



**Committee Procedures
of Region Six
of Overeaters Anonymous**

Revised: March 2017

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Changes to committee procedures are to be determined by the committee, with the approval of the board.

General Committee Procedures

ELECTION OF COMMITTEE CHAIR

1. The Region 6 Chair will be responsible for assuring compliance with this Policy and Procedure.
2. The Region 6 Secretary will be responsible for placing this item on the agenda of the Fall R6A.
3. The Region 6 Secretary will be responsible for announcing the Committees' Chairs in the minutes of the Fall R6A.

COMMITTEE MEMBERSHIP

The committee chairs shall call the roll of their meeting to identify all voting committee members at the start of the meeting. Committee participants shall identify their voting status and the intergroup which has elected them as representatives or their home intergroup if they are visitors. Subject to the chair's discretion, voice can be given to visitors during committee meetings.

Bylaw, Policy and Procedure Committee

1. The Bylaw Committee will review:
2. The Bylaw Manual on a regular basis for pertinence and language.
3. The language of any new motion which will be edited with the assistance of the R6 Parliamentarian for clarity and consistency with the rest of the manual prior to the addition of any new motion to the manual, without alteration of the intent and/or meaning of the motion. A written report of such editorial changes shall be given to Region Representatives at the next Assembly.
 - a) Any motion submitted to the Bylaw Committee for input will be returned to the maker of the motion within the time specified by the maker and agreed to by the chair or designate.
 - b) Copies of the Bylaws of the Region 6 Assembly of Overeaters Anonymous and Policy and Procedure Manual will:
 - c) Be updated each assembly with any new motions from the previous assembly; these changes will be distributed to the Officers and members in attendance who so request.
 - d) Be republished in their entirety when global and sweeping changes have been made; the republishing will be made available for the Spring R6A.
 - e) Be made available for new delegates and those copies will be charged to the Orientation Committee budget.
 - f) Be posted on the R6 website when republished with printed copies available upon request for those unable to access the web site.

Convention Committee

QUESTIONS TO BE RESEARCHED BEFORE NEGOTIATING A CONTRACT

HOW MANY PEOPLE CAN YOU ACCOMMODATE?

What is the size of your meeting rooms? How many people can each meeting room hold? What time are the meeting rooms available and what guarantee is needed for use of the room? What kind of technical equipment is available (microphones, videotape machines, overhead projectors, blackboard, easels etc., and is there a charge for this equipment)?

DINING FACILITIES

How many people does the dining room hold comfortably (menu to be specific to group needs)? Coffee, tea, diet soda should be made available at all times near the meeting rooms.

ROOMING ARRANGEMENTS

Breakdown of the rooms available: single, double, triple, etc. Do the rates include meals, gratuities, and what will be the rates before and after the convention? What are the check in and check out times and can they be extended?

TRANSPORTATION

How much parking is available (indoor or outdoor)? Is there shuttle service available from airports or train stations? Where are the closest bus, train and airport facilities?

RECREATION

What kinds of facilities are available and are they free (i.e. pool, disco, Jacuzzi)? What recreational facilities are close to hotel?

MISCELLANEOUS

Are there facilities for the handicapped, ramps, and rest rooms? What type of security? What are the facilities for children under age eighteen? When contract is signed, meet with hotel staff and notify all concerned about anonymity, and that no OA names are to be put on any mailing list.

Intergroup Outreach Committee (IGOR)

1. Meetings are to be held at each Regional Assembly and at the discretion of the Chair.
2. The Chair will be appointed by the Committee by a majority vote at the Fall Assembly.
3. The members of the committee will be given the opportunity to share ideas and express needs from their areas.

INTERGROUP SCHOLARSHIP FUND

- 1) Scholarship Application Procedure:
 - a) Intergroups who are eligible for travel expense scholarships according to Policy 013 shall submit the appropriate form to the R6 Coordinator, who shall forward a copy to the Committee. The forms required are found on the R6 web site <www.oaregion6.org> or can be obtained from the R6 Coordinator or the Committee Chair.
 - b) The forms request the following information in addition to identification of the intergroup and contact information:
 - i) Over the last year, what was your average monthly income (total contributions and other income for prior 12 months, divided by 12)?
 - ii) Average expenses (using the same method as above)?
 - iii) Current cash balance, including checking and/or other bank accounts?
 - iv) Of #3, how much is prudent reserve kept for intergroup operations?
 - v) What portion reflects a reserve for a special project or activity (Share-A-Thon event, public information event, advertising, etc)?
 - vi) Total contributions to WSO & Region 6 in past 12 months?
 - vii) Does this intergroup send delegates to WSBC (for R6 Assembly attendance scholarships)?
 - viii) If your delegate(s) plan to travel to R6A by car, what is the one-way distance in miles and length of travel time?
 - ix) If your delegate(s) plan to travel to R6A by another method, specify method and ticket price per person
 - x) Would you plan to stay at the R6A overnight?
 - xi) What is your expected expense to travel to WSBC (for WSBC travel scholarships)?
 - xii) What was the date of the most recent R6A which your intergroup attended?
 - xiii) What was the date of the most recent WSBC which your intergroup attended?
- 2) Please note that the forms also require that the intergroup which is submitting the application affirm that the representatives or delegates whose travel will be funded meet the requirements for such representatives or delegates as defined in the applicable intergroup bylaws or OA, Inc., Bylaws, Subpart B, Article X, Section 3c, Paragraph 1.
- 3) Prioritization of Scholarship Applications: The Committee shall prioritize the applications according to the following criteria:
 - a) In reverse order from the most recent attendance dates at either R6A or WSBC
- 4) In reverse order of financial need as measured by intergroup income and expenses In order of participation in R6A (for WSBC scholarships)

Public Information / Professional Outreach

1. Meetings are to be held at each Regional Assembly and at the discretion of the Chair.
2. The Chair will be appointed by the Committee by a majority vote at the Fall Assembly.
3. The members of the committee will be given the opportunity to share ideas and express needs from their areas.

PUBLIC INFORMATION BLITZ

1. The first assembly notice mailing shall include a call for submissions of PI/PO activity proposals for which funding is sought by R6 member intergroups.
2. All proposals must be postmarked at least 60 days prior to the assembly, as is the requirement for assembly motions.
3. The proposals received shall be forwarded to the PI/PO Committee Chair who will then send copies to all current PI Committee Members for their review. The PI/PO Committee members shall review the proposals prior to the next R6A PI/PO committee meeting. Proposals received after the deadline shall be held over until the next PI Blitz period. The PI/PO Committee shall forward their recommendations for funding of proposals, if any, to the R6 Chair at the end of their committee meeting at the R6A. The R6 Chair shall caucus with the R6 Board members prior to the opening of the afternoon assembly session to obtain R6 Board approval for funding the proposals recommended by the PI/PO committee. The results of this caucus shall be announced to the assembly prior to the close of the assembly.
4. The proposals must meet the guidelines of OA including the 12 Traditions.
5. Each proposal shall contain the following:
 - a) The name of the IG(s) submitting the proposal with a contact name and telephone number;
 - b) A description of the proposal including the state(s), towns and IG(s) it will benefit (population of area covered should be included if possible);
 - c) Projected costs including:
 - i) a breakdown of direct and indirect costs;
 - ii) breakdown of costs to be borne by region and costs to be borne by the Intergroup;
6. If applicable, a description of the research done by the IG(s) including price comparisons with other companies/organizations who offer the same services in that area.
7. The implementation plan including start and end dates, name(s) and phone number(s) of the person(s) chairing the implementation and appropriate follow-up as needed.
8. The name(s) and number(s) of the person(s) who will be present at the R6A to answer questions about the project to the PI Committee, the Assembly and/or Board.
9. The means by which the IG(s) will track the results (number of responses, increase in meetings, etc.).
10. The name(s) and number(s) of the person(s) (preferably not an answering service) responsible to take responses from the project, to report to the IG(s) and to report to the PI Committee.
11. All submitted PI/PO activity Blitz proposals shall contain the signature of a chair or treasurer of the Intergroup presenting the proposal, verifying the proposal has been approved by the Intergroup for submission to the Region Six PI/PO Committee.
12. The reporting person(s) will be responsible to make contact with the Public Information Chair not less than once every 30 days for the first 90 days following the start of their P. I. Blitz project. The PI Committee Chair should be informed on the action(s) taken to implement the Blitz and any measurable initial results.

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13. A report shall be presented to the PI Committee at each of the next 3 assemblies following the project start by a representative of the IG(s) on the project and its results.
 14. The projects should be as generic as possible so other IG's can use them.
 15. Approved funding shall be disbursed in accordance with practices established by the Region Six Finance Committee.
 16. The approved funding will be available for requesting from the Region 6 Treasurer only during the Fiscal Year the project was approved. Funds cannot be carried over unless approved by the Treasurer before the end of the Fiscal Year. If approved, this motion will take effect at the start of FY 2006. If the available budgeted funds for PI Blitzes are not used at any Fall Assembly, those funds may be carried over to the next Spring Assembly

Twelfth Step Within Committee

1. A speakers list will be maintained and updated for intergroups, retreats, marathons, workshops.
 - a) The speakers will focus on the Twelve Steps Within Recovery.
 - b) The qualifications for the Region 6 speakers list shall be one year of continuous abstinence and active involvement in OA.
2. The Twelfth Step Within Committee of Region 6 will support the WSO Service by Mail program.
3. The twelfth of every month shall be designated CALL-A-THON DAY. Members are encouraged to reach out to a member, or members, that they have not seen in a meeting in a while.