

43rd Annual Region One Assembly Minutes

October 17-19, 2018

Spokane, Washington, United States

Board Members present: Beverly M., Region One Chair; Sue B., Region One Vice Chair; Margie G., Region One Communications Coordinator; Leslie W., Region One Treasurer; Cindy C., Region One Secretary; Pat O’C., Region One Trustee

Parliamentarian: Karen B.

Representatives present by Intergroup (IG):

- Anchorage IG: Paula Z.
- Big Sky IG: Lynn K.
- Bitterroot IG: Kate V., Sonia C.
- Central Oregon IG: Joan M.
- Eagle Cap IG: Cathy Z.
- Emerald Empire: Joanne S.
- Greater Seattle IG: Sandra C., Erin F., Paul M., Avram R.
- Juneau IG: Cassie J.
- Lake Country IG: Heather S.; Wayne P.
- North Cascade IG: Marjorie T.
- Northern Lights IG: Dawn Mcl.
- Oregon IG: Liz S., Jan E., Rebecca S., Rosanne K.
- Peninsula IG: Linda S., Ridelle R.
- Pierce County IG: Tammy E.
- Sea to Sky IG: Faye D., Calen B.
- Snake River IG: Nancy C., Jo Ellen R.
- Southsound IG: Becky McD.
- Southern Alberta IG: Alanna C.
- Vancouver Island IG: Loretta B.

Intergroups not Present:

- Alaska IG
- Catch the Wave IG
- Greater Columbia IG
- Jefferson State IG
- Regina IG
- Southern BC Interior IG

Visitors Present: Richard G. – Oregon IG, Terri R. – Central Oregon IG, Gary O. – Lake Country IG,

Allen T. – North Cascade IG, Claire B. – Sea to Sky IG, Guy D. – Emerald Empire IG, Jenice G. – Oregon IG, Nadine V. - Big Sky IG, Robert C. – Pierce County IG, Dorothy C. – Oregon IG

Wednesday, October 17, 2018

The Chair opened the 2018 Region One Assembly at 7:05 PM with the Serenity Prayer, a welcome message, an acknowledgement of Green Dots (representatives new to the Assembly process), housekeeping items and a Connections Challenge game announcement.

“Travel Treat” (E-Lifeline article) was read to all.

Assembly Notebook team presentation: Catch the Wave, Juneau, Pierce County, and Snake River IG’s received Big Book study guides from the Assembly Notebook team for turning in their reports on time.

“Getting to Know You” Ice Breaker was facilitated by the R1 Communications Coordinator and Treasurer.

The third budget Q&A session was conducted (the first two were conducted prior to Assembly via videoconference). The treasurer walked through the budget in sections, answered questions, and took note of adjustments requested by representatives.

Parliamentary procedure was practiced with the introduction of a mock motion; the motion failed.

Assembly recessed at 9 PM with the Founders Promise “I Put My Hand in Yours”.

Thursday, October 18, 2018

The Assembly resumed at 8:25 AM Thursday Morning with the Serenity Prayer. The following items were read: 12 Steps, 12 Traditions, 12 Concepts

Welcome and Introductions: Representatives, Region Board, Trustee, Parliamentarian, Visitors introduced themselves. The R1 Vice Chair will serve as timer for the Assembly.

Appointments

Several appointments were made by the Chair:

Minutes Review & Approval Team: Kate V. & Marjorie T.

Assembly Reference Committee: Faye D., Rosanne K., Jan E.

WSBC 2019 Reference Subcommittee: Faye D., Rosanne K.

WSBC 2019 Appeals Committee: Erin F., Terri R.

Open Board positions were announced (Vice-Chair, Communications Coordinator, Secretary, and Member-at-Large. The R1 Chair covered elections, qualifications, and the election process.

The R1 secretary presented the Credentials Report:

Voting Board Members: 5

Region Representatives: 29

Total Voting Members: 34

Trustee: 1

Visitors: 10

Total Number in Attendance: 45

There was a brief review of the Agenda. It was noted on Thursday, October 18, that the time for the Strong Meetings workshop should say 10:50 AM instead of 10:50 PM. The agenda was adopted as amended.

Standing Rules

The Standing Rules were discussed and adopted.

There was an explanation of the Emergency New Business process.

Consent Agenda

The Consent Agenda was explained. Items P-7 and P-8 were removed from the Consent Agenda by voting members.

Items remaining on the consent agenda were Policy Motions P-1, P-2, P-3, P-4, P-5, P-9, P-10 and Bylaws Motion BL-2. The Consent Agenda as revised was adopted.

Motion makers and those making amendments were identified so that voting members could ask questions between sessions as needed.

2017 Budget vs Actuals: The treasurer reviewed actuals in the 2017 budget that had exceeded the amount budgeted by greater than or equal to 10%. The 2017 budget expenditures were ratified.

Board Reports – Q&A

The chair was available to answer questions.

The vice chair was available to answer questions.

The treasurer was available to answer questions.

The secretary was available to answer questions.

The member-at-large board member was available to answer questions.

The communications coordinator was available to answer questions.

The R1 Trustee was available to answer questions.

Project Team Reports – Q&A

The assembly binder team Chair was available to answer questions.

The audit team Chair was available to answer questions.

The Budget, Finance & Delegate support Chair was available to answer questions.

The Bylaws team Chair was available to answer questions.

The 2017 Region One Convention Chair was available to answer questions.

The 2017-2018 Region One Intergroup Renewal Workshop Chair was available to answer questions.

The New Group Outreach Chair was available to answer questions.

The Nominations team Chair was available to answer questions.

The Nurturing Newcomers team Chair was available to answer questions.

The Quilt team Chair was available to answer questions.

The Sponsorship team Chair was available to answer questions.

The Strong Recovery Project team Chair was available to answer questions.

The Unaffiliated Groups Outreach team Chair was available to answer questions.

Intergroup Reports

Two-minute intergroup reports were given from the IG representatives present.

Workshop: Action Plan for Strong Meetings

A workshop for developing strong meetings was facilitated by the Vice Chair and Secretary.

The session adjourned at 12:01 PM for lunch following announcements by the Chair and the Serenity Prayer.

A guest speaker from R1 spoke during the lunch break

Thursday Afternoon Session

The session resumed at 1:41 for the afternoon with a reading: "How To Be An Effective Trusted Servant."

The R1 Secretary presented the Credentials Report

Voting Board Members: 5
Region Representatives: 29
Total Voting Members: 34
Region One Trustee: 1
Guests: 12
Total Number in Attendance: 47

There was a call for nominations from the floor for each open Board position. There were no nominations from the floor.

OA World Service Board of Trustees Restructuring Proposal

Karen B., Region 7 Trustee and first vice chair of the BOT, presented work being done by an ad hoc committee on a proposed Board of Trustees restructuring. There was also time for questions from the Assembly body.

Fourth & Final Budget Proposal Q&A

The fourth and final budget Q&A session was conducted. The treasurer walked through the budget in sections, answered questions, and took note of adjustments requested by the representatives.

Project Team Planning Session

Project teams were introduced, along with a review of notebook resources. The 2018-2019 Project teams are as follows:

- Assembly Notebook
- Audit
- Budget, Finance and Delegate Support
- Bylaws
- Nominations
- Nurturing Newcomers and Newcomer Retention
- Outreach: Carrying the Message/Public Information Public Outreach (PIPO)
- Sponsorship (including Virtual Sponsorship)
- Strong Recovery and Member Retention

Following project team breakouts, each team reported progress back to the Assembly.

Nominees for four Board positions (Vice-Chair, Secretary, Communications Coordinator and Member-at-Large) spoke for three minutes each and answered questions.

Following announcements and the Serenity Prayer, the session adjourned at 5:15 pm for dinner.

Thursday Evening Session

The evening session convened at 6:45 pm with a reading from *For Today*.

Workshop: Action Plan for Strong Personal Recovery

The second of three workshops was facilitated by the R1 Treasurer and the R1 representative from Juneau IG.

The Region 1 Chair directed the Budget Team to meet directly following adjournment to incorporate representative input into a revised budget proposal.

The session was adjourned at 7:50 pm with the Serenity Prayer.

Friday, October 19, 2018

Session resumed at 8:25 AM, with the Serenity Prayer and reading from *Voices of Recovery*.

The R1 Secretary presented the Credentials Report:

Voting Board Members: 5
Region Representatives: 30
Total Voting Members: 35
Region One Trustee: 1
Guests: 12
Total Number in Attendance: 48

There was a review of the procedure for debate and use of microphones.

Bylaws motions and policy motions were debated and voted upon.

The following Motions were addressed during this session. **Complete text of the motions, as adopted are included in Addendum A to the minutes.**

Motion BL-1

Proposal to amend Bylaw Article V, REGION ONE BOARD, Section 5 – TERMS OF OFFICE to remove the exception that allows the Region One treasurer to serve more than two full consecutive terms:
The motion was debated and adopted.

Motion BL-2

Proposal to amend Article VI, BOARD FUNCTIONS, Section 1, to remove the requirement that Board members must be able to see each other if using videoconference technology:
Motion was adopted as part of the Consent Agenda.

Motion P-1

Proposal to amend Policy 4 REGION ONE BOARD JOB DESCRIPTIONS, 4.2 CHAIR RESPONSIBILITIES to update the Chair's responsibilities to reflect current practice in the planning of Assembly.
Motion was adopted as part of the Consent Agenda.

Motion P-2

Proposal to amend Policy 4 REGION ONE BOARD JOB DESCRIPTIONS, 4.3 VICE-CHAIR RESPONSIBILITIES to remove planning of Assembly from the Vice-Chair's job description to reflect current practice.
Motion was adopted as part of the Consent Agenda.

Motion P-3

Proposal to amend Policy 4 REGION ONE JOB DESCRIPTIONS, 4.5 TREASURER RESPONSIBILITIES to shorten the time between the close of Convention and the financial review by the Chair of the Convention Audit Committee so that there is more ready recall of detail.
Motion was adopted as part of the Consent Agenda.

Motion P-4

Proposal to amend Policy 4, REGION ONE BOARD JOB DESCRIPTIONS, 4.6 COMMUNICATION COORDINATOR RESPONSIBILITIES, to ensure regular website backups and to centralize responsibility for password security.

Motion was adopted as part of the Consent Agenda.

Motion P-5

Proposal to amend Policy 5, BUDGET AND FINANCE, 5.1-FINANCE to ensure timely review and security of all Region One funds.

Motion was adopted as part of the Consent Agenda.

Motion P-6

Proposal to amend Policy 5, BUDGET AND FINANCE, 5.2 BUDGET to make sure excess funds are used primarily to support Region One's intergroups, meetings and members.

Motion as amended was debated and adopted.

Motion P-7

Proposal to amend Policy 5, BUDGET AND FINANCE, 5.3 PRUDENT RESERVE to clarify that the prudent reserve should be kept in a separate bank account from the general operating fund bank accounts, as best practice.

Motion was debated and adopted.

Motion P-8

Proposal to amend Policy 5, BUDGET AND FINANCE 5.6 REIMBURSEMENT to clarify Region 1 reimbursement guidelines.

Motion was debated and adopted.

Motion P-9

Proposal to amend Policy 6, REGION ONE ASSEMBLY, 6.3 MOTIONS to remove the necessity of sending out copies of Region One Bylaws and Policies and Procedures since they are now available on the Region One website.

Motion adopted as part of the Consent Agenda.

Motion P-10

Proposal to amend Policy 8, REGION ONE CONVENTION to eliminate the confusion around the date Region One Convention registration forms are to be made available.

Motion was adopted as part of the Consent Agenda.

Motion P-11

Proposal to amend Policy 8 REGION ONE CONVENTION, 8.5 FINANCES to change the policy requirements for reimbursement, books, supporting documents and receipts to be handled by the Region One Vice-Chair and Treasurer.

Motion was debated and adopted.

Presentation of revisions to the 2019 budget proposal and approval of the 2019 budget as revised

The budget was adopted as revised.

A Seventh Tradition was collected: US \$785.00 and Canadian \$130.00.

Elections

Voting for all open positions was conducted.

A Sharing Solutions session was facilitated by the Region 1 trustee with sharing from representatives and visitors.

Election results

With 35 votes cast, the following board members were elected:

Vice Chair: Sue B. was re-elected for a two-year term

Communications Coordinator: Margie G. was re-elected for a two-year term

Secretary: Cindy C. was elected to a two-year term

Member-at-Large: Nadine D. was elected to fill the remaining year of a two-year term

The Assembly adjourned for lunch at 12:00 PM.

Friday Afternoon Session

The Assembly resumed at 1:30 PM with the Serenity Prayer and a reading from *The Twelve Steps and Twelve Traditions of Overeaters Anonymous* "Footsteps"

Workshop: Action Plan for Strong Intergroups

The third of three workshops was facilitated by the R1 Trustee and Communications Coordinator.

Project teams resumed meeting.

Connection Challenge drawing:

Assembly registration for selected IG: Marjorie T./North Cascade IG

Assembly registration for selected IG: Joan McO./Central Oregon IG

Convention package for 2019 (registration & banquet): Cathy Z./Eagle Cap IG

Gifts of *The Twelve Steps and Twelve Traditions of Overeaters Anonymous, Second Edition* were given to all representatives and visitors and the Green Dot Ceremony was held.

The Region Assembly Closed at 3:15 PM with the “Founder’s Promise”.

Submitted By:

Cindy C., Region One Secretary

November 14, 2018

Beverly M., Chair

Date

Cindy C., Secretary

Date

OCTOBER 2018 MOTION TO REGION ONE ASSEMBLY

MOTION BL-1: Move to amend Bylaw Article 5, REGION ONE BOARD, Section 5 TERMS OF OFFICE, by inserting, deleting and renumbering as follows:

CURRENT WORDING	PROPOSED WORDING
<p>Article 5 - Region One Board Section 5 - Terms of Office</p> <p>A. Board members shall be elected to serve for a period of two years and until their successors are elected.</p> <p>1. In even-numbered years, elections by ballot shall be held for Vice Chair, Secretary, and Communications Coordinator. In odd-number years, elections by ballot shall be held for Chair, Treasurer and Member at Large.</p> <p>2. Newly elected officers shall take office at the close of the Region One Assembly at which they are elected.</p> <p>B. Board members, with the exception of the Treasurer, shall serve no more than two (2) full consecutive terms in any one Board position. The Treasurer may serve up to a maximum of four (4) terms.</p> <p>C. After an interval of one year, members may again be eligible for election to their prior Board position.</p> <p>D. Upon election to the Board, members shall cease to be a Region Representative for their Intergroup.</p>	<p>Article 5 - Region One Board Section 5 - Terms of Office</p> <p>A. Board members shall be elected to serve for a period of two years and until their successors are elected.</p> <p>1. In even-numbered years, elections by ballot shall be held for Vice Chair, Secretary, and Communications Coordinator. In odd-number years, elections by ballot shall be held for Chair, Treasurer and Member at Large.</p> <p>2. Newly elected officers shall take office at the close of the Region One Assembly at which they are elected.</p> <p>B. Board members, with the exception of the Treasurer, shall serve no more than two (2) full consecutive terms in any one Board position. The Treasurer may serve up to a maximum of four (4) terms.</p> <p>C. After an interval of one year, members may again be eligible for election to their prior Board position.</p> <p>D. Upon election to the Board, members shall cease to be a Region Representative for their Intergroup.</p>

SUBMITTED BY: Leslie W. - Region One Treasurer

INTENT: To remove the exception that allows Region One Treasurer to serve more than two full consecutive terms

IMPLEMENTATION: Amend the Bylaws.

COST: None.

RATIONALE: As currently written, this Bylaw allows the same person to serve as Region Treasurer for

four terms, which is eight years. If that person had started as Treasurer with a partial term, their total time in office could be even longer.

Rotation of service is essential for the health of our Region and its members. It is not good for one person to hold service positions for such a lengthy period of time, and, by doing so, others may be prevented from service. We need to be mentoring and developing new people for service, and letting them know they are needed; lack of rotation of service does not communicate that new people are needed. The Bylaw, as currently written, discourages rotation of service.

This Bylaw may have been seen as necessary, in case there was no candidate for Treasurer, in order to allow the current Treasurer to continue. However, in that case, the Board could make an appointment to fill the vacancy, or the Member-at-Large could temporarily assist with Treasurer responsibilities.

OCTOBER 2018 MOTION TO REGION ONE ASSEMBLY

Passed on Consent

MOTION BL-2: Move to amend Article VI – BOARD FUNCTIONS, Section 1, by inserting, deleting and renumbering, as follows:

CURRENT WORDING	PROPOSED WORDING
<p>Article VI – Board Functions Section 1 – The Board shall have general supervision of the affairs of the Assembly between its annual meetings.</p> <p>A. The Board shall have regular meetings no fewer than three (3) times a year.</p> <p>B. The Chair or a majority of the Board may call special meetings.</p> <p>C. A quorum for Board meetings consists of a majority of the current voting members of the Board.</p> <p>D. Board meetings, at the direction and discretion of the Board, may be conducted by videoconference or teleconference, provided that the meeting is conducted by technology which allows all persons participating to hear each other at the same time, and in the case of videoconferences, to see each other as well.</p> <p>E. The Board shall be empowered to make emergency decisions between regular Board meetings. These decisions shall be presented at the next regular Board meeting for consideration and a vote on ratification.</p> <p>F. To facilitate communication, the Board shall use multiple technologies, including but not limited to: a post office box at a location to be determined by the Board; a website to be maintained by the Board; and e-mail lists as may be deemed appropriate by the Board.</p>	<p>Article VI – Board Functions Section 1 – The Board shall have general supervision of the affairs of the Assembly between its annual meetings.</p> <p>A. The Board shall have regular meetings no fewer than three (3) times a year.</p> <p>B. The Chair or a majority of the Board may call special meetings.</p> <p>C. A quorum for Board meetings consists of a majority of the current voting members of the Board.</p> <p>D. Board meetings, at the direction and discretion of the Board, may be conducted by videoconference, or teleconference, <u>or other electronic means,</u> provided that the meeting is conducted by technology which allows all persons participating to hear each other at the same time, and in the case of videoconferences, to see each other as well.</p> <p>E. The Board shall be empowered to make emergency decisions between regular Board meetings. These decisions shall be presented at the next regular Board meeting for consideration and a vote on ratification.</p> <p>F. To facilitate communication, the Board shall use multiple technologies, including but not limited to: a post office box at a location to be determined by the Board; a website to be maintained by the Board; and e-mail lists as may be deemed appropriate by the Board.</p>

SUBMITTED BY: Faye D. – Region One Bylaws Team

INTENT: Remove the requirement that Board members must be able to see each other if using videoconference technology

IMPLEMENTATION: Amend the Bylaws.

COST: None.

RATIONALE: It is possible that when using video-capable technology such as Skype, one or more participants would not be able to use the video features. It is sufficient to hold a meeting that the participants be able to hear one another.

OCTOBER 2018 MOTION TO REGION ONE ASSEMBLY

Passed on Consent

MOTION P-1: Move to amend 4. REGION ONE BOARD JOB DESCRIPTIONS, 4.2 CHAIR RESPONSIBILITIES, by striking, inserting and renumbering, as follows:

CURRENT WORDING	PROPOSED WORDING
<p>4. REGION ONE BOARD JOB DESCRIPTIONS 4.2 CHAIR RESPONSIBILITIES</p> <p>4.2.1. Presides at all regular and special meetings of the Region One Board, Executive Board and Assemblies.</p> <p>4.2.2. May appoint a Parliamentarian for the Region One Assembly annually to advise the Chair on procedural issues. Factors which shall be used in selection are:</p> <p style="padding-left: 40px;"><i>(4.2.2.1 Parliamentarian Selection Factors and 4.2.2.6 Parliamentarian Duties, are not affected by this motion, and are not included here, for brevity)</i></p> <p>4.2.3. Serves as ex-officio member on all committees except Nominations.</p> <p>4.2.4. May maintain a blog on the Region One website.</p> <p>4.2.5. Represents Region One as a whole at the World Service Business Conference.</p> <p>4.2.6. Participates in the Region Chairs’ meetings, and the Region Chairs’ Committee meetings at WSBC.</p> <p>4.2.7. Appoints Committee Chairs and assigns duties as necessary.</p> <p>4.2.8. After elections at Assembly, assigns all Board members to Region One committees to serve as liaisons for the coming year and communicates with them as needed.</p> <p>4.2.9. Coordinates production of Assembly Notebooks.</p> <p>4.2.10. Prepares Assembly Evaluation forms and reports on results at next Board meeting.</p>	<p>4. REGION ONE BOARD JOB DESCRIPTIONS 4.2 CHAIR RESPONSIBILITIES</p> <p>4.2.1. Presides at all regular and special meetings of the Region One Board, Executive Board and Assemblies.</p> <p>4.2.2. May appoint a Parliamentarian for the Region One Assembly annually to advise the Chair on procedural issues. Factors which shall be used in selection are:</p> <p style="padding-left: 40px;"><i>(4.2.2.1 Parliamentarian Selection Factors and 4.2.2.6 Parliamentarian Duties, are not affected by this motion, and are not included here, for brevity)</i></p> <p>4.2.3. Serves as ex-officio member on all committees except Nominations.</p> <p>4.2.4. May maintain a blog on the Region One website.</p> <p>4.2.5. Represents Region One as a whole at the World Service Business Conference.</p> <p>4.2.6. Participates in the Region Chairs’ meetings, and the Region Chairs’ Committee meetings at WSBC.</p> <p>4.2.7. Appoints Committee Chairs and assigns duties as necessary.</p> <p>4.2.8. <u>Assumes responsibility for planning of Assembly.</u></p> <p>4.2.9. 4-8 After elections at Assembly, assigns all Board members to Region One committees <u>and intergroups</u>, to serve as liaisons for the coming year, and communicates with them as needed.</p> <p>4.2.10. 4-9 Coordinates production of Assembly Notebooks.</p> <p>4.2.11. 4-10 Prepares Assembly Evaluation forms and reports on results at next Board meeting.</p>

SUBMITTED BY: Sue B. – Region One Vice Chair.

INTENT: Change the Region One Chair responsibilities.

IMPLEMENTATION: Update the Policies.

COST: None.

RATIONALE: This motion updates the Policies to reflect current practice. The Region Chair has been responsible for the overall planning of our Assembly for quite a number of years. There is a corresponding motion to remove this responsibility from the Vice-Chair's job description.

In addition, current practice is that Board members take on liaisons roles with intergroups, as well as committees.

OCTOBER 2018 MOTION TO REGION ONE ASSEMBLY

Passed on Consent

MOTION P-2: Move to amend Policy 4 REGION ONE BOARD JOB DESCRIPTIONS, 4.3 VICE-CHAIR RESPONSIBILITIES by striking and inserting as follows:

CURRENT WORDING	PROPOSED WORDING
<p>Policy 4. REGION ONE BOARD JOB DESCRIPTIONS Policy 4.3 VICE-CHAIR RESPONSIBILITIES</p> <p>4.3.1. Acts in the capacity of the Chair in his/her incapacity or absence.</p> <p>4.3.2. Maintains open communication with the Chair to be prepared to act in the event of his/her incapacity or absence.</p> <p>4.3.3. Carries out specific assignments as directed by the Chair.</p> <p>4.3.4. Acts as Assembly Location Coordinator, assuming responsibility for planning and execution of the Assembly.</p> <p>4.3.5. Negotiates and finalizes the hotel contract for Assembly and Convention. The contract is to include hotel room rates and amenities, all meeting rooms, audio-visual and other equipment, meals associated with Convention, special restaurant meals, and any other needs specific to Assembly and Convention.</p> <p>4.3.6. Recommends the final contract to the Chair for signature and provides the Treasurer with written notice of when hotel deposits are due.</p> <p>4.3.7. Monitors the number of hotel room nights booked, reminds Intergroups of deadline for registration to help ensure room night quota is achieved if it is part of the contract.</p> <p>4.3.8. Closely monitors the terms of the hotel contract to ensure all Region obligations are met.</p> <p>4.3.9. Maintains regular contact with the hotel to ensure that everything remains on track and to keep abreast of any changes in administration that may affect the outcome of Assembly and Convention.</p>	<p>Policy 4. REGION ONE BOARD JOB DESCRIPTIONS Policy 4.3 VICE-CHAIR RESPONSIBILITIES</p> <p>4.3.1. Acts in the capacity of the Chair in his/her incapacity or absence.</p> <p>4.3.2. Maintains open communication with the Chair to be prepared to act in the event of his/her incapacity or absence.</p> <p>4.3.3. Carries out specific assignments as directed by the Chair.</p> <p>4.3.4. Acts as Assembly Location Coordinator, assuming responsibility for planning and execution of the Assembly.</p> <p>4.3.5. Negotiates and finalizes the hotel contract for Assembly and Convention. The contract is to include hotel room rates and amenities, all meeting rooms, audio-visual and other equipment, <u>catering, meals associated with Convention, special restaurant meals,</u> and any other needs specific to Assembly and Convention.</p> <p>4.3.6. Recommends the final contract to the Chair <u>Board for approval. Co-signs the approved contract with the Chair, signature</u> and provides the Treasurer with written notice of when hotel deposits are due, <u>and ensures that a direct bill application is completed, if necessary.</u></p> <p>4.3.7. Monitors the number of hotel room nights booked, reminds Intergroups of deadline for registration to help ensure room night quota is achieved if it is part of the contract.</p> <p>4.3.8. Closely monitors the terms of the hotel contract to ensure all Region obligations are met.</p> <p>4.3.9. Maintains regular contact with the hotel to</p>

Passed on Consent

<p>4.3.10. Provides a manual to Convention Chairs containing job descriptions, deadlines for specific activities, sample forms and other pertinent information.</p> <p>4.3.11. Works with the Convention Chair to develop the Convention Program.</p> <p>4.3.12. Works closely with the Convention Committee to ensure no additional expenses are incurred without prior Board approval and that financial accountability is maintained.</p> <p>4.3.13. Corresponds with Board members, Committee Chairs, and Representatives as needed.</p> <p>4.3.14. Serves as liaison for all Region One events.</p> <p>4.3.15. Works with Intergroups to generate bids for Region events.</p> <p>4.3.16. Assists with contract negotiations and assures that financial accountability is maintained.</p> <p>4.3.17. Serves as resource for Convention Chairs and for Intergroups hosting Board meetings, providing guidance and clarifying expectations.</p> <p>4.3.18. Serves as liaison between Intergroups hosting Board meetings and the Region One Board, keeping the Board informed of all major decisions and asking for approval/assistance as necessary.</p> <p>4.3.19. Serves as a resource for Intergroups in planning their own events, providing formats and advice as needed.</p>	<p>ensure that everything remains on track and to keep abreast of any changes in administration that may affect the outcome of Assembly and Convention.</p> <p>4.3.10. Provides an <u>up-to-date</u> manual to Convention Chairs containing job descriptions, deadlines for specific activities, sample forms and other pertinent information.</p> <p>4.3.11. Works with the Convention Chair to develop the Convention Program.</p> <p><u>4.3.12. Maintains the Convention checking account and issues reimbursements in a manner consistent with Region One Policies.</u></p> <p>4.3.12.13 Works closely with the Convention Committee to ensure no additional expenses are incurred without prior Board approval and that financial accountability is maintained.</p> <p>4.3.13. Corresponds with Board members, Committee Chairs, and Representatives as needed.</p> <p>4.3.14. Serves as liaison for all Region One events.</p> <p>4.3.14. Works with Intergroups to generate bids for Region events <u>Convention</u>.</p> <p>4.3.16. Assists with contract negotiations and assures that financial accountability is maintained.</p> <p>4.3.15. Serves as resource <u>and liaison</u> for Convention Chairs and for Intergroups hosting Board meetings, providing guidance, and clarifying expectations,</p> <p>4.3.18. Serves as liaison between Intergroups hosting Board meetings and the Region One Board, keeping the Board informed of all major decisions and asking for approval/assistance as necessary.</p> <p>4.3.16. Serves as a resource for Intergroups in planning their own events, providing formats and advice as needed.</p>
--	--

SUBMITTED BY: Sue B., Region One Vice-Chair, vicechairr1@oaregion1.org

INTENT: Amend Vice-Chair job description.

IMPLEMENTATION: Update Region One Policies and Procedures.

COST: None.

RATIONALE:

Current practice for many years has been that the Chair is responsible for planning and execution of Assembly. The amendment removes this item from the Vice-Chair's job description.

One person should not be responsible for finalizing the convention hotel contract for Region One. This decision should be made via group conscience. This amendment ensures that the contract will be reviewed by the entire board, and that both the Chair and Vice-Chair will co-sign the contract.

Historically, the hosting intergroup's convention committee has opened a checking account for convention. This has been problematic in several ways: the intergroups have sometimes struggled to find a qualified volunteer to be convention treasurer, the Region Treasurer has had limited access to the account, expenditures and reimbursements have not always followed Region Policies, and thus it has been difficult to audit convention accounts. In addition, there is nothing in Region Policies which allows non-board members access to bank accounts holding Region funds. Best practice is that the Convention checking account be administered by the Region Vice-Chair.

The motion also removes an unnecessary reference to "correspondence" and to serving as liaison for all Region events.

OCTOBER 2018 MOTION TO REGION ONE ASSEMBLY

Passed on Consent

MOTION P-3: Move to amend Policy 4. REGION ONE JOB DESCRIPTIONS, 4.5 TREASURER by striking, inserting and renumbering, as follows:

CURRENT WORDING	PROPOSED WORDING
<p>Policy 4. REGION ONE BOARD JOB DESCRIPTIONS Policy 4.5 TREASURER RESPONSIBILITIES</p> <p>4.5.1. Assume office immediately, but allow sixty (60) days after election to work with the previous Treasurer to balance books and receive all materials for the position.</p> <p>4.5.2. Maintain a mailing address to receive donations. Retrieve the mail at least every two weeks.</p> <p>4.5.3. Maintain bank accounts in U.S. funds.</p> <p>4.5.4. Record receipts and disbursements.</p> <p>4.5.5. Reimburse Board members and Committee Chairs for approved expenses.</p> <p>4.5.6. Record donations by group number.</p> <p>4.5.7. Complete government forms as required, including annual renewal of corporate registration with the state of Oregon and annual federal income tax filing.</p> <p>4.5.8. Maintain up-to-date financial information including balancing checking accounts monthly.</p> <p>4.5.9. Submit financial statements prior to each Board meeting and Assembly.</p> <p>4.5.10. Provide reports and all supporting materials, paper and electronic, to the Chair of the General Audit Committee and the Chair of the Convention Audit Committee by March 31.</p> <p>4.5.11. Work with the Budget, Finance and Delegate Support Committee to create a proposed budget for the following year. This proposed budget is submitted to the Board for discussion at the June</p>	<p>Policy 4. REGION ONE BOARD JOB DESCRIPTIONS Policy 4.5 TREASURER RESPONSIBILITIES</p> <p>4.5.1. Assume office immediately, but allow sixty (60) days after election to work with the previous Treasurer to balance books and receive all materials for the position.</p> <p>4.5.2. Maintain a mailing address to receive donations. Retrieve the mail at least every two weeks.</p> <p>4.5.3. Maintain bank accounts in U.S. funds.</p> <p>4.5.4. Record receipts and disbursements.</p> <p>4.5.5. Reimburse Board members and Committee Chairs for approved expenses.</p> <p>4.5.6. Record donations by group number.</p> <p>4.5.7. Complete government forms as required, including annual renewal of corporate registration with the state of Oregon and annual federal income tax filing.</p> <p>4.5.8. Maintain up-to-date financial information including balancing checking accounts monthly.</p> <p>4.5.9. Submit financial statements prior to each Board meeting and Assembly.</p> <p>4.5.10. Provide reports and all supporting materials, paper and electronic, to the Chair of the General Audit Committee and the Chair of the Convention Audit Committee <u>for an annual audit</u> by March 31.</p> <p><u>4.5.11 Provide reports and all supporting materials, paper and electronic, to the Chair of the Convention Audit Committee within 45 days of the close of Convention.</u></p>

<p>Board meeting. Submit budget to Assembly for approval. Passed on Consent 4.5.12. Review Budget and Finance policies annually. 4.5.13. Provide members with expense and donation forms as requested. 4.5.14. Act as Liaison to Committees and Intergroups, as assigned.</p>	<p>4.5.112. Work with the Budget, Finance and Delegate Support Committee to create a proposed budget for the following year. This proposed budget is submitted to the Board for discussion at the June Board meeting. Submit budget to Assembly for approval. 4.5.1213. Review Budget and Finance policies annually. 4.5.1314. Provide members with expense and donation forms as requested. 4.5.1415. Act as Liaison to Committees and Intergroups, as assigned.</p>
--	--

SUBMITTED BY:

Terri R.
Chair - Region One Audit Project Team
541.390.1097 trahmsdorff@gmail.com

INTENT:

To ensure convention funds are handled according to the agreed Budget and reimbursements are completely documented.

IMPLEMENTATION:

Update Region One Convention Manual and Region 1 Assembly of Overeaters Anonymous Policies and Procedures document.

COST:

None.

RATIONALE:

In the past, the time lag between the close of Convention and the financial review by the Chair of the General Audit Committee and the Chair of the Convention Audit Committee has been so long that recall of details was difficult. This process will allow for timely review and reconciliation of Convention financial records.

OCTOBER 2018 MOTION TO REGION ONE ASSEMBLY

Passed on Consent

MOTION P-4: Move to amend Policy 4. REGION ONE BOARD JOB DESCRIPTIONS, 4.6 COMMUNICATION COORDINATOR RESPONSIBILITIES, but inserting, deleting and renumbering, as follows:

CURRENT WORDING	PROPOSED WORDING
<p>4. REGION ONE BOARD JOB DESCRIPTIONS</p> <p>4.6. COMMUNICATIONS COORDINATOR RESPONSIBILITIES</p> <p>4.6.1. Solicits, assembles, and edits material and maintains website.</p> <p>4.6.2. Considers the current Region One policies and World Service guidelines in all publications.</p> <p>4.6.3. Consults with the Region One Board as to content and information to be published and makes no major changes in format or content without approval of the Board.</p> <p>4.6.4. Maintains archive.</p> <p>4.6.5 Promotes Lifeline.</p>	<p>4. REGION ONE BOARD JOB DESCRIPTIONS</p> <p>4.6. COMMUNICATIONS COORDINATOR RESPONSIBILITIES</p> <p>4.6.1. Solicits, assembles, and edits material and maintains website.</p> <p>4.6.2. Considers the current Region One policies and World Service guidelines in all publications.</p> <p>4.6.3. Consults with the Region One Board as to content and information to be published and makes no major changes in format or content without approval of the Board.</p> <p>4.6.4. Maintains archive <u>a current backup of Region One digital assets, including the website, any shared file resources or databases, at least monthly.</u></p> <p><u>4.6.5. Oversees user account and password security for Region One accounts.</u></p> <p>4.6.5<u>6</u> Promotes Lifeline.</p>

SUBMITTED BY: Rosanne K. – Region One Bylaws Team

INTENT: Amend the Communication Coordinator job description.

IMPLEMENTATION: Update the Region One Policies and Procedures.

COST: None

RATIONALE: By having one person responsible for passwords makes it easier to maintain security. Centralize password responsibility. Password security is key to the security of the Board sites. Ensure that regular backups are carried out of the website.

OCTOBER 2018 MOTION TO REGION ONE ASSEMBLY

Passed on Consent

MOTION P-5: Move to amend Policy 5. BUDGET AND FINANCE, 5.1 FINANCE by striking and inserting, as follows:

CURRENT WORDING	PROPOSED WORDING
<p>Policy 5. BUDGET AND FINANCE Policy 5.1. FINANCE</p> <p>5.1.1. Region One shall operate its finances in an orderly and cost-effective manner.</p> <p>5.1.2. Region One funds will be accounted for in accordance with recognized financial accounting practices and in compliance with all laws.</p> <p>5.1.3. The Treasurer and at least two other Board members shall be authorized check signers.</p> <p>5.1.4. All funds shall be held in registered and insured financial institutions.</p> <p>5.1.5. All expenses must be supported by related receipts.</p> <p>5.1.6. All accounts or enterprises which involve Region funds shall be audited on an annual basis. The Chair shall appoint an Audit Committee of up to 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 Region One events shall be presented by the second Board meeting following the event.</p>	<p>Policy 5. BUDGET AND FINANCE Policy 5.1. FINANCE</p> <p>5.1.1. Region One shall operate its finances in an orderly and cost-effective manner.</p> <p>5.1.2. Region One funds will be accounted for in accordance with recognized financial accounting practices and in compliance with all laws.</p> <p>5.1.3. The Treasurer, <u>the Chair and the Vice-Chair and at least two other Board members</u> shall be authorized check signers <u>on Region One accounts.</u></p> <p style="padding-left: 40px;"><u>5.1.3.1. Board Members shall immediately surrender all assigned bank cards at the end of their term or upon their resignation.</u></p> <p>5.1.4. All funds shall be held in registered and insured financial institutions.</p> <p>5.1.5. All expenses must be supported by related receipts.</p> <p>5.1.6. All accounts or enterprises which involve Region funds shall be audited on an annual basis. The Chair shall appoint an Audit Committee of up to <u>at least</u> three people whose duties shall be to audit all such accounts. The committee shall present <u>create</u> a written <u>audit report for the year, to be presented at the annual Region One Assembly.</u> of the financial activity of Region One's accounts by the second Board Meeting following Assembly. The audit of other Region One events shall be presented by the second Board meeting following the event.</p> <p style="padding-left: 40px;"><u>5.1.6.1. The Convention audit shall be completed within 90 (ninety) days of the close of Convention, and shall be included in the Assembly Notebook materials.</u></p>

	<p><u>5.1.6.2. All other audits shall be completed in time for inclusion in the Assembly Notebook materials.</u></p>
--	--

SUBMITTED BY: Loretta B. – Region One Audit Project Team

INTENT: To amend the Region One Budget and Finance Policies. To ensure timely review and security of all Region One funds.

IMPLEMENTATION: Update the Region One Convention Manual and Region 1 Assembly of Overeaters Anonymous Policies and Procedures document.

COST: None.

RATIONALE: This motion clarifies the audit process in our Policies and ensures that a written audit reports will be provided in a timely manner and included in Assembly materials. This provides transparency and an opportunity for Representatives to review the report and ask questions about Region One finances.

Requiring the convention audit to be completed within ninety days of convention ensures that this audit will be done when details are easier to recall and information more readily available.

As currently written, all board members could be given access to accounts. This is not necessary. The Treasurer and Chair have historically been given access and that is needed. The Vice Chair, who is the liaison to the Convention, also needs to be given access so that they can manage the Convention accounts.

Finally, there is nothing currently in our policies to indicate that Board members who are rotating out of service shall turn in their bank cards. This policy amendment adds wording to make that clear.

OCTOBER 2018 MOTION TO REGION ONE ASSEMBLY

MOTION P-6: Move to amend Policy 5. BUDGET AND FINANCE, 5.2. BUDGET by striking and inserting the following:

CURRENT WORDING	PROPOSED WORDING
<p>5. BUDGET AND FINANCE 5.2. BUDGET</p> <p>5.2.5 Region One shall budget to donate all excess funds to World Service annually. Excess funds are calculated as follows: fund balance less prudent reserve, plus budgeted revenues, less budgeted operating expenses.</p>	<p>5. BUDGET AND FINANCE 5.2. BUDGET</p> <p>5.2.5 Region One shall budget to donate all excess funds to World Service annually <u>use excess funds as follows:</u></p> <p style="padding-left: 20px;"><u>5.2.5.1 up to 30% to be used for Board Special Projects</u></p> <p style="padding-left: 20px;"><u>5.2.5.2 up to 30% to be used for Member Outreach to our members, groups and Intergroups</u></p> <p style="padding-left: 20px;"><u>5.2.5.3 up to 15% to be used for Representative Support</u></p> <p style="padding-left: 20px;"><u>5.2.5.4 up to 15% to be used for WSBC Delegate Support</u></p> <p style="padding-left: 20px;"><u>5.2.5.5 the remainder to be sent to the World Service Office of Overeaters Anonymous</u></p> <p>Excess funds are calculated as follows: fund balance less prudent reserve, less targeted expenses for the coming year.</p>

SUBMITTED BY: Tammy E., Region One Budget/Finance/Delegate Support Team

INTENT: This team wants to make sure excess funds above our budgeted income are used primarily to support Region One's Intergroups, meetings, and members.

IMPLEMENTATION: The Budget/Finance/Delegate Support team and the Region Board will work together to determine and implement the changes needed to budget and expenditures each year.

COST: There is no cost associated with this motion.

RATIONALE: In the past, we have not followed the current policy for use of excess funds, particularly when the excess is rather large. Many in the fellowship expressed that we should be using most of the money we raise to support our Region's Intergroups, meetings, and members. The team thought about and discussed at length the question of "What is the right thing for us to do?" and this motion represents what we believe is the will of the fellowship, while recognizing that we also must contribute to World Service as well.

OCTOBER 2018 MOTION TO REGION ONE ASSEMBLY

MOTION P-7: Move to amend Policy 5. BUDGET AND FINANCE, 5.3 PRUDENT RESERVE by inserting and deleting as follows:

CURRENT WORDING	PROPOSED WORDING
<p>5. BUDGET AND FINANCE 5.3. PRUDENT RESERVE</p> <p>5.3.1. A Prudent Reserve of six months’ operating expenses shall be maintained. Prudent reserve shall be calculated annually by taking an average of the prior three years’ annual operating expenditures and dividing by six. 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 transferred to this account from the general account until the prudent reserve level is restored. 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, and present a plan for reducing operating expenses for Board approval.</p>	<p>5. BUDGET AND FINANCE 5.3. PRUDENT RESERVE</p> <p>5.3.1. A Prudent Reserve of six months’ operating expenses shall be maintained <u>in a separate account</u>. Prudent reserve shall be calculated annually by taking an average of the prior three years’ annual operating expenditures and dividing by six <u>two</u>. 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 <u>\$500</u> per quarter shall be added transferred to this account from the general account until the prudent reserve level is restored. 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, and present a plan for reducing operating expenses for Board approval.</p>

SUBMITTED BY: Tammy E., Region One Budget/Finance/Delegate Support Team.

INTENT: This motion clarifies that the prudent reserve should be kept in a separate bank account from the general operating fund bank accounts, as best practice.

IMPLEMENTATION: The Region One Treasurer will maintain a prudent reserve account. Each year, the Treasurer will adjust the funds in the prudent reserve account to reflect the current year’s prudent reserve amount.

COST: There should be no cost associated with this motion.

RATIONALE: It is much clearer what our budgeted operating funds are when the prudent reserve funds are not commingled but are kept separately. They are accessible should they be needed, but are otherwise set aside. This motion also corrects an error in the method of calculating prudent reserve, and increases the transfer amount into prudent reserve to better reflect present-day currency values.

OCTOBER 2018 MOTION TO REGION ONE ASSEMBLY

MOTION P-8: Move to amend Policy 5. BUDGET AND FINANCE, 5.6 REIMBURSEMENT by deleting, inserting, and renumbering, as follows:

CURRENT WORDING	PROPOSED WORDING
<p>5. BUDGET AND FINANCE 5.6. REIMBURSEMENT</p> <p>5.6.1. Reimbursement forms accompanied by related receipts shall be submitted to the Treasurer, who shall approve reimbursements and issue checks according to the following guidelines:</p> <p>5.6.1.1. 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.</p> <p>5.6.1.2. Board members: travel shall be reimbursed at:</p> <p>5.6.1.2.1. actual airfare; or</p> <p>5.6.1.2.2. the IRS car usage reimbursement rate.</p> <p>5.6.1.3. 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.</p> <p>5.6.1.4. Up to five 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.</p> <p>5.6.1.5. 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.</p> <p>5.6.1.6. Committees shall submit requests for reimbursement to their liaison Board member. The Board member shall forward approved requests for reimbursement to the Treasurer.</p>	<p>5. BUDGET AND FINANCE 5.6. REIMBURSEMENT</p> <p>5.6.1. Reimbursement forms accompanied by related receipts shall be submitted to the Treasurer, <u>except that the Treasurer shall submit their own reimbursement requests to the Chair.</u> who The Treasurer shall approve reimbursements and issue checks according to the following guidelines:</p> <p>5.6.1.1. 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.</p> <p>5.6.1.2. Board members: travel shall be reimbursed at:</p> <p>5.6.1.2.1. actual airfare <u>cost</u>; or</p> <p>5.6.1.2.2. the IRS <u>charitable volunteer mileage car usage</u> reimbursement rate.</p> <p>5.6.1.3. 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. <u>If rooms are shared with persons not eligible for reimbursement, Region One will reimburse only the Board member's share of the lodging.</u></p> <p>5.6.1.4. Up to five 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.</p> <p>5.6.1.5. 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.</p>

<p>5.6.2. 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.</p> <p>5.6.3. If an advance or other prepaid funds are not used for the purpose intended, any funds not used for Region One business shall be returned to Region One. This requirement may be waived if the Board deems the reason the funds were not used for their intended purpose was an emergency.</p> <p>5.6.4. 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.</p> <p>5.6.5. When Region One elects to send and finance regional delegates to the World Service Business Conference, the selected delegates shall follow the same usage and reimbursement policies and procedures as those stated above for Region Board and committee members. Region One Delegates to WSBC may be compensated for up to four nights lodging at double occupancy.</p>	<p>5.6.1.65. Committees shall submit requests for reimbursement to their liaison Board member. The Board member shall forward approved requests for reimbursement to the Treasurer.</p> <p>5.6.2. 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.</p> <p>5.6.3. If an advance or other prepaid funds are not used for the purpose intended, any funds not used for Region One business shall be returned to Region One. This requirement may be waived if the Board deems the reason the funds were not used for their intended purpose was an emergency.</p> <p>5.6.4. If the Treasurer does not approve a request for reimbursement, either because it is inconsistent with the Budget & Finance Region One 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.</p> <p>5.6.5. When Region One elects to send and finance regional delegates to the World Service Business Conference, the selected delegates shall follow the same usage and reimbursement policies and procedures as those stated above for Region Board and committee members. Region One Delegates to WSBC may be compensated for up to four nights lodging at double occupancy.</p>
--	--

SUBMITTED BY: Leslie W. – Region One Treasurer

INTENT: Amend the Policy to clarify reimbursement guidelines.

IMPLEMENTATION: Update Region One Policy and Procedures.

COST: None.

RATIONALE: The amendment offers an opportunity for Region One to follow best practice for reimbursement. For instance, it is important for transparency that no person should approve their own

reimbursement request. Currently, there is no guidance in our Policies for what to do when the Treasurer needs reimbursement.

The amendment clarifies current practice that Region One uses the IRS charitable rate is used for mileage reimbursement. The IRS currently offers two categories for calculating mileage: “standard” and “charity volunteer.” The OA World Service Office uses the charitable rate for mileage reimbursement.

As currently written, our Policies do not provide guidance for how to reimburse Board members when they share a room with a non-Board member, such as a spouse. This amendment would make it clear that Region One will pay only that portion of lodging incurred by the Board member. Also removed is a sentence that encourages single rooms during the first two nights of Assembly. If this is necessary, the Policy still allows single rooms for “reasonable circumstances.”

The deletion of 5.6.1.5. is recommended because it is repetitive. These guidelines are already stated in 5.6.1.1.

OCTOBER 2018 MOTION TO REGION ONE ASSEMBLY

Passed on Consent

MOTION P-9: Move to amend Policy 6, REGION ONE ASSEMBLY, 6.3 MOTIONS by inserting and renumbering, as follows:

CURRENT WORDING	PROPOSED WORDING
<p>Policy 6 –REGION ONE ASSEMBLY</p> <p>6.3. MOTIONS:</p> <p>6.3.1. 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 action.</p> <p>6.3.2. 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 and a copy of the Region One Bylaws.</p> <p>6.3.3. Intergroups and committees shall use this form to submit main motions to the Bylaws committee or the Region One Board sixty (60) days prior to Assembly in order to be included in the notebook. Main motions must be sent to Representatives thirty (30) days prior to the Assembly.</p> <p>6.3.4. Main motions may also be made from the floor by Board members, registered Representatives, and committees.</p> <p>6.3.5. Motions may be ruled out of order by the Region One Chair at the Assembly. Any voting member may appeal the Chair’s decision if this occurs. If the Chair determines that the motion is out of order, and that determination is challenged, the conflict is resolved by balloting the Assembly Representatives.</p> <p>6.3.6. Emergency New Business motions are matters 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 Region One. Such motions shall be submitted to the Board and considered for</p>	<p>Policy 6 – REGION ONE ASSEMBLY</p> <p>6.3. MOTIONS:</p> <p>6.3.1. 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 action.</p> <p>6.3.2. 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 <u>may be electronic, and</u> shall include a copy of the Region One Policies and Procedures and a copy of the Region One Bylaws.</p> <p>6.3.3. Intergroups and committees shall use this <u>the</u> form to submit main motions to the Bylaws committee or the Region One Board sixty (60) days prior to Assembly in order to be included in the notebook.</p> <p><u>6.3.4. Main motions must be sent provided electronically</u> to Representatives thirty (30) days prior to the Assembly.</p> <p>6.3.4. <u>6.3.5</u> Main motions may also be made from the floor by Board members, registered Representatives, and committees.</p> <p>6.3.5. <u>6.3.6</u> Motions may be ruled out of order by the Region One Chair at the Assembly. Any voting member may appeal the Chair’s decision if this occurs. If the Chair determines that the motion is out of order, and that determination is challenged, the conflict is resolved by balloting the Assembly Representatives.</p> <p>6.3.6. <u>6.3.7</u> Emergency New Business motions are matters of an urgent nature that, if not acted upon</p>

<p>discussion by an Emergency New Business committee established by the Region One Chair, subject to the rules of the Assembly.</p> <p>Passed on Consent</p>	<p>before the end of the Assembly, might have a detrimental effect on the welfare of the Assembly or Region One. Such motions shall 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.</p>
---	---

SUBMITTED BY: Rosanne K. – Region One Bylaws Team

INTENT: Remove necessity of sending out copies of Region One Bylaws and Policies and Procedures since they are now available on the Region One Website.

IMPLEMENTATION: Update the Region One Policies and Procedures.

COST: Save a lot of money.

RATIONALE: The online availability of these resources makes it unnecessary to spend time and money on printing and mailing. This just brings the policy in line with current practices. This motion also separates 6.3.3 into two different items in the list, for clarity.

OCTOBER 2018 MOTION TO REGION ONE ASSEMBLY

Passed on Consent

MOTION P-10: Move to amend Policy 8, REGION ONE CONVENTION, by striking and inserting, as follows:

CURRENT WORDING	PROPOSED WORDING
<p>8. REGION ONE CONVENTION</p> <p>8.3. REGISTRATION</p> <p>8.3.2. Registration Forms</p> <p>8.3.2.1. Posters, flyers and registration forms for any Region One events shall not include the name of the speaker(s).</p> <p>8.3.2.2. 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.</p> <p>8.3.2.3. The Vice Chair must sign-off on the flyers before printing.</p> <p>8.3.2.4. Registration forms are to be available:</p> <p style="padding-left: 40px;">8.3.2.4.1. For Assembly/Convention at the spring Board meeting and in time for World Service Business Conference (WSBC) by May 1.</p> <p style="padding-left: 40px;">8.3.2.4.2. For Spring Event at Assembly/Convention or the January Board meeting.</p> <p>8.3.2.5. A registration form shall:</p> <p style="padding-left: 40px;">8.3.2.5.1. be filled out for every person attending.</p> <p style="padding-left: 40px;">8.3.2.5.2. have a number assigned to it.</p> <p style="padding-left: 40px;">8.3.2.5.3. be accounted for in a journal.</p>	<p>8. REGION ONE CONVENTION</p> <p>8.3. REGISTRATION</p> <p>8.3.2. Registration Forms</p> <p>8.3.2.1. Posters, flyers and registration forms for any Region One events shall not include the name of the speaker(s).</p> <p>8.3.2.2. 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.</p> <p>8.3.2.3. The Vice Chair must sign-off on <u>approve</u> the flyers before printing.</p> <p>8.3.2.4. <u>Printed and online</u> registration forms are to be available:</p> <p style="padding-left: 40px;">8.3.2.4.1. For Assembly/Convention at <u>At least six months prior to Convention</u> the spring Board meeting and in time for World Service Business Conference (WSBC) by May 1.</p> <p style="padding-left: 40px;">8.3.2.4.2. For Spring Event at Assembly/Convention or the January Board meeting.</p> <p>8.3.2.5. A registration form shall:</p> <p style="padding-left: 40px;">8.3.2.5.1. be filled out for every person attending.</p> <p style="padding-left: 40px;">8.3.2.5.2. have a number assigned to it.</p> <p style="padding-left: 40px;">8.3.2.5.3. be accounted for in a journal <u>on a master list.</u></p>

SUBMITTED BY: Rosanne K. – Region One Bylaws Team

INTENT: Amend the policy.

IMPLEMENTATION: Amend the policy.

COST: None.

RATIONALE: To eliminate confusion of due date of distribution of registration forms. WSBC is not always held the first week of May. If we say “in time for WSBC”, that should be clearer than a date which may or may not fall within the scope of the dates WSBC meets that particular year.

To eliminate reference to the Spring Event, which is no longer held.

To remove reference to Assembly registration forms, which is a separate process and is incorrectly placed in this portion of the policies, which is for Convention.

To include reference to online convention registration and give guidance for when that should be available. Printed forms will refer to our website for those who would like the option of online registration, so online registration should be available at the same time as printed / mail-in registration.

OCTOBER 2018 MOTION TO REGION ONE ASSEMBLY

MOTION P-11: Move to amend Policy 8 REGION ONE CONVENTION, 8.5 FINANCES by striking, inserting and renumbering, as follows:

CURRENT WORDING	PROPOSED WORDING
<p>Policy 8 REGION ONE CONVENTION Policy 8.5. FINANCES</p> <p>8.5.1. Convention finances shall be managed in accordance with Region One Policies, as defined in Section 5 – BUDGET AND FINANCE.</p> <p>8.5.2. The hosting Intergroup(s) shall present a budget for approval before or at the March Board meeting preceding the Convention.</p> <p>8.5.3. All proceeds shall be remitted to the Region One Treasurer within forty-five (45) days of the close of Convention. Any outstanding invoices and/or receipts after that 45-day period shall be sent directly to the Region One Treasurer for payment and/or reimbursement.</p> <p>8.5.4. All books, supporting documents, and receipts shall be forwarded to the Region One Treasurer within forty-five (45) days of the close of the Convention.</p>	<p>Policy 8 REGION ONE CONVENTION Policy 8.5. FINANCES</p> <p>8.5.1. Convention finances shall be managed in accordance with Region One Policies, as defined in Section 5 – BUDGET AND FINANCE, <u>except that reimbursement requests for expenses shall be submitted to Region One Vice-Chair for approval and payment.</u></p> <p>8.5.2. The hosting Intergroup(s) shall present a budget for approval before or at the March Board meeting preceding the Convention. _</p> <p>8.5.3. All proceeds, <u>books, supporting documents, and receipts</u> shall be remitted to the Region One Treasurer within forty-five (45) <u>thirty (30)</u> days of the close of Convention.</p> <p><u>8.5.4 Any outstanding invoices and/or receipts after that 45-day <u>thirty (30)</u> day period shall be sent directly to the Region One Treasurer for payment and/or reimbursement <u>at the discretion of the Board. No reimbursements shall be made after the Convention Audit is completed.</u></u></p> <p>8.5.4.5 All books, supporting documents, and receipts shall be forwarded to the Region One Treasurer within forty-five (45) <u>thirty (30)</u> days of the close of the Convention.</p>

SUBMITTED BY: Wayne P. – Region One Audit Project Team

INTENT: Change the Policy requirements for Convention Finances.

IMPLEMENTATION: Update Region One Convention Manual and Region 1 Assembly of Overeaters Anonymous Policies and Procedures document.

COST: None.

RATIONALE: In the past, reimbursements were handled through a Convention Treasurer assigned by

the hosting intergroup, however, current practice is that the Vice-Chair administers the Convention checking account. As the liaison for Convention, it is appropriate that reimbursement requests be submitted to the Vice-Chair, to ensure that spending is according to the approved Convention budget and that proper documentation is kept, per Region One Policies. This motion will also ease responsibilities for the Convention team, allowing them to focus on other aspects of planning Convention.