

OVEREATERS ANONYMOUS  
REGION NINE ASSEMBLY

POLICIES AND PROCEDURES

A SUMMARY OF CONTINUING EFFECT MOTIONS

Embrace the similarities  
Love the differences  
In all our affairs

1983 – 2016

(Re-organized 2008)

ADOPTED BY REGION NINE ASSEMBLY OF OVEREATERS ANONYMOUS

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## **I. Assembly**

### **STATEMENT OF PURPOSE**

The primary purpose of the Region 9 Assembly is the same as that of all OA service – to carry the OA message to the still suffering compulsive overeaters, wherever they live and whatever language they speak. In fulfilling our purpose, we should ever strive to achieve worldwide OA unity and common policies among all countries. With love and tolerance as our code, together we can do what we could never do alone. (1983a)

### **DURATION OF ASSEMBLY**

That Assembly be extended to two full days. (1989b)

### **REGISTRATION FORMS**

Move that Region 9 adopts the following forms:

1. Officer and Committee Chairs
2. Representative Registration. (1995m)

### **ORIENTATION SESSION**

At each Assembly there will be an orientation session. The aim being to give representatives (particularly first time representatives) a general overview of the processes of the Assembly. (1997a)

### **LOCATION & ELECTION OF ASSEMBLY**

The annual Region 9 Assembly will be held within Region Nine. (1999b)

The hosting service body for the regional Assembly and Convention shall be elected two years prior to running the event. (2009b) If no host comes forward then an Ad Hoc committee consisting of the Region 9 Board and three other selected Region 9 members is to decide the arrangements for the Assembly and/or Convention for the coming year. (2016c)

### **REGISTRATION FEE FOR ASSEMBLY**

Move to charge 50€/£33 or equivalent registration fee for the Region Nine Assembly, payable upon registration at the Assembly. (2006d)

### **BYLAWS**

Representatives are asked to bring their own copies of Bylaws to Assembly. (1989a)

### **REPRESENTATIVE ADDRESSES ON ASSEMBLY MINUTES**

Addresses are to be provided on the contact list attached to the assembly minutes. Any person not willing to have their address published, should advise the secretary at the Assembly, who will not publish their address. (1999a)

### **VITAL LINK**

Move to approve the newly revised R9 Vital Link. (2004a)

### **AUTOMATIC REMOVAL OF OUTDATED POLICIES**

Automatically remove outdated or completed Region 9 Assembly policies from the Policies and Procedure manual (2006a)

### **LIAISON WITH SERVICE BODIES NOT REPRESENTED AT ASSEMBLY**

The Assembly will divide up the list of IGs and NSBs not represented at the Assembly amongst the representatives who are in attendance at the assembly. Each representative will be responsible for undertaking liaison activity with the SB they have adopted. Each representative will then submit a written report to the Region 9 12th Step Within Committee within 6 months of the Assembly (2014g). The 12th Step Within Committee will then log these responses and continue to try to encourage contact with service bodies not represented at assembly (2010a).

### **ORGANISATION OF THE P&P MANUAL**

The P&P shall be organised with a table of contents followed by the various detailed motions in relevant Region 9 topics / sections and then finalised with a list of detailed motions in chronological order. (2008a)

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### EMERGENCY NEW BUSINESS

In order to qualify as emergency new business any motion must be:

- a) Referring to new business only and not addressing the same issues as other motions brought to the current Assembly;
- b) Of an urgent nature so that not considering the motion immediately would be harmful to the welfare of OA as a whole. (2009d)

### REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS

The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergroups in each country and the current number of groups, also including details of when the Service Body was represented at Region 9 Assembly. (2010b)

### REGION 9 TRANSLATIONS LIST TO BE INCLUDED IN ASSEMBLY MATERIALS.

The Assembly Materials of Region 9 are to include a Translations List of Region 9 with details of OA Literature and which languages they have been published in or are being worked on in order for them to be published. (2012n)

### PROCEDURES AND SUGGESTIONS FOR HOSTING REGION 9 ASSEMBLY AND CONVENTION (2013a)

To adopt into the Region 9 P & P Manual the document circulated at 2010 Region 9 Assembly (since amended and updated) entitled "Overeaters Anonymous Region 9 – PROCEDURES AND SUGGESTIONS FOR HOSTING REGION 9 ASSEMBLY AND CONVENTION" (2013a)

## II. Board Positions and Duties

Move to adopt the following JOB DESCRIPTIONS FOR BOARD AND COMMITTEE CHAIRS as part of our Regional policy and procedure. The R9 Board and Committees need be mindful that the authority for their actions lies within the decisions agreed upon in previous years as contained within the current R9 Bylaws and P&P. Any deviation from these decisions must be brought via a motion and the Assembly of R9 before any action is taken. At all times transparency needs to be uppermost in our minds and actions (2013n).

### **CHAIRPERSON:**

The Chairperson is elected by the Region 9 Assembly for a period of two years and fills a variety of duties:

- Chairs the R9 business assemblies, including preparation of the Agenda.
- Communicates with the different R9 officers and committees during the year.
- Attends functions within the Region, where budget allows, or at the expense of the country hosting the OA event (2013b).
- Represents R9 at the World Service level, including at the WSBC.
- Represents R9 in the Board of Trustees (BOT) and Region Chairs Committee (RCC). (2015a)
- Participates in the Region Chairs Committee (RCC), and attends RCC face-to-face meetings when possible. (2013g)
- Works with the R9 Trustee on some of the issues directly concerning the Region.
- Chairs the R9 Board.
- Is responsible for ensuring that the Assembly invitation and associated necessary documents are sent to all registered service bodies and officers of Region 9. An Officer Nomination form is sent to each Intergroup and Representative in an election year.
- A bid form for hosting a R9 Assembly to Intergroups and Representatives on election year.
- Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9 (2012r)

### **TREASURER:**

The Treasurer is elected by the Region 9 Assembly for a period of two years and fills a variety of duties:

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- Chairs R9's Budget and Finance committee.
- Prepares an annual budget for approval of the assembly.
- Maintains records of all Income and expenses incurred by the different activities in the Region.
- Provide an annual report of all contributions received, as well as income and expenses.
- Maintains the R9 bank account and records of monies kept by different functions in other countries (satellite banking).
- Serves on the R9 Board. (1999h)
- Liaises with the Accountant, signatories and the Banker as necessary.
- Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9. (2012m)

### **BANKER:**

- The Region 9 Banker is not a Board position, but is a Region 9 member from Great Britain who is elected by the Region 9 Assembly if the Region 9 Treasurer is not from Great Britain for a two-year term in line with the Treasurers term.
- The roles the Banker undertakes can be undertaken by the Region 9 Treasurer if they are living in Great Britain.
- The Banker's service is overseen by the Region 9 Treasurer and works in conjunction with the Treasurer.
- The Banker receives all 7th Tradition Contributions, and sends out receipts in reply (usually by email) and at the same time copies in the treasurer.
- Arranges cheques to be signed and forwarded to the registered Region 9 bank account signatories.
- Is ideally a signatory for the Region 9 bank account.
- Maintains a list of all incoming and outgoing financial transactions of the bank account and sends this to the Region 9 Chair and Treasurer monthly.
- Carries out duties on behalf of the Treasurer.
- Receives, maintains and reconciles the bank statement and ensures the Region 9 Chair, Treasurer and Accountant receive a copy monthly. (2012o) (2013m)

### **SECRETARY:**

The main responsibilities of the Secretary are to produce and email minutes of all Region 9 Assemblies, and maintain updated listing of R9 Intergroups and National/Language Service Boards (2014h). The procedure for this is as follows:

### **MINUTES OF THE ASSEMBLY:**

1. The Chair will send out an agenda prior to the Assembly, and will include reminders to all Officers and presenters of topics to bring with them to Assembly a written report for inclusion with the minutes.
2. A recording device may be used if required.
3. At the R9 Assembly, the Secretary needs to collect copies of all reports to be included with the minutes. It is also necessary that all motions are given to the Secretary in writing. It is important to record the name of the proposer and seconder, and the count of the voting on each motion.
4. The time scale for producing the minutes is short, and it is helpful to have copies of all paperwork to be included with the minutes in your possession, when coming home from the assembly, to ensure the minutes are distributed in the timescale set out in the bylaws.
5. Please see the ground rules for current wording for Minutes Approval Committee. Email the draft minutes to the R9 chair and the Minutes Approval Committee to check. Once any amendments are made and the Chair and MAC have agreed them all, then the minutes can be distributed. The minutes will include all reports and revised copies of the R9 Bylaws and P&P Manuals if possible.
6. The minutes are then distributed to all registered service bodies in R9 and to those members present at the Assembly by email (2013p). A copy is also posted to the website. (2012p)

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The Region 9 Minutes will contain:

- Date/Time and place of Region 9 Assembly,
- Names of Officers,
- Number of representatives present,
- Record of action taken on the minutes of the previous meeting,
- The exact wording of each motion as it was voted on, and whether it passed or failed,
- The maker's name,
- If the vote counted, the count should be included,
- Any notice given at the meeting.
- Points of order and appeals,
- Committee reports.

A note that the revised version of Region 9 Bylaws and P & P can be obtained from the Region 9 web site or can be requested from the Region 9 secretary. To avoid confusing the Minutes with other Region 9 Assembly materials, they will be called Region 9 Minutes. (2005a)

### UPDATE OF LISTS

Another duty for the Secretary is to see that an up to date list of all R9 Intergroups and National/Language Service Boards is emailed periodically to each R9 officer.

- This is compiled from information which the Intergroups may send directly to the Secretary and also from the information which the World Service Office sends directly to the Secretary.
- The World Service Office will send a list of all Intergroups and meetings in R9 to the Secretary periodically, as well as all enquiry letters they may have received.
- The letters are forwarded to the Outreach chair who will send off letters welcoming new meetings. It is helpful for the Secretary to inform the R9 Trustee or Chair of new Intergroups forming in the Region.
- It is useful to keep in contact with the R9 Chair on a regular basis. (1999h)
- Move that reports and documents be delivered to the registered representatives prior to Assembly. (2002h)
- Addresses are to be provided on the contact list attached to the assembly minutes. Any person not willing to have their address published, should advise the secretary at the Assembly, who will not publish their address. (1999a)

### UPDATING OF OTHER R9 DOCUMENTS

The Secretary will periodically check and update various R9 documents e.g. Vital Link, where necessary.

### WORKSHOPS

Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9. (2012p)

### TRUSTEE:

Motion adopted for proposal as an amendment to WSBC bylaws "An applicant for R9 Trustee shall live in R9 and also have at least one year's service on the board or committee level of the R9 assembly." (1991k)

### PARLIAMENTARIAN:

The Parliamentarian is appointed by the R9 Chair to assist the Chair at the R9 Assembly in the smooth running of the business. The Parliamentarian has no opinion on any of the issues under debate but will help to guide the Chair and representatives present of Robert's Rules of Order, the R9 Bylaws, Ground Rules and Traditions. The costs of travel and accommodation are to be agreed in the budget of the year prior. (2012a)

### REGION 9 REPRESENTATIVE:

A Region 9 Representative is an OA member chosen by an Intergroup/NSB/LSB/unaffiliated group meeting within Region 9 to be its representative during the Region 9 Assembly, and to carry out all the associated tasks of a liaison between the Assembly and the represented group.

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Groups are encouraged to choose their representatives for a 2 or 3 year period, so that the representative is able to learn the Assembly procedures and stand for regional elections.

1 According to the Region 9 Bylaws Article IV, Section 2f and Section 2(II)c, a representative of an unaffiliated group may be granted a voice and even a vote if and only if this is approved by the majority of the Assembly.

The group might decide to send its representative to the Region 9 Convention as well.

### 1. Registration for the Assembly/Convention.

- After the Assembly/Convention details have been decided upon by the hosting group and sent out to service bodies by the Region 9 Secretary, it is the responsibility of the representative to:
- Register for the Assembly with the Region 9 Secretary (using the form provided by the Region), taking care to do so before the registration deadline stated on the form. If the representative wishes to participate in the Convention, they should register for that event following the instructions provided by the hosting service body.
- In addition to that, the representative can ask the region for financial assistance, in case the cost of participating in the Assembly prove to be too high for their service body to cover.
- The request has to be made within 2 months after receiving the Assembly invitation. Note that the funds allocated for representative assistance are limited and there is no guarantee that the support will be granted to all those applying.
- Book Hotel Accommodation – the representative may choose to stay at the place where the Assembly and Convention are held (details will be provided by the Region), which usually proves the most convenient option, but if they wish, they may also find a different place to stay.
- Organise and book the travel arrangements.

### 2. Receive the Assembly Materials Binder before the Assembly.

Materials relating to the business that is to be carried out during the Assembly will be sent out before the Assembly takes place. The representative should read those materials (they will include information on the motions that are to be voted upon) and, if possible, discuss them with the service body they represent. The service body has the right to instruct its representative according to the way they should vote. However, as new information and amendments to the motions may appear during the Assembly, most service bodies allow their trusted representatives to make the final decision as to the voting during the Assembly itself.

### 3. Committee Participation.

The representatives are encouraged to join one of the following Region 9 committees: Budget and Finance, Public Information (2012b), Bylaws, Electronic Communications, Literature and Translations, (2012q) Twelfth Step Within. Although committee meetings take place during the Assembly, in most cases members are required to work for the committee throughout the year.

### 4. Assembly Participation.

The representative is to attend all of the business sessions of the Assembly in order to vote and participate in the debates.

### 5. Standing for Elections

During every Assembly, elections for positions of Committee Chairs and members of Region 9 Board are held (see Region 9 Bylaws, Article VII, Section 3 and Article IX, Section 3). A representative that feels willing to serve at region level is welcome to put themselves forward as a candidate. They may want to discuss such a decision with the Region Chair and their sponsor.

### 6. Reporting back to the Service Body.

The representative is supposed to report the matters discussed by the Assembly back to their service body. The report should also cover the Assembly workshops, as well as any ideas and goals for the future. The form of this report is up to the representative and their service body. Many representatives prepare written reports and present them during workshops.

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7. Hand your service to the next representative.  
Encourage your group to choose its next representative a year before your term is due to end. During that year, allow the person chosen to have a closer look at your work and assist them when their term begins. (2010d)

### III. Region 9 Committees

#### COMMITTEES RELEVANT FOR REGION 9

The following committees will operate: Budget and Finance, Bylaws, Electronic Communications, Literature and Translations (2012q), Twelfth Step Within (2008j), Public Information (2012b).

#### LITERATURE AND TRANSLATIONS COMMITTEE (2012q)

Will be the center for information flow about translation and printing of OA material, both for matters of policy and of process. (1997b)

#### ELECTRONIC COMMUNICATIONS

Will be the centre for information flow about electronic communications, both for matters of policy and of process. (1997b)

#### TWELFTH STEP WITHIN

The purpose of this committee is to offer support and guidance to new and existing groups and service bodies. (2008j)

#### PUBLIC INFORMATION

Will help OA groups and service bodies to spread the word about OA's program of recovery to professionals, media and the public through attraction not promotion in the area covered by Region 9.

#### BUDGET AND FINANCE

Will deal with all financial and budgeting matters relating to OA R9.

#### BYLAWS

Will maintain and update the R9 bylaws and the Policy and Procedure manual, will assist in wording and review all bylaw amendments and new business motions that are to be presented to the assembly. (2012c)

The Chairperson of the Bylaws Committee is elected at the R9 Assembly and serves for a period of two years with the option of being re-elected for a further two years. The duties would include:

- Chairing committee meetings and reporting back to the R9 Assembly and Board when appropriate
- Ensuring that the Secretary gets written Bylaw reports at the beginning and end of Assembly
- After the revised Bylaws and P & P Manual have been checked, furnishing the Chair, Secretary, Treasurer and Web Committee Chair with an electronic of the up-dated Bylaws and Policy & Procedure Manual in time to have these available on the web site at the same time as the minutes of the Assembly (in accordance with Region 9 Bylaws Art VII S2 Duties 2 – within 45 days of the Assembly). (2008h)
- Sending a printed copy of all proposed Bylaw Amendments to the Chair of the Board to be included in the mailing with the Agenda for Assembly.
- Gathering an active committee to work throughout the year, reviewing the Bylaws and preparing new or revised motions where necessary. These members may be from anywhere within R9 but it is vitally important to encourage people from the Chair's local Intergroup who will be at hand to do the practical work.
- To update the P&P Manual annually. While updating the manual make any spelling, punctuation or grammatical corrections as necessary so that the intent of the policy is unchanged.
- To ensure that the layout of the document is consistent and clear. (2008g)
- It is helpful to remember that when the Chairperson presents amendments she/he will have to defend them and so it can be helpful to have notes from the committee as to



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intent - one may not always remember why the committee selected a particular wording. (1999h)

### SUPPORT OF COMMITTEE CHAIRS

Move that a “Buddy” system be brought into place for committee chairs to support each other in the work they have undertaken for the year. (2002)

## IV. Region 9 Translations

### ASSEMBLY ASSISTANCE WITH TRANSLATIONS

- The R9 Assembly will assist the Service Boards within Region 9 by helping with any necessary legal work for getting translated literature approved by the WSO. At the assembly; the Literature and Translations committee (2012q) and/or Region 9 Trustee will assist with filling in and explaining the licensing agreement forms to get translated literature approved. (2008k)
- Each year at the Assembly we will set aside time in the agenda for issues regarding translating literature. This may include a workshop and/or assisting with questions regarding translating literature, understanding the different licensing agreement forms, filling in licensing agreement forms, copyright-issues and other issues related to translating literature. (2008n)
- We encourage each non English speaking country to translate at least one piece of literature each year. (2012d)

### TRANSLATIONS GUIDELINES

- Region 9 uses ‘OA GUIDELINES – TRANSLATION GUIDELINES FOR OA LITERATURE’ which is available on the [www.oa.org](http://www.oa.org) website for the worldwide fellowship of OA (2011b) (2015b)

## V. Finance and Budget

### FINANCE & BUDGET COMMITTEE STATEMENT OF PURPOSE

OA REGION 9 POLICIES & PROCEDURES extracts:-

III REGION 9 COMMITTEES BUDGET AND FINANCE will deal with all financial and budgeting matters relating to OA R9.

The Statement of Purpose of the OA R9 Finance and Budget Committee is to consider the regions financial matters, having regard to the fact that Region 9 ought to be fully self-supporting and that the region’s assembly is reliably informed so as to make the best decisions in using its funds efficiently to carry the message within the region and also consider OA as a whole and thus to contribute an adequate amount to our WSO.

The Committee will act within all of the OA Traditions as well as act with integrity and transparency. The R9 Board needs to be aware of the various financial policies so that where it affects their role, they can act accordingly.

### **1. REGION 9 BOARD MEMBERS REIMBURSEMENT / REGION 9 DELEGATES REPRESENTING REGION 9 AS A WHOLE (2015e)**

- Region 9 chairman to attend every World Service Conference. (1989h)
- To fund all Region 9 officers to attend R9 assembly. (1999k)
- R9 board members are being reimbursed for travel expenses, accommodation and food when attending the R9 A&C and WSBC. Basically, every board member is encouraged to choose the least expensive way that works when it comes to travel/ accommodation/ food.

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### 1.1 R9 A&C:

The R9 assembly starts on a Wednesday afternoon and board members will be reimbursed for accommodation starting Wednesday night. However, when a board member has a long trip and maybe even a change of time zones, the board may decide, prior to the Assembly, to reimburse that member for an additional night (Tuesday night) in order to settle in properly. Food is usually included in the accommodation fee, however, if this is not the case, the board members will be reimbursed for three meals a day.

#### 1.1.1 A Representative acting as 'stand in' for one of the board members:

In case a board member (secretary or treasurer) cannot perform their duties at the R9 assembly, a representative will be asked to step in. If the representative in question does not receive funding from their service body, he or she will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.

#### 1.1.2 A Visitor acting as 'stand in' for one of the board members:

In case a board member (secretary or treasurer) cannot perform their duties at the R9 assembly, a visitor may be asked to step in. If the visitor in question does not receive funding from their service body, he or she will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.

#### 1.1.3 An OA member (who is neither a representative nor a visitor) acting as a 'stand in' for one of the board members:

In the event that a board member (secretary or treasurer) knows, prior to the R9 A&C, that he or she cannot attend the assembly the R9 board may ask an OA member to step in. The OA member in question needs to meet the abstinence requirements and the service requirements according to the R9 Bylaws and will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.

#### 1.1.4 Parliamentarian at the R9 A&C

The Parliamentarian will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.

### 1.2 WSBC:

The WSBC starts on a Monday; in order to settle in properly and considering the different time zones, R9 board members will be reimbursed for a total of seven nights starting with the Sunday night. Breakfast may be included in the room fee, so the board member will be reimbursed for two additional meals per day (lunch and dinner). The same reimbursement rules apply if the R9 board is sending an OA member other than the secretary or treasurer to WSBC to represent R9 as a whole.

### 1.3 Treasurer's Duty:

Approximately six months prior to every assembly/conference, the treasurer informs the R9 board members and parliamentarian about the current reimbursement situation. Also, it is the responsibility of the treasurer, to inform those representatives of the R9 Assembly & Convention who receive financial assistance of the details. If there is a 'stand in', it is also the Treasurer's duty to inform this person of the current reimbursement situation (2013i).

## **2. FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO REGION 9 ASSEMBLY** (2015f)

### 2.1 Financial assistance be granted to representatives of Region 9 service bodies and R9 Committee Chairs travelling to Region 9 Assemblies.

#### 2.1.1 Draft claim form approved (1985b) (2013k) that the mailings to all member groups and Intergroups as in article 5(ii) of the Bylaws, shall include applications for assistance.

#### 2.1.2 This application form will also be posted on the R9 website.

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- 2.1.3 Completed application forms will be submitted to the R9 Treasurer at least 3 months prior to the date of the Assembly. (2012g)
- 2.2 It is required that the service bodies requesting such funds attach to the application form for assistance – the latest financial summary of the service body and that they give details of any funding for attendance at Region 9 Assembly from elsewhere. The Region 9 Board are authorized to consider (by email) those applications (2012g) having regard to the funds agreed in the budget by the Assembly (2014c).
- 2.3 The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that:
  - 2.3.1 Cannot afford to fund a representative on their own,
  - 2.3.2 To those with the greatest distance to travel
  - 2.3.3 And to those attending their first Assembly. (1996h) (2011c).Payment of this assistance will be at the Assembly itself. (2011c)

### **3. FINANCIAL ASSISTANCE FROM TRANSLATION/PROJECTS FUND** (2015g)

- 3.1 Move to establish a Translation/Projects fund that will include the translation fund money and additional amount of money that will be allocated in the budget for general purposes such as translation, PI, PO etc. (2012s)
- 3.2 After adopting the Budget for Translation/Projects at the Region Nine Assembly, application forms will be sent out with the minutes of the Assembly. The Treasurer will then send a reminder (via the Secretary) to all service bodies by email by 1st December and 1st May. These applications must be sent to the Treasurer by 1st February and 1st July of the following year. The board is authorised to make a decision on the allocation of the Translation/Projects budget by 1st March and 1st August.

Consideration will be given by order of priority as follows: (2012e)

- 3.2.1 Service Boards applying for:

#### **3.2.1.1 Translation Applications**

- (a) who currently do not have anything translated in their language
- (b) are interested in translating The Twelve Steps and Twelve Traditions of Overeaters Anonymous. (amended 2011e)

It is required that the Service Body requesting such funds:

- (c) Include that in the application, a list of material that has already been translated in that language
- (d) List the amount of money received in the past from the WSO and for translation of which OA literature; and if requesting at the present any financial assistance from WSO
- (e) Make a substantive contribution to the cost and give details in the application.

#### **3.2.1.2 Project Applications**

- (a) Who currently do not have such a project in their own country

It is required that the service body requesting such funds

- (b) Include in that application, a list of projects undertaken in that country previously.
- (c) List the amount of money received in the past from WSO and for which projects; and if requesting at the present any financial assistance from WSO
- (d) Make a substantive contribution to the cost and give details in the application (2014d)
- (e) The appropriate forms are available from the Secretary. (2004f) (amended 2008b)
- (f) The officers will consider the applications and make payments by April 30<sup>th</sup> and September 30<sup>th</sup> (2013d).

### **3.3 REGION 9 APPROVED LITERATURE**

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Funding assistance for translation is available to service bodies in Region 9 to translate literature and other material that is 'locally approved OA literature', provided that it is approved by the Region 9 Assembly or Region 9 board. (2015h)

### **4. ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK FINANCIALLY IN REGION 9** (2015i)

#### **4.1 ACCOUNTING YEAR, ACCOUNTS & REVIEW THEREOF**

- The Account year for Region 9 shall be 1st June to 31st May and the review of these accounts shall be completed by 31st August of the same year.
- The person reviewing the accounts shall be an appointee of the Region 9 Board and shall ideally be a qualified account (or equivalent) and shall live in the same country as the Region 9 Treasurer.
- The Region 9 Treasurer shall make available to the person reviewing the accounts all records, or copies of all records relating to the Region 9 Accounts.
- The Region 9 Treasurer will furnish the person reviewing the accounts with details of all monies held in Satellite Banking and the names and addresses of the person/bodies holding these monies. The person reviewing the accounts shall satisfy themselves of the accuracy of the Region 9
- Accounts and shall verify the balance in all Satellite Banking Accounts.
- The person reviewing the accounts shall submit a written report to the Region 9 Board. (2006b)

#### **4.2 ORGANISATION OF BANKING**

- Move to authorize the Regional Treasurer to set up a Business Account with PayPal.com. (2004b)
- Move to authorize the Regional Treasurer to open an interest bearing deposit account with a bank. (2004c)
- Move to authorize the Regional Treasurer to open a new bank account with an institution chosen at the Treasurer's discretion. (2004d)

#### **4.3 ON-LINE BANKING**

Move to amend the P&P manual by adding the description of Satellite banking as follows: The Satellite banking concept described in the minutes of the 1994 Assembly is endorsed by the R9 Assembly as a procedure for simplifying and regulating the money transfers between donations and expenses in R9. (1994a)

#### **4.4 ON-LINE BANKING**

Banker/Treasurer is authorised to conduct electronic banking transactions, with approval of another board member.(2016d)

#### **4.5 SIGNATORIES ON BANK ACCOUNT**

- As the R9 bank account is held in Great Britain, there needs to be 3 signatories of OA members residing in Great Britain who are able to sign cheques.
- Any two of those can sign a cheque.
- If there are not sufficient Region 9 Board members residing in Great Britain to cover all three signatories, then the Banker may also be a signatory and up to 2 (two) additional OA members chosen by the Region 9 Assembly or if this is not possible appointed by the Region 9 board to carry out this service.
- Those signatories should be chosen carefully for longevity and service in OA, 12 month's minimum abstinence, no bankruptcy history and a prompt response to requests for cheques to be signed.
- The decision over what cheques are to be signed still resides with the Treasurer.
- If it is possible under the bank's rules for the Region 9 board members who reside outside of Great Britain to be signatories then they may still be signatories but due to the length of

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time it would take to post cheques abroad it is still advisable to have sufficient signatories in Great Britain. (2012f)

- The authority to sign cheques/payment contained within the bank mandate must indicate that for amounts over €150/£100 the banker must have approval in writing (by email) of all three board members. This approval will indicate that the payment is within the Budget agreed by the assembly (2013o).

### 4.6 REGION 9 FINANCIAL RECORDS

The region keeps adequate records to enable it to account for its income and expenditure accurately and report to the region. In particular:

- There is currently in place an excel spreadsheet workbook which has a specific layout and lists and records income and expenditure and converts all transactions into Euros, which the region uses as its common currency for ease.
- This workbook contains several sheets which enables the accounts and the list of contributions to be prepared easily.
- The current excel workbook can be replaced with an equivalent electronic 'package' that is universally accepted and can give the appropriate output by way of accounts and budget for the assembly i.e. the keeping of R9 Financial Records in electronic form.
- Physical file of Income and Expenditure vouchers / invoices / receipts.
- Permanent Notes File which includes final accounts for prior years, correspondence with the Inland Revenue, and other permanent items for reference.

### 5. REIMBURSEMENT OF EXPENSES PROCEDURES AND POLICIES AGREED (2015j)

- Any member claiming payment from R9 needs to complete an expense claim form, giving details of the costs and attach any receipts or vouchers and submit this to the treasurer / banker for payment.
- Two sample forms of expenses are included in Section I.
- All claim forms need to be clear and where possible separate claims should be prepared for separate costs.
- Separate claims for different currencies where possible.
- All claims need to have the budget code entered.
- The claimant will need to submit their full claim via email to [treasurer@oaregion9.org](mailto:treasurer@oaregion9.org) and [banker@oaregion9.org](mailto:banker@oaregion9.org).
- The Treasurer will consider all claims for validity and whether they are within the budget as set by the assembly before payment.
- The banker and any other cheque signatory will ensure validity before signing the cheque / bank transfer.
- Budget amounts for each line item are set at the R9 Assembly and are not transferrable.
- A cheque / bank transfer will be prepared and payment made to the claimant.
- Any monies that are received by the region should where possible be banked in full (with the exception of procedures at the R9 Assembly where Registration / 7<sup>th</sup> Tradition / Fundraising can be used for pre-arranged and agreed expenses which fall within the budget).

### 6. FUND RAISING PRODUCT(S) (2015k)

- Move that R9 shall have fund raising product(s) for sale. (1994b)
- The finance committee shall investigate and purchase OA Region 9 merchandise for sale at WSBC and other OA events, to raise funds for Region 9. (2002f)
- The Budget & Finance Committee, with approval from the R9 Board is responsible for initiating, investigating, purchasing, distributing, and tracking inventory on R9 fund raising.

### 7. MISC. POLICIES

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OA REGION 9 POLICIES & PROCEDURES extracts that the committee should be aware of:

### 7.1 REGION 9 REPRESENTATIVE

- The representative can ask the region for financial assistance, in case the cost of participating in the Assembly prove to be too high for their service body to cover.
- The request has to be made within 2 months after receiving the Assembly invitation.
- Note that the funds allocated for representative assistance are limited and there is no guarantee that the support will be granted to all those applying. (Part of 2010d)

### 7.2 SUGGESTED CONTRIBUTION SPLIT

- Donations to be divided 70/30 between service/delegates, unless otherwise specified. (1989d)

### 7.3 SUGGESTED CONTRIBUTION TO REGION 9

- To suggest to all Region 9 groups and service bodies that they aim to contribute a minimum of 5% of their annual income to Region 9.
- The suggested contribution, however it is to be paid, payable before 1st September each year. (2009c)
- A standard letter of receipt of contributions to Region 9 is hereby attached as K1 and is considered as part of this policy.

### 7.4 SUGGESTED CONTRIBUTION TO WSO

- Adopt a suggested contribution per group to WSO however it is paid of equal to 1/3 of its contribution to Region 9. (2006i)

### 7.5 AD-HOC PAYMENTS FOR MISCELLANEOUS BY COMMITTEE CHAIRS

- That Committee Chairpersons can spend up to EUR 110.00 (GBP 73.33) for Region 9 with written (includes email) prior permission from Assembly, Region 9 Board. (2006g)

### 7.6 OA OVERALL SERVICE STRUCTURE

The following statements were adopted.

- Under the current structure we do not recommend breaking up into further groups.
- Recommend Option 1. To consider carrying on as is.
- Recommend that the assembly seek to improve communication during the year and that the strategic planning groups specifically work on this as action items.
- For now we do not foresee the development of an OA International and believe it is in the best interest of countries in Region 9 to maintain representation at WSBC.
- We recommend that Region 9 Assembly take action to promote an increase of contributions to Region 9 and World Service Office.
- We do not recommend country autonomy at this time.
- In the long term we see Europe & Eastern Mediterranean as one group and Africa and Asia as separate groups. (2000c)

### 7.7 REGION 9 FUNDS TO BE USED LOCALLY

- In the event of an Intergroup having on hand funds raised for Region 9, these can, with permission, be used for Region 9 purposes in that country without going through central account. (1983d)

## VI. Website

### REGION 9 WEBSITE DOMAIN NAME AND HOSTING

Region 9 domain name is OAreion9.org. Region 9 shall pay for hosting a website and the associated costs. (2016a)

### PUBLICATIONS POLICY

Every registered Service Body within Region 9, as well as the WSO or other Regions, can submit material to place on the Region 9 website. (2008l)

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The Region 9 website should include a document explaining the procedure for application to the Region 9 General Assistance fund. (2009a)

### MAINTAINING ANONYMITY

The Region 9 Electronic Communications Committee Chair and the Region 9 Secretary will ensure anonymity is maintained when publishing material from registered Service Bodies within Region 9, WSO or other Regions. (2008m)

Officers are encouraged to utilize their assigned generic Region 9 email for sending and receiving emails. (2016b)

### NOTIFICATION FOR FUNDING FOR TRANSLATION

The Region 9 Website should include the “Notification concerning Application for The General Assistance Fund (includes financial assistance for translations and printing) as attached to this motion. (2010a) (2013f)

The Region 9 Website should include the document “How do service bodies trying to translate OA literature apply for financial assistance from Region 9?” (Refer Appendix) (2010c)

## VII. Service Bodies

### MANUAL FOR NATIONAL /LANGUAGE SERVICE BOARDS

Motion adopted that Region 9 should produce a Manual for National and Language Service Boards, including sample Bylaws, that allow flexibility and options for different needs, with examples from bylaws already established and from the current draft. (2001b)

Move that the Assembly adopt the outline of the guidelines as revised for National/Language Service Boards. (2002a)

Adoption of the Guidelines for National/Language Service Boards under the title Region 9 Manual: Guidelines for National/Language Service Boards and also publish it on the Region 9 Website. (2005c) (2015s)

### NEW GROUPS & CONTACT WITHIN REGION 9

When new groups emerge in R9 the Chair and Trustee will encourage neighbors to help each other and use money from their budget, if available, to promote service visits from an existing IG or NSB to these new areas of OA activity. (1996g) (2013e)

### RESTRUCTURING WSBC

This Region believes that restructuring decisions should take account of both cost and principle – they are equally important. (200f)

### REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS

The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergroups in each country and the current number of groups, also including details of when the service body was represented at Region Assembly. (2010c)

## VIII. Public Information

### REGION 9 WEEK

Move to adopt a Region 9 week to think of our members and the still suffering compulsive overeater. Also in view of our geography, countries, states and language barriers within our Region to think about OA members who may be living in troubled or poor areas. (2006e)

The first week of September is designated as Region 9 week. (2008c)

## IX. Word Service Business Conference & WSO

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### FUNDING OF REGION 9 CHAIR TO WSBC

Region 9 Chair to attend every World Service Business Conference. (1989h) (2015t)

### REGIONAL DELEGATES TO WSBC

1. If the Region is represented by less than forty percent of its Intergroups, up to 5 additional delegates to WSBC could be selected.
2. Preference shall be given to Delegates from Intergroups and service bodies that otherwise will not be represented.
3. If there are no candidates from those Intergroups, the Region 9 Assembly will select the candidates from among its voting members who will be able to attend WSBC.
4. The selection of candidates will be made at the yearly Region 9 Assembly.
5. All candidates have to comply with the qualifications for delegates in the Bylaws OA, Inc., Subpart B Article X Section 3), c), 1) in that “each delegate/alternate shall have at least one year of current abstinence and at least two years of service beyond the group level,” Additionally, in keeping with WSBC Policy Manual 1988a Section 3) c) Delegate candidates shall “be selected for judgement, experience, stability, willingness and for faithful adherence to living within the concepts of the Twelve Steps, Twelve Traditions and Twelve Concepts of Overeaters Anonymous. It is further suggested a World Service delegate be a current or past representative.
6. Intergroups that submit candidates to be selected as Region 9 Delegates to the WSBC have to file an application at least 60 days prior to the Region 9 Assembly where the selection will be made.
7. All applications are to be sent to the Region 9 Treasurer.
8. The funding of the Region 9 Delegate will depend on the availability of funds. If the funds are available the Region 9 Delegate to the WSBC will be funded according to the Policy and Procedure 1996h.
9. Prior to selection of the delegates, the Treasurer will inform the Assembly of the funds available for this purpose.
10. The number of delegates selected will depend on the funds available, but in any case shall not be more than five. (2006c)
11. The Treasurer will inform the Region 9 Assembly of candidate applications on the Friday. The Assembly will make a selection from among those having filed the Application provided they meet the requirements. If it is determined R9 is able to send more delegates than have applied, additional delegates shall be elected as per 3 above from the R9 assembly voting members which shall include R9 officers provided these candidates meet the requirements.
12. The delegate/s representing Region 9 as a whole will be expected to:
  - a) Register for WSBC (WSBC Policy Manual 1991a Section 3 “by March 1”). Make travel and hotel arrangements in advance in consultation with the R9 Treasurer. Submit expense reimbursement forms to the Treasurer as soon as possible. Be prudent with use of R9 funds while participating as a delegate.
  - b) Vote during group conscience business meetings at WSBC in a manner in keeping with WSBC Policy Manual 1988a Section 3 d) and e) which states delegates “may be instructed as to the desires of the [region].” “As participants, delegates shall not be bound by the wishes of their [region], but should not vote against these wishes unless situations arise at the Business Conference that make it necessary for the best interests of Overeaters Anonymous as a whole.”
  - c) Participate in a WSBC Committee during conference and follow up committee work during the following year. A committee preference form, submitted by the delegate (by April 1 in order to be considered for committee membership – see WSBC Policy Manual 1991a Section 3) should give consideration to where other R9 delegates are serving so as to spread R9 committee participation across the various WSBC committees. If necessary, the delegate may be asked to serve on a committee other than their choice.
  - d) Delegates should be willing to serve as part of the Reference Subcommittee, the Region Appeals Committee, and/or assist with R9 7th Tradition fundraisers if asked to do so.
  - e) Write a report on their activities as Region Delegate and submit that report to the region representatives (and their own service body) within 45 days of close of conference. It is suggested this report be sent electronically to the R9 representatives. (2015u)



## **X. Convention**

### **DURATION OF CONVENTION & MISC**

Length of Convention at the discretion of its host SB. (1991)

The annual Region 9 Assembly will be held within Region Nine. (2015v)

## **XI. Miscellaneous**

### **REGION 9 OFFICE**

Move to adopt a policy to prepare guidelines for setting up an office. (1995k)

**WSO ENCRYPTION PROGRAM TO SAFEGUARD ANONYMITY & PERSONAL DATA** Move to implement an encryption program within 3 months to allow for secure transmission of all online meeting updates, between the computer at which the data is entered and the WSO server. This program will further safeguard the anonymity of members whose personal data appears on the update form. (2002i)

### **NOTEBOOK**

Region 9 will cease to publish the Notebook. (2004e)

### **REGION 9 NEWSLETTER**

- Region 9 Assembly to implement a newsletter.
- The newsletter is to be produced at least once a year, after the assembly.
- This Region 9 Newsletter might include articles written by the Region 9 Committees, the Region 9 Representatives, the Region 9 Board and the R9 Trustee as well as news about the assembly itself that is not included in the minutes, and other features and articles relevant to the region.
- The R9 Newsletter is recommended to be 2 pages in size with one page divided equally and to be devoted to articles from the Region 9 Committees.
- The other page to be devoted to articles submitted by representatives attending the assembly or the R9 Board / Trustee.
- The Newsletter will be assembled by an appointed member of Region 9 who will be called the Newsletter Coordinator and the R9 Secretary.
- Articles should be submitted within 45 days of the assembly.
- The newsletter will then be produced within a further – 30 days, reviewed by the R9 Board & Trustee and then placed on the Region 9 website. (2010e)
- The Newsletter Coordinator shall furnish a written activity report to the annual Region 9 Assembly (2014a).

### **REGION 9 ARCHIVES**

Region 9 Archives contains the history of Region 9. This is held by a Region 9 member (2014b)

## **XII. Chronological List of Motions**

Overeaters Anonymous Region Nine Summary of Continuing Effects Motions is available at [www.oaregion9.org](http://www.oaregion9.org) or by e-mailing the Region 9 Bylaws Committee Chair at [bylaws@oaregion9.org](mailto:bylaws@oaregion9.org).

APPENDIX A

**OVEREATERS ANONYMOUS REGION 9**  
**Procedures and Suggestions for Hosting Region 9 Assembly and Convention –**  
**(Last updated September 2014)**

This document has been prepared by Region 9 members who have helped to organise previous Region 9 Assemblies and Conventions and whilst it is not intended to cover every eventuality, we hope it will be helpful for service bodies considering taking on this service so they know what to expect and for those in the process of organising to be a useful starting point for your committee discussions. This document will mostly concentrate on the Assembly part and leave the Convention part more open for your service body to arrange.

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## **BYLAWS**

### Extract from Article V of Bylaws (following 2010 Assembly)

#### *Section 1*

*Region 9 shall hold one Assembly per year.*

*A Region 9 Convention may also be held in conjunction with the Region 9 Assembly if the hosting Intergroup or National/Language Service Board is in a position to do so.*

#### *Section 2*

*Notification of this Assembly shall be mailed or emailed to all member groups, Intergroups, unaffiliated groups and National Service Boards at least six months prior to the date of the Assembly. The notification will include an invitation to the Assembly from the organising committee, the registration form to send a delegate, a blank new business motion, and bylaws amendment motion.*

Even though the Bylaws state that the notification need to go out 6 months prior to Assembly – there will be considerable organization beforehand and so it is best for the Region to let the fellowship know about the Assembly arrangements as early as possible to help facilitate travel arrangements and keep travel costs to a minimum etc and thus encourage attendance. The following are some suggestions:-

## **TIMETABLE**

### 2 YEARS IN ADVANCE

- Service bodies need to be thinking about whether they can host the Region 9 Assembly a few years in advance of the assembly they might host. The service body will need to consider whether they have enough willing members to arrange what is necessary.
- The service body will need to do some research on the venue as to times available / costs / facilities / travel arrangements some two years in advance of the assembly. The venue needs to accommodate the assembly room, the committee rooms, representatives accommodation. It does not need to be lavish. It does however, need to accommodate OA members food plans, be clean and functional and reasonably easily to access by public transport.
- The service body will bring this information to the Region 9 Assembly that same Autumn to be considered by the Assembly along with other service bodies.
- The Assembly will consider the date and venue suitability as well as the committee arrangements together with other service body proposals at that stage and will discuss and vote on all the proposals.
- The place and date of the Region 9 Assembly will be at the latest established at the Assembly prior.
- If successfully elected as R9 Assembly host, and once the date is confirmed then the committee need to book the venue as soon as possible.

### ONE YEAR PRIOR

- The hosting service body committee should then begin to put in place the various details of the Assembly and Convention. They will need a theme, speakers, packs of materials for the Convention if necessary, timetables for the weekend, meeting rooms etc.
- Confirm the theme with the Region 9 Board

### NINE MONTHS PRIOR

- Ensure the flyer, invitation and registration forms has been prepared and sent to Region 9 Board 6 months in advance of the Assembly

### SIX MONTHS PRIOR

- Over the next few months, work on the finer details of the assembly, arrange speakers and any materials you need (voting cards, badges, handouts, etc), exact timetable for convention, liaise with venue, and receive registrations.

**SIX WEEKS PRIOR**

- Liaise with R9 Secretary regarding numbers of attendees

**ASSEMBLY GUIDELINES AND R9 BOARD RESPONSIBILITIES:**

- The Region 9 board are responsible for organising and assembling the materials that the representatives will need for the assembly itself. The hosting intergroup do not need to get involved in the details of the assembly itself. However, the Chair and some of the organisers of workshops will often need various 'handouts' and schedules.
- There is usually 20 – 30 in attendance at the Assembly and to carry 20 – 30 copies of each piece of paper is often not possible due to air craft weight restrictions etc. If possible please arrange with the Chair if anything is needed to be copied – ahead of the Assembly.
- Once the venue has been organized – the Region 9 Board members and OA Region 9 representatives will book their own accommodation directly with the venue and sort out who they are sharing a room with. Traditionally members will share rooms whenever possible to save costs.
- The hosting service body decides on the theme for the Convention (check with R9 Board).

**FINANCES:**

- Region 9 will pay the expenses for attendance of the Region 9 Board (Chair, Secretary & Treasurer) which will include travel and accommodation and food for the Assembly & Convention. (Wed – Sun)
- Assembly registration fee will be collected by the Region 9 treasurer and will go to Region 9
- This will go towards the various expenses that the Region covers and will be included in the income as covered in the Region Budget.
- The service body that organizes the Assembly will collect any Convention registration fee following the Assembly. This should cover any costs that the Convention will incur. The Convention has historically made a considerable contribution to Region 9 after the Assembly / Convention by the hosting service body which is part of or the entire surplus for the Convention.
- To keep costs down often documents are printed by the hosts to save on luggage weight costs, if you are asked to print items, please consider printing each document on to a different colour paper as it helps delegates to easily identify documents.

**SUB COMMITTEE**

- As you will be working as a Committee and are part of a Fellowship, please follow the Traditions, making all decisions by group conscience and unanimous agreement wherever possible. Members are expected to liaise closely with each other, consulting with the rest of the Committee when making decisions that affect the Assembly and/ or OA as a whole.
- A subcommittee to organize this sort of event is ideally made up of 4-6 OA members (less people means a lot of work for only a few people, too many and it becomes unwieldy)
- It is useful to have a chair for the committee to oversee the timetable and liaise with the R9 Board and a secretary to make notes of all telephone discussions / meetings / decisions made
- If you correspond by email, it is helpful to keep to one subject per email and to ensure that the subject is clear

**VENUE REQUIREMENTS**

- With regard to the room for the assembly meeting and any ancillary rooms for the committee meetings – it is normal for the Hosting service body to try to arrange with

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the hotel / venue that these rooms will be free as part of the organization of the weekend.

- This needs to be given careful consideration as there are no funds in the Region 9 budget to cover this aspect. We arrange the hotel in the autumn partly to accommodate the fact that it is cheaper than the summer. Hotels often accept that if a group takes their full quota of rooms – that is enough to then grant them use of the necessary meeting rooms to hold the assembly.
- Establish the no of representatives registered with the Region 9 Secretary approximately 6 weeks before the Assembly. Keep in touch with the Secretary after this date for late registrations. (Recently – this can be as many as 25 attendants to the Assembly + visitors).
- Organise the meeting room so that there is a meeting table space and chair available for each representative – arranged in an oblong style so that the Chair, Parliamentarian, Secretary and Treasurer can be seated at the ‘top’ of this oblong and thus see the representatives for voting and recognition purposes.
- Several people may be using laptops and will need access to power points (please do not agree to any additional rooms costs though without discussing with R9 board first).
- Each representative needs a card in front of them that shows their name, service body and / or Country that they are representing - that will be visible in front of them while they are seated. (NB It is not a requirement but in the past sometimes these cards have had the National Flag on them also).
- The representatives will also require a name badge that they will be required to wear to all meetings in order to be recognized. This will normally be on a string so that it can be hung around the neck or on a clip so that it can be pinned to the representative’s clothing.
- The hosting service body prepares these at the same time as the cards for the places.
- The Chair will normally require a flip chart and pens and flip chart pad to use at the Assembly. This will need to be organized by the hosting service body.
- There may be call for one / two microphones depending on the room.
- Occasionally the Chair / Secretary / Treasurer may require an overhead projector. Once again there is not a budget for these items in the Region 9 finances so it is a good idea that if there is a charge, that we know what they are ahead of time so that the Region 9 Board can make the decision of whether to have these services or not. Often hotels try to raise their revenue / re-coup their expenses by charging for these sorts of services. Region 9 avoid this if at all possible and at best pay only a minimum.
- Committee Meetings are usually held in a different room from the Main assembly room and often are several small rooms so that each committee has enough space to work without disturbing each other.
- The R9 Board hold a meeting at the end of the Assembly, please ensure there is a suitable room for up to 6 people.

### **FOOD**

- Be very clear from the outset about our specific needs (e.g. people bringing in their own food, buffet style meals) and ask the hotel how they would propose to cater for them.
- Discuss a menu, first with the committee and then with the hotel. Usually sugar-free, most sauces served separately, and some wheat-free, dairy-free and vegetarian options.
- Served buffet style works best for all meals. A label in front of dishes on the buffet is helpful saying e.g. “Chicken Stir fry, sugar and wheat free”. It is normal to give the hotel clear guidelines with regard to the food and to monitor this closely near to the date, preferably by agreeing menus.
- Meal times need to be discussed with venue and R9 Board so that the timetable can be worked out.
- It is also useful to provide details to delegates about proximity to supermarkets etc.

### **FLYERS**

- Put at least 2 contact numbers / 2 email addresses on the flyer and preferably 3. One mobile, one landline and two email addresses is ideal.
- Put an address on where people can send the completed representative registration forms and cheques.
- On the booking form put in a section where they can indicate if they are booking for the Assembly / Convention or Both.
- Put a deadline to receive registrations / book with hotel.
- Put details of the nearest train station and airport, plus the venue postcode for those driving with satellite navigation.
- On the flyer put some directions and or a map.

### **REGISTRATION**

- It is obviously preferable to get as many registrations in early as possible, although be prepared for some at the last moment.
- Be prepared for quite a lot of enquiries, (often asking about things that you have carefully written on your flyer!)
- Keep a note of who is paying for which day(s) as this obviously affects the money distribution at the end).
- Have a cash box with a float at the Assembly / Convention itself.
- Name badges which also indicate which service body they are representing or if R9 Board member or visitor.

### **SPEAKERS**

- The Board will be on call to take part and speak at workshops during the Convention.
- They have been elected as R9 Board members and act in that capacity – but they are first and foremost OA members in recovery. Please use that recovery. It is important that service is ‘seen’ by those attending the Convention – albeit not in a grandiose way. When OA officers are seen to take part in the business part as well as the convention – it spreads the message of the necessity of service.
- Often – there are motions passed at the Assembly which need circulating to the fellowship as soon as possible. Please consider this when scheduling your Convention workshops / meetings.
- Speakers may need to be timed, have a timer available in case.
- It is best for speakers to be qualified by the committee prior.
- Please ask speakers stay within the spirit of the Traditions, e.g., no reference to outside issues (such as mentioning by name books, therapies, religions, other weight loss programmes, or undue focusing on such outside issues).
- Some thoughts for speakers when they introduce themselves:
  - 1) How long have you been in programme?
  - 2) How long have you been abstinent?
  - 3) Define this abstinence, what it is for you.
  - 4) Outline your physical recovery, weight loss / (gain if anorexic) , how long maintained
  - 5) Describe the daily actions that you take in order to maintain this recovery.
  - 6) Then move onto the topic, following the format of what you were like, what happened, and what you are like now as it relates to the topic. OA members especially like to hear about what you actually did or do to keep well or to change in respect of the topic.

### **VOTING AND TIMEKEEPING**

- At the Assembly votes will need to be taken and possibly ballots which need to be counted by people who are not eligible to vote. Please discuss this with R9 Board and see if you need to have any coloured card on hand, voting ballots, boxes to collect ballots in and non-voting members able to assist with this.

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- A non voting member with a stopwatch and a bell available as a timekeeper is very useful especially during the Assembly.

### **VISITORS**

- Visitors are welcome to attend the Assembly and Convention, at the Assembly it is important that they are not seated with the representatives at the table but preferably in a row / seats behind or at edge of room.
- Visitors should leave the assembly room if they wish to talk to one another.

### **CONVENTION**

The convention is best described by those who have attended a number of conventions, and we recommend speaking to previous organizers.

It is worth considering the following:

- Early Bird and Night Owl Meetings (during assembly as well as convention) – the easiest way to arrange these is with a Pocket Reference Guide and a list of topics (see Strategic Plan if you need inspiration)
- Translating Speakers into your local language
- Free Time
- Entertainment on Saturday evening, this has been done in many forms – plays, meetings, celebration of recovery, free time, dancing, singing, all sorts!

### **STRATEGIC PLAN**

We have a Strategic Plan – many in OA don't know what it is or what we are trying to achieve in having it. This can be used as the theme of the Convention by incorporating just one aspect of that plan:

- Strong Meetings,
- Committed Service Bodies,
- Public & Professional awareness
- Financial Health.

Has the OA bicycle been translated into your language? – In the past we have displayed two big poster drawings of this if possible please by a willing local volunteer– one in your language and one in English!

### **AFTERWARDS**

Please consider the best way to get feedback from R9 Board and representatives so that we can offer any suggestions for things that do or don't work to future hosts. Please ensure if you get feedback from delegates or your subcommittee that this information is then given to R9 Board

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**CHECKLIST**

	Select a committee of local OA members willing to work on the arrangements for the Assembly / Convention. (3-8 people on average)
	Approximately 2.5 years before you propose to host the Assembly / Convention commence organizing items below:
	Choose a date (autumn time to accommodate cheaper travel etc. and ensuring to avoid holidays, dates of BOT / RCC meetings) (keep in mind accessibility and cost)
	Choose a venue (accommodating approximately 20 – 40 reps for the OA assembly and additional numbers for the convention) plus allowing for overnight and day visitors.
	Prepare a proposal bid to be brought to the R9 Assembly two years before the Assembly is due to take place.
	Choose a theme for the Convention (refer to local group conscience and OA Strategic Plan) to be approved by R9 Board
	If bid is successful – book venue and make final arrangements
	Locate supermarkets within the venue vicinity and prepare map showing these.
	Finalise travel arrangements to venue.
	Prepare proposed flyer well in advance of the 6 months before Assembly deadline and send to R9 Board for approval.
	Oversee registrations and arrange speakers
	Make rep badges and table name places
	Make copies on different coloured paper of various documents (ask R9 Board for information)
	Set up room for Assembly (flip charts, timer, bell, registration desk, posters up etc)
	Set up Convention