include at least two (2) choices from the list of names provided by the Board. The Board shall give the Convention Committee their three (3) choices from the list of seven (7) and leave the final decision from this list up to the Convention Committee.
 - c. Convention Committee, from this list of three, shall ask a second speaker to keep the Convention date open in case of cancellation by the first speaker.
 - d. Any keynote speaker used at a Region One Convention shall not be considered again for five (5) years.

Cost effectiveness shall be taken into consideration in selecting the Spring Event speaker with preference to Region One speakers.

The Keynote speaker will be provided with notice that they are expected to focus only on his/her OA recovery, using only OA approved literature. (*January 22, 2005*).

2. **Topic/Speakers**

- a. Workshops and topics at Region One events shall be drawn from the 12 Steps and 12 Traditions, and from Overeaters Anonymous and Alcoholics

- Anonymous conference-approved literature.
- expected b. Workshop/Topics speakers will be provided with notice that they are to focus only on their OA recovery, using only OA approved literature. *(January 22, 2005)*
- c. Region conventions will have only Overeaters Anonymous speakers, films, and tapes with the exception of O-Anon. No other twelve-step meeting shall be listed on the program.
- d. The Region One Convention shall provide a meeting space for impromptu meetings. Those desiring to use this space would have to sign up for it. Announcement of time and type of meetings held in this room would be on a bulletin board and made from the podium by the Chair, if requested. Final approval for meetings would be from the Convention Chair, the Chair of Region One, or the Region One Trustee. Topics will only be approved if they do not imply affiliation with any public or private organization, political movement, ideology or religious doctrine. In keeping with Tradition Three, special emphasis meetings are open to all OA members.

E. TREASURER

1. All financial activities of events shall be managed in accordance with Region One Budget and Finance policies.
2. The hosting Intergroup shall present a budget for approval before or at the spring board meeting preceding the Convention.
3. All moneys, with the exception of \$200, shall be remitted to the Region One Treasurer within two weeks of the Convention. The remaining balance shall be remitted within forty-five (45) days. Any additional bills after that 45-day period shall be sent directly to the Region Treasurer for reimbursement.
- of 4. All books are to be forwarded to Region One within forty-five (45) days of the close the Convention.
5. When Region One funds are used to underwrite items purchased for Region One events, the profits on these items shall go to Region One. (Also listed under Ways and Means.)
- of 6. Any Intergroup hosting a Region One board meeting/event may distribute a portion their proceeds from that event to Region One.
7. Net proceeds from the annual Spring Event shall be split 50/50 between the hosting Intergroup and Region One excluding the seed money and any specific ongoing Ways and Means projects for the hosting Intergroup or Region One.

F. MISCELLANEOUS

1. Convention reports are submitted in writing at all board meetings. These reports are to include updates on finances. Final reports from the chair and committees are to be submitted at the first official board meeting after Convention/Assembly. These reports may be included as a part of the Events Coordinator report.
2. The Convention Chair will be provided expense reimbursement out of the Convention expenses) for budget for lodging and per diem (consistent with the Board policy on the actual Convention days, Friday afternoon through Sunday closing.
3. The site for the annual mini Spring Event will be selected at the previous April

Board Meeting. *(July 1996)*

NOMINATIONS

1. A deadline of thirty (30) days prior to Assembly shall be set for submitting written applications if nominees wish their applications printed and included in the Assembly packet. Any applicant applying for a position after this deadline and prior to Assembly shall be responsible for copies of their submitted application. Applicants may contact the Nomination Chairman or Assembly coordinator concerning disbursement of copies. *(Assembly 2003)*
2. Voting procedures and guidelines adopted for Regional Assembly elections are to be followed in all Region One Assembly elections. *(Assembly 1986)* Copies of said guidelines shall be kept on file with the Secretary, Chairman, Parliamentarian, Nomination Committee Chairman and Region One Trustee.
3. Nominations will be taken from the floor Thursday afternoon. All nominees shall fill out an application provided by the Nominations Committee by 6:00 P.M. Thursday.
 - a. Applications will be subject to approval by the Nominations Committee and copies made and distributed Friday morning before elections.
 - b. To expedite elections, the elections shall start at the Friday morning business session. *(August Board Meeting 1988)*
4. Qualified nominees who are not elected to the first position for which they run shall be asked if they wish to run for any succeeding position for which they are qualified. *(October 14-15, 2004)*
5. When a board position is vacant after Assembly, the Chairman will appoint someone to that position, if necessary, until notice of the vacancy can be given to the Fellowship. An election will take place at the next scheduled board meeting. *(Revised July Board Meeting 1998)*

NEWSLETTERS

1. The World Service Board Internal Information Committee's Guidelines for OA Newsletters are adopted for Region One News and other Overeaters Anonymous newsletters which are published through Region One. *(Revised July Board Meeting 1998)*
2. Articles by Region One members are to be given first priority for printing in the Region One News. *(June Board Meeting 1984)*
3. Board officers regularly include articles in the Region One News that contain in part business or news of the region. *(June Board Meeting 1984)*
4. Electronic Copies of the Region One newsletter shall be sent free of charge to all members and services bodies requesting it. *(Assembly 2005)*
5. The Region One newsletter editor and the mailing services committee shall maintain a list of email addresses of those members requesting copies of the Region One newsletter. *(Assembly 2005)*
6. Paper or "hard" copies shall be made available free of charge at Region One events to members or services bodies. *(Assembly 2005)*
7. Paper or "hard" copies may be mailed to those members and service bodies requesting it for the cost of the postage. This cost may be waived at the discretion of the Newsletter

- editor or mailing committee. *(Assembly 2005)*
8. A. Copies (electronic or “hard”) of each newsletter shall be sent to the following members of Region One:
 - i. Board Members, committee chairs, and outgoing board members.
 - ii. Intergroups.
 - iii. Registered meetings of Region One.
 - iv. Intergroup Newsletter Editors within Region One, if requested. Extra copies for outreach may be requested by Intergroups or individuals.
 - B. The following people outside of Region One shall receive electronic copies:
 - i. All OA Region Chairs and Regional Trustees.
 - ii. World Service Office
 - iii. Rosanne S (Cofounder)
 9. Members wishing to receive electronic or hard copies of the newsletter or make updates to their addresses shall forward such requests to the Newsletter Editor.
 10. Electronic copies of the newsletter may be sent via email as pdf files.
 11. The Region One Newsletter will be available on the Region One website as a pdf file.
 12. The Region One newsletter shall be published a minimum of four times per year. Additional editions may be published at the discretion of the Newsletter Editor as directed by the Region One board. *(Assembly 2005)*
 13. While it is the policy of Region One to provide its newsletter free of charge to OA members inside and outside of the Region, it is encouraged that members make donations to the Region One newsletters to offset production and postage expenses. *(Assembly 2005)*
 14. Editing of submitted articles to the Region One News should be done with concern for maintaining the integrity of the writer’s meaning. *(Updated 1984)*
 15. Whenever a controversial issue is published in the Region One News, the Newsletter Editor and the Region One Board shall endeavor to adhere to Concept V of the Twelve Concepts of OA Service. *(August Board Meeting 1987)*

SCHOLARSHIPS *(July Board Meeting 1994)*

1. GUIDELINES

The committee shall determine the eligibility for scholarships, according to the following criteria and the order for consideration.

- a. New Intergroups or Intergroups who have never sent representatives to Region 1 Assembly.
- b. Intergroups who had not sent representatives to the Region 1 Assembly in the last five years.
- c. Intergroups who have sent representatives in the past five years.

2. SCHOLARSHIPS

The following procedures in determining how many Scholarships and amount of each will depend on the following:

- a. The Region 1 Treasurer will inform the Scholarship Committee of the funds available for Scholarships.
- b. All individual scholarships exceeding \$300.00 must be approved by the Region One Board. *(Revised July Board Meeting 2000)*

Scholarships awarded by Region One are for the sole purpose of assisting Intergroups that would not otherwise be represented at Assembly. Scholarships are awarded only to Intergroups registered at the Assembly and may only be used for expenses incurred at the Assembly by the Regional Representatives of those Intergroups. Scholarship money

awarded is not to be used for expenses related to the Region Convention or any other Intergroup expenses. *(Revised July Board Meeting 2000)*

Funds shall be reimbursed at the close of Assembly *(Assembly 2003)*

Applications from the requesting intergroups shall be sent to the Scholarship Committee by July 31 prior to Assembly and the applicants will be notified of the Committee's decision by August 31. These deadlines may be waived in emergency situations as deemed by the Region One Board. *(Assembly 2003)*.

ASSEMBLY MOTIONS *(Assembly 2000)*

1. The Bylaws committee shall create and provide a form for submitting main motions to the Assembly. Main motions, as described in Robert's Rules of Order, Newly Revised, are those motions that bring business before the Assembly. These include policy and bylaw changes, and requests for Region One to take some kind of action.
2. The Bylaws committee shall send to each Intergroup and committee chair a copy of the motion form at least one hundred twenty (120) days prior to the start of the annual Assembly. This communication shall include a copy of the Region One Policies and Procedures each year and a copy of the Region One bylaws in odd-numbered years *(Revised Assembly 2002)*
3. Intergroups and committees shall use this form to submit Policy and other main motions to the Bylaws committee or the Region One board thirty (30) days prior to Assembly in order to be included in the binder. Bylaw motions must be received ninety (90) days prior to Assembly, in accordance with the Bylaws. *(Assembly 2003, edited for clarity January Board Meeting 2004)*
4. Main motions may also be made from the floor by Board members, registered Region Representatives, and committees, or included in Board and committee reports.
5. Motions may be ruled out of order by the Region One Chair at the Assembly. Any voting member may appeal from the Chair's decision if this occurs.
6. Emergency New Business are motions of an urgent nature that, if not acted upon before the end of the Assembly, might have a detrimental effect on the welfare of the Assembly or the members of Region One. Such motions may be submitted to the Board and considered for discussion by an Emergency New Business committee established by the Region One Chair, subject to the rules of the Assembly.

REGION ONE RECOMMENDATIONS

1. Based on the Preamble in The Twelve Steps and Twelve Traditions of Overeaters Anonymous and on Tradition 10 of Overeaters Anonymous, the Region One Board recommends that religious focus meetings not be listed on OA meeting schedules. *(February Board Meeting 1996)*

2. Based on the Preamble in the Twelve Steps and Twelve Traditions of Overeaters Anonymous and on Traditions 11 and 12 of OA, the Region One Board recommends that contact email addresses not include last names of the contact persons. (*January Board Meeting 2000*)