**Process for Submitting Motions to the 2018 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 submitting motions this year is August 17, 2018.**

**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 One Chair at [chairr1@gmail.com](mailto:chairr1@gmail.com) or the Region One Bylaws Team at [bylaws@oaregion1.org](mailto:bylaws@oaregion1.org).

**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:

**https://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. Ask at least one other person to read through your motion for clarity before submission.

Email completed motion form to: [ChairR1@gmail.com](mailto:ChairR1@gmail.com) and copy [Bylaws@oaregion1.org](mailto:Bylaws@oaregion1.org)

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