Region 2 of Overeaters Anonymous, Inc.

Policy and Procedure Manual

Section I. WELCOME TO REGION 2

During the 1976 World Service Business Conference of Overeaters Anonymous in Los Angeles, California, the Conference delegates voted to adopt the concept of Regionalization. OA groups in California and Hawaii originally formed Region 2 of Overeaters Anonymous, Inc. (R2). The Northern Nevada-Sierra area was added in 1987. In 1992, Mexico also became a part of Region 2.

Each Intergroup is entitled to one Regional Representative (RR) for every ten (10) groups (or portion of) affiliated with its Intergroup. Each Unaffiliated Group is entitled to one RR. Travel expenses, meals, and other accommodations for Region 2 Assemblies are the responsibility of the group or Intergroup represented. Each group or Intergroup selects its RR in any manner it chooses as long as it stays within the framework of the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service.

To help relieve some of the confusion about the World Service Business Conference, Conference Delegates, Region Assembly, Regional Representatives, etc., a “structure chart” is provided in this manual along with a glossary of terms. Questions, problems, suggestions, and agenda items for R2 may be directed to any R2 Board Member.

R2 meets two times a year at locations and on dates designated by the R2 Board. Notification of R2 Assembly sites and dates for each calendar year are announced at the last assembly of the year.

Election of Region officers takes place at the final R2 Assembly of each calendar year. The selection of Trustee nominees is done at the last R2 Assembly of the year for their presentation for election at the World Service Business Conference in May during its electoral year.

Full participation of all Intergroups assures a strong, effective Region, and Regional Assemblies assure the group conscience of each Intergroup may be heard. All members of Overeaters Anonymous are encouraged to attend Regional Assemblies. With the consent of the Assembly, visitors may participate in discussion, but may not make motions or vote.

Section II. PURPOSE

The purpose of Region 2 (R2) is to support all groups and Intergroups (IGs) within Region 2 by:

- Facilitating communication and education, by hosting R2 Assemblies, publishing the R2 Newsletter, and maintaining the Region 2 Audio Library;
- Promoting and supporting unity by providing outreach to isolated areas and hosting Service, Traditions, and Concepts workshops;
- Conducting fundraising events to support the business of R2, such as the R2 Convention;

- Providing representation at the World Service Business Conference (WSBC) and considering Trustee nominees for the World Service Board of Trustees (BOT).

Section III. R2 BOARD DUTIES AND RESPONSIBILITIES

Please refer to Region 2 Bylaws Article VIII – R2 Board

Further, it is the responsibility of the R2 Board to implement and carry out the wishes of the membership, as specified in the R2 Policy & Procedure Manual.

Specific duties of board members, with the exception of the R2 Trustee, shall be as specified in the R2 Board Operating Manual.

Section IV. R2 REPRESENTATIVES

A. Qualifications & Service Expectations

The following qualifications are recommended for Regional Representatives.

- One (1) year of current abstinence, as defined by Overeaters Anonymous.
- Two (2) years of service beyond the group level.

The following qualities and experiences are suggested to support effective service at the regional level.

- Familiarity with the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service.
- Sound judgment and stability in service.
- Experience participating in Intergroup, Region, or World Service business processes.
- A willingness to serve as a communication link between their service body and Region 2.

B. Duties and Responsibilities

1. Attend Regional Assemblies – Representatives and/or Alternates should be present during all business sessions.
2. Verify that the Region has the correct names and addresses for RR's. Inform the Region of any changes to the RR, Alternate, or Intergroup mailing address, and phone number(s).
3. Notify the Publications Coordinator when no longer serving as an RR (at least 60 days prior to an assembly) and pass on the R2 Assembly booklet of R2 Assembly minutes, agenda, donations, etc., to the Intergroup for the new RR.
4. Provide any R2 Board member with written information about upcoming events for inclusion in the R2 Master Calendar or by utilizing the "add an event" feature on the R2 website, which is preferable.
5. Provide the R2 publications Coordinator with Intergroup newsletters and flyers about upcoming events.
6. Share Intergroup newsletters and flyers with other RRs.

7. Keep the Intergroup's area informed of happenings in the Region and OA as a whole. Regional Assemblies are used as an interface between WSO and the Intergroup and Unaffiliated Groups. If the information stops at the R2 Assembly, the lines of communication are broken.
8. Serve on an R2 Committee and take an active part in the activities of the Regional Assemblies.
9. Voice the group conscience of the Intergroup represented, but know that an RR is responsible to the Region and OA as a whole. What works in one area may not be best for the Region as a whole.
10. Know and understand the Twelve Traditions and Twelve Concepts of OA Service. Help them to be implemented in the Intergroup's area. Group problems with the Traditions and Concepts should be brought to the attention of the parties involved or to the Region 2 Trustee/Board if additional help is needed.

Section V. REGION 2 DELEGATES

Region 2 Bylaws Article XVI indicates that the Region may be authorized to select and send up to five (5) regional delegates to attend and act on behalf of the Region at the World Service Business Conference (WSBC), providing the representation by the Region's Intergroup delegates at the previous business conference falls below forty (40) percent.

The purpose of these delegates will be to act in the best interest of Region 2 and OA as a whole. Delegates shall present a report for submission or distribution at the Fall assembly following the Business Conference, detailing activities during the conference and the results of the business proceedings.

Providing funding is available and the Fall Assembly authorizes sending regional delegates:

1. Region 2 Delegates shall be selected from the voting members present at the Fall Assembly, preceding the next year's WSBC.
2. Applicants must meet the qualifications specified within WSO Bylaws Subpart B, Article X, Section 3, and must be willing and able to attend all business meetings of the conference, and must agree to be a member of at least one Conference committee.
3. Voting Members interested in acting as a Region 2 delegate must submit an application, provided by the R2 Board, before the close of the first day of business of the fall assembly, to be voted on the following day.
4. Applicants will be allowed three (3) minutes to address the assembly, followed by 3 minutes of questions and answers.
5. Preference should be given to applicants who have not previously attended a World Service Business Conference and/or those from intergroups or unaffiliated meetings which would not otherwise be represented by delegates**.**

Section VI. R2 COMMITTEES

R2 committees are: Bylaws & Reference, Convention, Diversity Community, Intergroup Outreach, Public Information, Twelfth Step Within, and other committees as may be determined necessary by an assembly or the R2 Board.

A. R2 COMMITTEE OPERATING PROCEDURES

1. Each committee will have a Board Liaison to act as a channel from the committee to the Board, to be assigned by the Board Chair at the first full Board meeting following Board elections. The Board Liaison does not

make decisions for the Board.

2. Any and all written information distributed outside any committee must be submitted, through the Board liaison, to the R2 Board for review and approval.
3. No committee or subcommittee shall enter into any contract or agreement.
4. No committee or subcommittee has the authority to raise funds, unless authorized in these procedures.
5. Committee meeting minutes shall be delivered to the R2 Secretary no later than 30 days following R2 Assembly.
6. Oral committee reports shall be presented immediately following committee meetings at R2 Assemblies.
7. As mileage for committee business will not be reimbursed by R2, it is suggested that committees meet between Assemblies by telephone conference or through other electronic communications media, so long as all members may simultaneously hear each other and participate during the meeting.
8. Committee membership shall not exceed 15 members. Returning members have first priority.
9. It is suggested that no two members of the same Intergroup serve on the same committee.

B. DUTIES & RESPONSIBILITIES OF R2 COMMITTEE CHAIRS

1. Chair and facilitate all R2 committee meetings. If unable to attend, find a substitute from within the committee.
2. Report at each R2 Assembly and submit written reports for the assembly packet.
3. Direct committee members to accomplish specific tasks; establish a plan of action so that committee work continues between assemblies.
4. Maintain R2 Policy & Procedure Manual for the committee, as well as notes on what the committee has done in the past. Pass them on to the succeeding committee chair.
5. Keep R2 Board Liaison informed of all committee activities.
6. R2 Committee Chair may serve a maximum of 2 consecutive years.
7. Read and follow the suggested guidelines below.

C. SUGGESTED GUIDELINES FOR R2 COMMITTEE MEETINGS

1. Begin each committee meeting by passing out a sign-up sheet. Make sure that committee members sign their full name/address/phone so that they can be contacted if necessary.
2. There are always plenty of newcomers at R2 Assemblies, so remember to start committee meetings with the basics:
   a) Explain what the committee is about.
   b) Read the “Statement of Purpose” from Region 2 P&P.
   c) Give some background and history on the committee.
   d) State long and short-term goals, if any.

3. Handouts are always appreciated. These could include past R2 committee reports, a piece about committee history, relevant literature, reports of committee activities from different OA service bodies.
4. Be clear about ongoing projects with which the committee may be involved. Establish an agenda. Is input solicited from Intergroups? Needs of the Region being assessed? Information exchanged? A

handbook put together? An event to promote committee efforts planned?

5. Keep in mind that committee meetings are a working part of the R2 business assembly. Committee meetings are where planning and implementation of more efficient ways to carry OA's message to the compulsive overeater who still suffers takes place.
6. Remember to find someone to take notes!
7. Allow time during the meeting for questions from committee members, as well as for their input. Many committee members have a great deal of experience, strength, and hope to share, based on their work at the Intergroup or World Service levels.

D. DESCRIPTION OF CURRENT R2 COMMITTEES AND THEIR PURPOSE

1. **Bylaws & Reference Committee**

The purpose of the Bylaws & Reference Committee is to review and initiate bylaw amendments, changes to policies and procedures, reference documents, and provide recommendations for the same to the R2 Assembly.

2. **Convention Committee**

The convention committee shall organize and publicize the annual R2 Convention, whose purpose is to encourage unity within Region 2, as well as throughout Overeaters Anonymous, and to raise funds for carrying the message of recovery throughout Region 2.

3. **Diversity Community**

Recognizing the significance that acceptance of diversity plays in our ability to effectively carry the message of recovery, this Community's purpose is to encourage awareness within and outside the Fellowship of the importance of unity while honoring and respecting diversity. (Adapted from the WSBC Unity With Diversity Committee's statement of purpose).

4. **Intergroup Outreach Committee**

The purpose of the Intergroup Outreach Committee is:

a) to reach out to struggling Intergroups;
b) to encourage unaffiliated groups in one geographic locale to form an Intergroup or join an existing one;
c) to assist groups in forming an Intergroup; and
d) to encourage Intergroups to participate in Region 2.

5. **Public Information Committee**

The purpose of the R2 Public Information Committee is to carry the message to the compulsive overeater who still suffers by encouraging, supporting and developing public information efforts in Region 2 Intergroups.

6. **Twelfth Step Within Committee**

Our 12th Step in Overeaters Anonymous tells us to "carry the message to compulsive overeaters…." The primary purpose of the Twelfth Step Within, therefore, is to carry that same message to those who still suffer *within* the OA fellowship. Thus, the Twelfth Step Within Committee deals largely with relapse and issues of membership retention – the message, of course, is hope.

7. **Responsibility Pledge Committee**

The Responsibility Pledge Committee brings the spirit of OA's Responsibility Pledge to life by offering accessible, service-centered programming that fosters connection, belonging, and recovery throughout Region 2. This committee plans and hosts virtual events such as Social Network Hour, Unity Day, Sponsorship Day, I.D.E.A. Day, holiday marathons, and other region-wide gatherings.

Duties include:

- Developing and executing repeatable virtual event formats (e.g., speaker panels, newcomer sessions, service workshops)
- Coordinating volunteers to serve in accessible roles (tech, speaker, timer, reader)
- Collaborating with other Region 2 committees on shared programming
- Ensuring accessibility, including interpretation and platform support
- Promoting events across Region 2 Intergroups
- Maintaining templates, feedback records, and planning resources
- Reporting to the Region 2 Board and working within the approved budget

Section VII. OPERATING POLICIES AND PROCEDURES

A. BUSINESS MEETINGS

1. The group conscience is more important than the technicalities of the actual motion.
2. The procedure for submitting Bylaws amendments, Policy and Procedure motions, and new business motions is:
   a. All proposed motions are documented using the appropriate form on the R2 website. This includes motions submitted by the R2 Board.

b. All motions are to be submitted electronically to the Bylaws Committee at least 75 days prior to the date of the Assembly.

c. All motions will be reviewed by the Bylaws Committee and the Parliamentarian for proper documentation, rationale, intent, etc. Suggestions for improvement will be discussed with the maker of the motion.

d. All Bylaws Committee-approved motions will be submitted electronically to the R2 Secretary 60 days prior to the date of the Assembly.

e. Proposed motions shall be posted on the R2 website in PDF format, prior to written notification.

f. Written notice shall be prepared by the Publications Coordinator, using the full motion form, and communicated by mail or electronic transmission to each Intergroup Office, Unaffiliated Group Contact, RR, Alternate, and R2 Board Members at least 45 days prior to the date of the Assembly.

3. Robert's Rules of Order will be followed except when to do so would conflict with VIII, A, 1 above.
4. A copy of the previous R2 Assembly Minutes will be published in the assembly packet and distributed as required.
5. A parliamentarian will be at each assembly, whenever possible.
6. Registration of RRs to attend Assemblies:
    a. RRs will pre-register to attend R2 Assemblies a minimum of 30 days prior to an assembly. Registrations "on-site" will be subject to space availability.
    b. A transferable registration fee will be charged, which includes a Speaker/Buffet lunch on Saturday of the Assembly.
    c. Registration forms, to be provided by the R2 Publications Coordinator, will be published on the website under Assembly info. The registration and application forms posted on the website will be interactive.
    d. There will be a base registration rate, to be known as "early-bird registration", available from approximately 45-30 days before an assembly. Thereafter, there will be two registration rate increases in $10 increments at specifically stated intervals. Dates and rates to be communicated by R2.
7. Assembly packets will be distributed by electronic means, e.g., email, where possible, and posted on the Region 2 website. Regional Representatives are responsible for obtaining a copy for use during Assembly.
8. If an RR who is registered cannot attend, an alternate selected by their intergroup may be sent in their place.

B. FINANCIAL

1. R2 shall pay the expenses of its Chair or designated alternate to the World Service Business Conference, regularly scheduled meetings of the Region Chairs Committee (hereinafter referred to as RCC), and the World Service Convention when held in conjunction with a regularly scheduled RCC meeting.
2. R2 shall pay the expenses of its Chair to attend event(s) on behalf of the Region when provided for in the budget. Should the Chair be unable to attend such event(s), a designated alternate may be appointed by a two-thirds (2/3) vote of the seated Board members. Alternates must be a current R2 Board Member (or, if appropriate, a former R2 Board Member).
3. Current Board member's registrations, meals, lodging and transportation expenses will be paid for attendance at R2 events which includes assemblies, convention, and Service, Tradition and Concepts workshops.

This does not preclude the option of gifting registration to the outgoing Board Members for the R2 convention immediately following their cessation of service.

4. R2 shall pay the following expenses for the R2 Trustee at the annual R2 convention: registration, hotel, meals, and all transportation expenses to and from the Convention.
5. When asked by the R2 Board to report at a Board meeting, the expenses of any committee chair shall be paid by R2 unless those expenses are otherwise provided for.
6. R2 shall fund at most three (3) R2 Trustee candidates to attend the WSBC at which elections for that position are to take place. R2 shall fund the candidates meeting the following conditions:
   a) The candidate is among the three (3) people receiving the highest number of votes for the R2 Trustee nominee.
   b) The candidate has received a majority of the votes.
   c) The candidate is neither the incumbent Trustee nor a delegate to the WSBC representing an Intergroup.
7. General Board Support Services: The R2 Board is authorized to hire outside entities to perform various services which are now accomplished by R2 Board members (e.g.: depositing donations; recording payments; preparing financial reports; webmaster; mailings; or other reports deemed appropriate by the R2 Board). The R2 Board shall establish a budget line not to exceed $10,000/year for these services. Travel, meal and hotel expenses for Board support personnel will be allocated to Hotel Meal & Travel budget line items.
8. A listing of meeting donations for the prior calendar year will be posted on the R2 website within 60 days following the R2 Winter Assembly. This report will also be included with the financial materials provided for the R2 Summer Assembly.
9. All expense reports must be submitted to the R2 Treasurer within 45 days of incurring expenses in order to be reimbursed. Submissions later than 45 days will require approval by the R2 Treasurer.
10. R2 policy on selling outside enterprise material shall be in accordance with WS Conference Policy.
11. Payment of expenses which would exceed budgeted amounts, except in the case of carrying out day-to-day business of the region, will be paid in a timely manner and then presented to the R2 Assembly for approval.
12. Contributions for “Donations” shall be reviewed at the last Assembly of each year to determine the amount of funding, if any, that should be allocated. Amounts are to be based on each item’s current need and the availability of R2 funds. All donations shall be made by checks payable to the World Service Office, designating the purpose of the donation on the check *if a special need has been requested by the WSO.*

    <u>Description of Special Needs:</u>
    Donation to Delegate Support Fund
    Donation to World Service Office (General Fund)
    Donation to Professional Exhibits Fund

13. Contributions to World Service shall be included in budget proposals. The contribution will be based on the overage for the previous year (minimum of 10% of overage), or the sum of $8,631, whichever is greater. "Overage" shall be defined as the difference between cash on hand at the end of the fall assembly and a 9-month prudent reserve as described in item 15 (below).
14. Mileage for committee business will not be reimbursed.

15. Prudent reserve policy:
    a) It shall be the policy of Region 2 to maintain a prudent reserve to cover a minimum of six (6) months, and a maximum of one (1) year's, operating expenses, plus outstanding liabilities and one-time capital expenditures.
    b) The monthly operating expense amount shall be based on the average costs for three prior years as chosen by the Budget Committee and approved by the Fall Assembly.
16. The Region 2 budget for the coming year will be presented by the Treasurer for adoption at each fall assembly.
17. R2 will allocate a budget line item of no more than $1,000.00 to help service bodies exhibit at health fairs and professional conferences that might otherwise be too costly. Groups in need of financial assistance to this end must fill out a funding application. Final dispensation of the funding will be the responsibility of the R2 Board.

C. R2 ENTRY INTO LEGAL CONTRACTS

1. R2 shall only enter into legal contracts by a majority vote of the R2 Board, subject always to R2 Assembly prior approval or R2 Assembly endorsement. If an approval is by Board vote, the Events Coordinator and a second Board Member will sign the contracts. If the assembly gives approval, one board member, preferably the Events Coordinator, may sign the contracts.
2. No single R2 officer, Committee Chair, RR or other single party shall be empowered to commit R2 to legal contracts or encumbrances without prior Assembly knowledge and approval.
3. All contracts between R2 and other parties shall be in writing with appropriate signatures.
4. No credit cards are to be established under the Region 2 name. All contracts and obligations will be paid by the R2 Treasurer's debit card or by organizational check for authorized expenses.

D. FUNDING ASSISTANCE PROGRAMS

There are four (4) categories of funding assistance provided for in the R2 Policy and Procedures manual which are also reflected in the annual budget:

Funding assistance for intergroups other than Mexico and Hawaii. Compare funds 1 and 2 to determine which is most beneficial when applying for assistance.		
Fund 1	Intergroup Funding Assistance Program (IFAP)	Designed to assist intergroups whose RRs travel distances that would make it unlikely they would be able to travel to and from assemblies in the same day. Board approval is <u>not</u> required for this funding assistance.
Fund 2	Intergroup Assembly Scholarship Fund	Designed to assist intergroups whose RRs travel less than 150 miles to the assembly. Board approval is required for this funding assistance.
Funding assistance for intergroup WSBC delegates (for intergroups other than Mexico)		
Fund 3	WSBC Delegate Assistance Fund	Designed to assist intergroups in having representation at the annual business conference in New Mexico.
Funding assistance for Mexico and Hawaii only		
Fund 4	Funding assistance for Mexico and Hawaii intergroups	Designed to assist these intergroups to attend the fall assembly who would not otherwise be able to have representation at assemblies. It also provides assistance for Mexico intergroups to attend the annual business conference in New Mexico.

1. INTERGROUP FUNDING ASSISTANCE PROGRAM (IFAP)

a) Intergroups are expected to fund their representatives (RRs) attendance at assemblies. This policy provides assistance to financially challenged intergroups who are unable to participate without financial aid.
b) Applications must be submitted to the Region 2 Treasurer forty-five (45) days prior to the assembly for which funding is requested. Thirty (30) days prior to the assembly, the R2 Treasurer will send notification to Intergroups by email or regular mail, indicating receipt of the application and the amount of IFAP funding they will be eligible to receive.
c) Applications received after the deadline, including those submitted at the assembly, will be considered only if there are IFAP funds still available for distribution at that assembly, or if a budget override is approved by a majority of the RRs at that assembly. Prior to the end of the assembly, the treasurer will inform the assembly of the total IFAP amount requested, and in the event the application amount exceeds the maximum amount budgeted, the assembly will vote on a budget override to fulfill IFAP requests.
d) Unused IFAP funds allocated for an assembly for 2nd-level RRs may be used to supplement funding for 1st-level RRs when needed.
e) Any applications received at the assembly will be required to obtain a 'confirmation' slip. The R2 Treasurer will provide the RR with a 'confirmation' slip after the last business session of the assembly. Failure to obtain this form will disqualify the intergroup from receiving IFAP funds.
f) Available funds will be distributed:
    i. Among all Intergroups who apply, subject to conditions set forth in this policy.
    ii. Based upon mileage from the Intergroup's office address, or its Post Office street address, to the assembly at 45 cents per mile.
    iii. Up to a maximum of $450.00 per assembly per any one Intergroup's primary RR. This limit does not apply to Hawaii and Mexico, as they are funded under a separate program.
    iv. A second RR from an Intergroup may apply for additional IFAP funding in the amount of fifty percent (50%) of the funding allowed for the first RR from that Intergroup.

g) If funds are requested that exceed the available maximum, and an override was not confirmed by vote at the assembly, they will be reduced on a pro-rata basis among all Intergroups applying by the application deadline. Should there be funds available for late applications, they shall be distributed on a pro rata basis among those applicants.
h) Minimum funding will be determined at the assembly during the budget presentation. The budget shall reflect two line items for IFAP funding, Primary (for 1st applicants) and Secondary (for 2nd applicants). No more than half of the budgeted funds will be distributed at the 1st assembly of the year without the assembly's approval prior to the close of business.
i) Additional funding will be determined at the R2 Assembly prior to the assembly for which the funding will be requested.
j) RRs are required to attend all business sessions of the assembly to be eligible for funding assistance. At the end of the final business session, RRs who applied for and were granted IFAP funds prior to assembly will receive checks made out to the Intergroups in the amount of their "predetermined" awards. Any RRs not present at the end of the final business meeting will not have their funds awarded. The R2 Board shall

be permitted to allow payment to those affected Intergroups in case of extenuating circumstances.

k) In the event that an intergroup eligible for IFAP funding does not have a checking account, the reimbursement check will be made out to the individual RR. Documentation of this fact, lack of an intergroup checking account, needs to be received along with the IFAP application and signed by the intergroup chair.

2. WSBC DELEGATE ASSISTANCE FUND

Funding assistance to attend the World Service Business Conference (WSBC) will be available to those intergroups experiencing extreme financial difficulties; those intergroups who would be incapable of sending a delegate to the conference without financial assistance.

Intergroups should apply to Region 2 before applying to the World Service Office for financial assistance.

a) WSBC Funds shall be available to assist Intergroups with financial hardships. Assistance each year will be based on the availability of funds, after considering the region's policy for maintaining a prudent reserve, as specified in this policy manual. Preference is given to those intergroups that have participated in the last two (2) R2 assemblies and have not sent a delegate to WSBC the prior year.

b) Funding shall be as follows: A maximum of $1,000 per intergroup to be used for food, travel, registration, hotel, etc. Funding for this policy shall not exceed $3,000.00 per year.

c) R2 Board shall coordinate participation, including:
   i. Distribute application forms. Applications to be submitted by September 1st, preceding the conference. The deadline will be extended to January 1st if funds are available.
   ii. Make final determination for funding.

d) Participants are expected to fulfill the following requirements:
   i. Attend all business meetings
   ii. Arrive at WSBC Monday or Tuesday
   iii. Serve on a committee
   iv. Attend Workshops
   v. Attend all voting on Thursday, Friday and Saturday
   vi. Share a room if possible.
   vii. Submit a written report to R2 Board upon return.

e) Check for assistance will be made out to the Intergroup after the end of the Conference and will be mailed within 30 days, following receipt of:
   i. A detailed R2 reimbursement form, signed by the intergroup chair, with detailed receipts attached. This form may be sent through regular mail or electronically via email with scanned receipt copies and the intergroup chair's signature. Expenses without an associated receipt will not be reimbursed.
   ii. Reimbursement may not exceed the amount approved by the R2 Board, nor shall it exceed actual expenses after they have been reduced by World Service funding assistance.

f) Extenuating circumstances: Should extenuating circumstances occur, such as illness or death in the family, which prevent the delegate's fulfillment of his/her duties, the R2 Board may vote, on a case to case basis, to allow payment of assistance funds.

3. FUNDING ASSISTANCE FOR HAWAII AND MEXICO INTERGROUPS:

Due to prohibitive travel costs, RRs from the intergroups of Hawaii and Mexico will be accorded special funding assistance to attend the fall assembly. Mexico Intergroups may also be accorded funding assistance to attend the World Service Business Conference. Funding shall be provided under the following conditions:

a) The maximum funding available for this purpose shall be determined in the annual budget for the following year, predicated on the region's ability to provide such funding.
b) The implementation and final allocation of funds shall be determined by the R2 Board.
c) No additional funding shall be available from IFAP or other funding assistance programs, except as indicated within this policy.
d) Providing funding is available, budget amounts shall be distributed as follows:

    i. Hawaii: Intergroups shall alternate in being offered funding assistance to attend the fall assembly. If they are unable to accept the assistance, funding will be offered to the next eligible intergroup

    ii. Mexico:
        a. A maximum of two (2) intergroups will be offered funding assistance each year.
        b. Funding assistance shall be available as follows:
            i. Intergroupal Mexico shall receive funding for one (1) delegate to attend the WSBC and for (1) RR to attend the fall assembly each year, when provided for in the budget. If Intergroupal Mexico cannot send a delegate and/or a RR, those funds shall be made available to the next eligible intergroup within Mexico.
            ii. Other Mexico Intergroups shall alternate in being offered funding for one (1) delegate and for one RR to attend the fall assembly each year, when provided for in the budget. If they are unable to accept the assistance, funding will be offered to the next eligible intergroup within Mexico.
            iii. Participants are expected to fulfill the requirements specified in the WSBC Delegate Funding Assistance policy.
            iv. The R2 Board shall be permitted to pay expenses in case of extenuating circumstances, as specified in Item 6 of the WSBC Delegate Funding Assistance policy.
e) All participants receiving funding assistance are required to attend all business meetings and are expected to room-share when available.

4. INTERGROUP ASSEMBLY SCHOLARSHIP FUND

a) The Intergroup Outreach Committee will, with the assistance of the R2 Board Liaison:
    i. Determine initial Intergroup eligibility for funds, based on information provided by the R2 Board.
    ii. Coordinate participation, including:

a. Contacting intergroups eligible to participate.
b. Distributing application forms, when requested.
c. Reminding intergroups they must submit completed application forms to the R2 board a minimum of 45 days prior to the assembly, for final determination. If funds are available, the deadline will be extended.

b) Intergroup Assembly Scholarship Funds shall be available to assist up to three (3) Intergroups with financial hardships. Preference is given to those intergroups that have not participated in the last two (2) assemblies.

c) Funding shall be as follows:
   i. Individuals will be given a stipend for transportation and meal allowances upon closing of the Assembly.
   ii. Hotel accommodations are predicated on room sharing, whenever possible, and will be paid directly by R2.
   iii. One Day Assemblies: Payment for one night at the hotel, $30.00 for transportation, and $30.00 for meals.
   iv. Two Day Assemblies: Payment for two nights at the hotel, $30.00 for transportation, and $50.00 for meals.

d) Participants are expected to attend all business meetings.
e) Assembly pre registration fee is the responsibility of the intergroup.
f) Intergroups receiving this scholarship are not eligible for IFAP funding.
g) Distribution of available scholarship funds will be determined by the R2 Board.

E. REPORTING

1. All Committee Chairs must report in writing or in person to each R2 Assembly or be removed from that position.
2. Committee meeting minutes shall be delivered to the Secretary no later than 30 days following assembly.
3. Oral committee reports shall be presented at a designated time at each R2 Assembly.

F. APPOINTMENTS

1. The R2 Chair shall appoint an RR as the R2 delegate to the Reference Committee at the annual World Service Business Conference.
2. The R2 Chair shall appoint an R2 Committee Chairs subject to the R2 Board confirmation.
3. RR's must be present at the R2 Assembly and willing to serve in order to be eligible for appointment.

G. R2 NEWSLETTER

The R2 Board shall determine the format, frequency and method of distribution of the R2 newsletter. The R2 Publications Coordinator shall be responsible for its preparation and distribution.

H. R2 BOARD

1. Election
   a) Candidates will be allowed five (5) minutes to address the assembly. This will be followed by a question-and-answer session. Questionnaires

will line up at the “Questions” microphone. One question will be permitted per person. The session will end when everyone has asked a question, or five (5) minutes have expired.

b) The Chair will appoint an Election Committee of up to three (3) members from the Trustee, Alternates, and Visitors, who will collect and count votes, and report the results to the Chair.

c) The Chair shall review the voting rules:

i. Elections shall be by secret ballot in person or in a virtual setting.

ii. Voting representatives must wear an identifying badge.

iii. The room shall be closed during balloting. No one shall enter or leave. Visitors and Alternates shall be seated at the rear of the room. Doors will be secured by a visitor or volunteer.

iv. There will be no talking during voting.

v. Ballot papers will be distributed to voting representatives, who shall vote for the candidate of their choice by writing their name on the ballot paper. Write the candidate's name being voted for, or *“None of the above”* to cast an appropriate ballot. Blank ballots are not counted. Voting representatives shall fold their completed ballot paper in two and hold it in the air to signify completion.

vi. Results shall be announced, along with the vote counts, to the assembly. If no one receives a majority, a further ballot will be taken, dropping candidates with less than 20% of the total votes counted. If no one receives less than 20%, the candidate with the fewest votes will be dropped. This process shall continue until someone is elected, or a majority has voted for *“None of the above.”*

vii. A motion to destroy ballot papers will be entertained.

viii. Candidates shall be present at the assembly at which the election will be held in order to be considered.

ix. If meeting circumstances require, the above specifics may be modified to accommodate conditions that will allow the balloting to proceed uninterrupted, as would be explained by the Chair.

x. In the event of an online election, a qualified person should be appointed by the Chair as part of the Election Committee to conduct online voting.

xi.

2. Vacant Board Position

a) The Chair shall appoint an interim officer to fill a vacant Board position in accordance with Article IX, Section E of the R2 Bylaws. The appointments shall be subject to R2 Board confirmation.

b) If the Chair is the vacant position, the Vice Chair shall assume the position of Chair in an orderly manner. The new Chair shall then appoint a placement Vice Chair in accordance with Item a).

3. The Region 2 Board shall not submit any motions for consideration at the World Service Business Conference without submitting the same for consideration and approval by the RRs at a regular R2 Assembly.

I. R2 POLICIES & PROCEDURES MANUAL

1. The R2 Board shall draft operating policy and procedures as directed by the R2 Assembly.
2. The R2 Policy and Procedures Manual will be updated after each assembly. The Manual will be available to download on the R2 website.
3. Loaner copies of this Manual shall be made available at all times throughout R2 Assemblies.

J. R2 CONVENTION AUDIO LIBRARY

1. The R2 Convention Audio Library's purpose shall be to carry the message of recovery throughout R2 by posting the R2 Convention audio library on the R2 Website, in mp3 format, making it available for downloading at no cost.
2. The Audio Library of any R2 Convention will not be posted until the 3rd year following that Convention. Members can purchase audio tapes and discs from the authorized recording company until that time.
3. A maximum of ten (10) Conventions from the library will initially be posted to the R2 website. Additional years may be posted if website space and budget limitations permit, as directed by the R2 Board.

K. R2 SPEAKER/LEADER LIST

1. The R2 Speaker/leader List shall be maintained by the R2 Board.
2. A minimum two years of current abstinence is required for a speaker to be placed on the list, each person being the sole judge of his or her own abstinence.
3. Speakers must have taken the Fourth and Fifth Steps of the Twelve Steps.
4. A column designating "Recovery From Relapse" shall be included.

L. R2 COMMUNICATION LISTS

1. The list of individual Region 2 Representatives will be made available to the R2 Board and RRs for their use in the context of their positions and/or for any R2 mailings or communications deemed necessary.
2. The list of R2 Intergroups will be made available to the Region 2 Board, Region 2 Committee Chairs and Region 2 Intergroups for their use in Region 2 business.
3. The list of R2 Unaffiliated Groups will be made available to the Region 2 Board and/or their designees for their use in the context of their position and/or for any mailings or communications deemed necessary.

M. R2 ASSEMBLY WORKSHOP GUIDELINES

Purpose:

1. To educate R2 representatives on service, traditions, concepts of OA service, parliamentary procedure, and other elements of working together in Region 2 of Overeaters Anonymous.
2. To encourage informed discussion and sharing of ideas and experience.

N. R2 COMMITTEE PRESENTATION GUIDELINES

Purpose: To educate and inform the R2 Representatives about the goals, function and implementation of each R2 Committee.

O. R2 LITERATURE REPLACEMENT FUND

The purpose of this Fund is to make available to Intergroups, upon application to R2, a donation of up to $100 for replacement of OA literature lost in emergency situations.

P. SELLING OF INTERGROUP FUNDRAISING ITEMS AT R2 EVENTS

In the interest of supporting Intergroup fundraising activities, R2 will provide a special table at all R2 events for sale of Intergroup fundraising items. All items are expected to adhere to the 12 Traditions.

Q. R2 POLICY REGARDING LOAN OF R2 PROPERTY

Intergroups and service bodies within Region 2 may apply to the R2 Board for loan of Region 2 property by submitting a signed letter guaranteeing replacement of the item(s) and assumption of all costs related to the loaned item(s). The letter must state the time frame of the loan and when the item(s) will be returned to R2.

The R2 Board will review any requests for loans received at the Board meeting following receipt of the request; after Board consideration, the requesting service body will be informed of the Board's decision. The R2 Board reserves the right to grant or deny any request.

R. SERVICE AND TRADITIONS WORKSHOPS

The R2 Board may appoint members from the Fellowship to facilitate R2 workshops in addition to members of the R2 Board.

S. SUPPORT FOR NEW MEETINGS

In the interest of supporting and fostering new meeting growth, if requested, R2 will provide a New Group Starter Kit from World Service to those OA meetings that are just forming. A request for such a kit can be made through the R2 Treasurer at *treasurer@oar2.org* or the R2 website, *www.oar2.org*. A budget line item totaling no more than $100/calendar year will be established for this purpose.

Section VIII. AMENDMENTS

Any policy or procedure may be amended or modified by a majority vote of the R2 Assembly.

Glossary and Abbreviations

Alternate Representative	May attend all the sessions along with the Regional Representative. (RR) Replaces the RR if they cannot attend business session(s).
Amendment to the Bylaws	A statement submitted to the Assembly to change a part of the Bylaws, requires 2/3 of the vote to pass.
Amendment to the Policy and Procedure Manual	A statement submitted to the Assembly to change a part of the P&P, requires majority vote to pass.
Board Liaison	A member of the Board of Region 2 who is assigned to work with a specific committee.
BOM	Board Operating Manual
BOT	Board of Trustees of Overeaters Anonymous, Inc.
Budget Override	Any expenditure exceeding budgeted amounts by more than ten (10) percent.
Business Session	Those meeting times during Assembly when roll is taken, items discussed and voted.
Bylaws	The governing document of a service board.
Conference	Annual business meeting of OA.
Convention	Event for recovery, and fellowship
Expense Report	Request for reimbursement for pre-approved purchases.
Funding Assistance	Funds available to assist IG's sending RR(s) to R2 Assemblies.
General Board Support Services	Professionals hired to perform various services for R2.
Green Dot	New Region 2 Representative attending their first Assembly.
GST	General Service Trustee of OA.
Intergroup	The service body that provides services to the local area groups.
IASF	Intergroup Assembly Scholarship Fund set up to aid up to three Intergroups to attend Assembly.

IFAP	Intergroup Funding Assistance Program to provide assistance to financially challenged Intergroups to send reps to Assembly.
P&P	Region 2 Policy and Procedure Manual
Packet	Pre-assembly notebook and additional information sent to the RRs of record.
Parliamentarian	CA registered expert on Robert's Rules of Order.
Quorum	Consists of Representatives from at least thirty percent (30%) of all Intergroups.
R2	Region 2 of Overeaters Anonymous (includes California, Hawaii, Mexico and Northern ~~of~~ Nevada).
R2A	Region 2 Assembly
R2B	Region 2 Board
R2C	Region 2 Convention
R2 Board	The offices of Chair, Vice Chair, Secretary, Treasurer, Publications Coordinator and Events Coordinator.
R2 Committee	A working part of the R2 business Assembly.
R2 Committee Chair	The person in charge of facilitating all committee meetings and reporting to the Assembly, maintaining notes of what was accomplished, keeping the Board Liaison informed and submitting a written report for the Assembly packet.
R2 Newsletter	R2 Periodical publication The R2 Publications Coordinator is responsible for preparing and distribution of this publication. The Board determines the format, frequency and method of distribution.
Region Chairs Committee	Worldwide committee consisting of the 10 region chairs.
Regional Assembly	Business meeting of Regions to which Intergroups send representatives.
Regional Representative	Person chosen by an Intergroup to represent their interests at Region Assemblies.
Regional Trustee	Ten of the seventeen members of the BOT.
Regions	One of ten global geographic areas of OA.

Robert's Rules of Order	The adopted parliamentary authority that guides the format and procedures of the assembly.
Roll Call	Attendance taken prior to the start of each business session to determine the number of voting members present.
S,T&C	Service, Tradition, and Concepts Workshops.
Service Structure	**Basic OA Service Structure** Individual OA Member Groups/Meetings Intergroups Regions WS
TSW	Twelve Step Within - reaching out to members within the fellowship who may be in relapse.
Unaffiliated Group	OA Group registered with World Service but not listed by World Service as part of an Intergroup.
VS	Virtual Services - Meetings that are held by phone or online in real time.
WSBC	World Service Business Conference is the title of the annual business meeting of OA.
WSO	World Service Office
WSBC Delegate Assistance Fund	Funds provided by R2 for those Intergroups who need assistance to send representation to the WSBC. Mexico has their own funding for the WSBC.

RECOMMENDED READING

OA Group Handbook — Published by World Service Office and available through literature order form — includes helpful information such as:

What About Insurance Requirements for Groups?

What Are Some Good Qualifications for Service Volunteers?

How Do Good Groups Get Better?

How Did OA Start and When?

When Is "Breaking My Anonymity" Not an Anonymity Break?

The Twelve Steps and Twelve Traditions of Overeaters Anonymous — Published by OA World Service, available through literature order form.