**Process for Submitting Motions to the Region 1 Assembly**

Amendments to Region 1 Bylaws and Policies may be proposed by any Region 1 registered Intergroup, the Region 1 Board, and/or the Region 1 Bylaws Committee.

The proposed motion shall be submitted to the Region 1 Board or the Region 1 Bylaws Committee.

**The proposed motion must be postmarked or date and time stamped through electronic transmission at least sixty (60) days before the annual Assembly.** **The deadline for 2017 is August 11.**

Please submit your motions as early as possible to allow time for review and assistance if needed. Use a separate form for each bylaws article or policy change.

If you have questions or need help prior to submitting a motion, please contact the Region 1 Chair, Region 1 Trustee, or the Region 1 Assembly Bylaws Committee.

**Guidelines for Submitting a Motion**

1. Determine if your proposal is meant to change a bylaw or a policy motion. Remember, no policy may contradict an existing bylaw and a policy may not be used to circumvent an existing bylaw; if this is done, the motion is improper and automatically considered out of order.
2. Is your proposal a new idea or a change to the existing bylaws or policies?

**New:** State very clearly what you want. Be concise. The implementation of the idea or change should not be in the text of the motion.

**Existing:** Research and determine the current reference for the specific bylaw or policy you want to change. The specific Article, Section and Item are needed for a bylaw. Only the number is needed for a policy. Look for all bylaws and policies that may be impacted by the change and propose a separate motion for each change. Current Region 1 Bylaws and Policies may be found online at:

<http://www.oaregion1.org/documents--reports.html>

1. You may propose a change a bylaw or policy by inserting or removing text, rescinding/deleting, or substituting/ replacing/removing it entirely. Copy the text *exactly as it appears in the current bylaws or policy document* into the left (current wording) column of the motion form. Then use the right (proposed wording) column to state the proposed changes by striking, inserting, striking and inserting, substituting, or deleting.
2. Make your motion simple, direct, and use clear language to help avoid confusion and “word-smithing” amendments at Assembly.

Email completed motion form to: [ChairR1@gmail.com](mailto:ChairR1@gmail.com)

Or mail to: Region One OA, Attn: Chair, PO Box 23235, Tigard, OR 97281 USA

**format for submitting motions to region one assembly**

This motion affects a: Bylaw Policy

**MOTION:** State motion in clear, concise language. (Move that… or Move to…create a policy, rescind, or amend [Bylaw or Policy] by striking, inserting, or striking and inserting the following:)

|  |  |
| --- | --- |
| **CURRENT WORDING**  Article # Title  Section # Title  Or  Policy #  Cut and paste current wording from Bylaws or Policy document. | **PROPOSED WORDING**  Article # Title  Section # Title  Or  Policy #   1. Copy the current wording showing the desired changes:    1. Strikethrough words to be omitted ~~like~~ ~~this~~.    2. Underline words to be inserted like this. |

**SUBMITTED BY:**

Enter service body name

Enter contact person’s name

Enter phone number

Enter email address

**INTENT:**

Enter clearly the purpose of the motion.

**IMPLEMENTATION:**

Enter how this motion/change will be carried out. Keep it simple and brief.

**COST:**

$ Enter Amount (if known).

**RATIONALE:**

List any other policies and/or bylaws impacted by this proposal.

Enter reason for submitting motion including relevant background information. (Please limit the rationale to one page.)