

Region 5 Assembly Information for Representatives and Visitors

The OA Responsibility Pledge

Always to extend the hand and heart of OA to all who share
my compulsion: for this I am responsible.

As a Region 5 Representative, it is your responsibility to deliver to your intergroup (IG) pertinent information from region (from assembly or emailed) as well as to be an advocate for your IG to the region; you represent your IG in region decisions and do service work to support the region.

REGION 5 PARTICIPANT ROLES AND QUALIFICATIONS:

- When registering for assembly, you are asked to indicate your **role at assembly**.
 - A **Representative** has full privileges/responsibilities to participate in the assembly, including working on committees, being able to speak and vote during business sessions, and reporting back to the Intergroup.
 - An **Alternate Representative** has all the privileges/responsibilities of a representative, EXCEPT they cannot vote UNLESS filling in for one of the representatives for that intergroup who is unable to serve in that way.
 - A **Non-Voting-Representative** has no vote, but otherwise has the privileges/responsibilities of a representative.
 - A **Visitor** has no voice and no vote in business sessions, but may participate in committee meetings and do other service, such as making copies or being a timer during the assembly.
- To qualify as a **voting** representative, one needs to have at least one year of current contiguous abstinence.
- The **number** of voting representatives an IG sends is dependent on number meetings in the IG and is indicated on the credentials report.
- A representative needs to be able to have access to and be able to communicate by e-mail.
- A non-voting representative doesn't have the abstinence requirement, yet has a voice at assembly.
- Visitors are always welcome. They are encouraged to register. Visitors register at no cost and may reserve lunch for a fee.

BEFORE ASSEMBLY:

Register for the Region 5 Assembly

- This may be done online or via mail. When using mail, send your registration directly to the secretary at the address on the form. *Be aware that the address changes when the secretary moves or rotates out of office.*
- Remember that **each** person needs to be registered individually—only **one person per form**. It is best for each person to register themselves in order to ensure that all their information is accurate.
- Several people can be paid for in one transaction using the “If you are **paying for another’s registration**” option online or by mailing a check to the Region 5 secretary. Include names of participants for which fees are being paid. When using this payment method, each person will register using the “**Paid for by Other Means**” option.
- Representatives must be registered by the **registration deadline**. Only visitors may register at the door.
- **Assembly luncheon** reservations are made and pre-paid at the time of registration. Due to **Health Codes**, we are **not** allowed to bring our own food into the luncheon room. Therefore, if you have special food needs that you feel will not be provided on the menu (provided in Packet A), please talk to the Region 5 Vice Chair as soon possible once registration has started.
- Select your **committee preference**. Committee selection during registration does not guarantee a particular committee assignment. It is preferable to serve on the same committee for 2 or more assemblies, but please be flexible. Sometimes the region business is better served by assignment changes. The committee you served on during assembly is the committee you serve on between assemblies. Please complete any assignments in a timely manner. *(Note: The convention committee is limited to members of the IGs hosting the convention.)*

Room reservations

- Book your hotel room before the deadline. Refer to Packet A for details.
- Room reservations in the Region 5 room block help defray the cost of the meeting rooms. Part of being self-supporting is supporting Region 5 by being sure your room is reserved using the information given in Packet A.
- It is better to reserve a room before the deadline, then cancel the reservation when you know it is no longer needed, than it is to miss the deadline and still need a room.
- If you miss the deadline, we cannot guarantee the price or availability of rooms. However, **let us know**, so we can try to negotiate with the hotel to include your reservation in our block.
- It is helpful to provide the hotel with the names of all who are sharing a room so all **roommates** can access the room independently.

Transportation

- Consider **carpooling** with other intergroups to travel to region assembly, especially as it rotates around the region.

BEFORE ASSEMBLY – NEW REPS:

- Talk with your Intergroup’s previous Region Rep about region service.
- The **Region 5 Handbook** is a notebook of resources for Region 5 participants.
 - If you received a handbook from the previous representative, you will want to update it from Packets A & B, which are sent out by email from the R5 Secretary before Assembly and posted on the Assemblies page of region5oa.org.
 - The page numbers of most of the documents that go in the Handbook have a section letter followed by a page number. (For example, the first page of the Bylaws is B-1, the first page of the Policies is C-1, and the first page of the Convention Guidelines is D-1. These page numbers are unrelated to the labels given to documents in the packets.)
 - The packets are described in the Assembly Packets section of this document.
 - Most of the Handbook documents are not updated each assembly. The Table of Contents, for instance, changes only occasionally, usually due to a major change in pagination in one or more of the sections.
 - Most of the documents that go in the Handbook have the revision date in the footer. Make sure that the documents in your Handbook agree with the latest version in the packets.
 - If you do **not** have a Region 5 Handbook, you may order one when you register.
- **Read the secretary’s letter carefully**—it is the first document in each packet.
- *Become familiar with these documents in **preparation** for the assembly.*
- Make plans to attend **the Green Dot Orientation** as scheduled on the proposed agenda.

BEFORE ASSEMBLY – RETURNING REPS:

- Update handbook from Packets A & B sent by the R5 Secretary before Assembly.
- Finish any outstanding committee follow-up work.
- Discuss issues with your Intergroup that they would like you to bring up to the Assembly.
- Ask if the Intergroup needs help of any sort from Region 5.
- There is no time for reading documents once you are at Assembly so read the documents that you receive, making notes of questions and comments you have. You will have opportunity to ask questions so **be prepared**.
- The Minutes and Officers Reports **will not** be read at Assembly, so read them ahead of time.
- Have documents to refer to during assembly. See the Secretary’s letter for specifics.

- You will want **to have either hard copies of or electronic access to** at least the **Agenda, Bylaws, Policies and Procedures, Convention Guidelines, and Standing Rules.**

AT ASSEMBLY-ALL REPS

- Upon arrival, check in at the check-in table, update the roster, and pick up your name badge and any other items (for committee chairs, this includes the committee folder.)
- Wear your badge to all events—it identifies you as a voting representative for the business meetings
- Newcomers attend the New Rep-Green Dot Orientation.
- Attend the opening session followed by
 - Intergroup Sharing Meeting-come ready to share questions and ideas.
 - State/Providence Meetings
- A Night Owl OA meeting is available.
- If you are chairing a Region 5 committee, attend the Committee Chairs' meeting.
- At business meetings, only those voting representatives present at roll call will be eligible to vote.
- Participate in the meetings of the committee to which you were assigned.
- Enjoy an abstinent luncheon and the company of other Reps.
- Attend the Open OA Meeting hosted by the hosting IGs.

ADDITIONAL INFORMATION

Use of Technology

- In assembly sessions, technology is to be used only for Region 5 business and emergency personal issues.
- For the safety of everyone at assembly, representatives and visitors will not be allowed to run cords to plug in devices.

Self Care

- **Take care of yourself!** You have been sent to assembly to do service and represent your intergroup. Fulfilling your duties well requires that you are present, well rested, alert, and focused. Relax and enjoy your time as a region representative, knowing that you are providing an important service to your intergroup and to Region 5.
- Dress in layers, as the meeting room temperatures tend to vary widely.

Assembly Seating

- During assembly business meetings, the **seating arrangement** is generally as follows:
 - a. Head table: Officers, Trustee, and Parliamentarian
 - b. Front of the room: Voting Representatives (and timer)
 - c. Back of the room: Non-Voting Representatives (includes those who missed roll call that session) and visitors.

Credentials Report

- The **credentials report** will be taken early in each business session. This is how we determined who is able to vote during the business of that session.
- **Fill in** your copy of the report during roll call. In the first business session, when assembly participants' intergroup is called, the representatives will stand and identify themselves. Non-voting representatives and visitors will also stand when asked and identify themselves. In later business sessions, each group will simply stand, when asked, to be counted.
- If a representative is not present when his/her intergroup representatives are counted, he/she will **not** be able to vote during that session.

Writing Motions

- There are three (3) types of motions that have specific formats and forms available at region5oa.org on the Forms page and in the committee folders:
 - a. New Business
 - b. Policy Amendment (For changes to the Policies and Procedures, the Convention Guidelines, and the Standing Rules)
 - c. Bylaws Amendment
- Use precise, simple, and positive language when **writing motions**

The Good of the Order meeting

- After the final assembly business meeting is adjourned, the current, out going, and new R5 officers, trustee, and committee chairs meet for the Good of the Order. This is a private debriefing session. **All others** are asked to leave the room.

AFTER & BETWEEN ASSEMBLIES

- Check out the many resources available on region5oa.org and oa.org. **Make sure your intergroup information is up to date!**
- Update your handbook with documents included in Packet C, which is sent out after the assembly.
- Keep in contact with your committee to work on assignments
- Write and give a report to your IG.

- Share the workshop materials, committee activity, and results of the business meetings.
- Explain how the decisions will affect your IG.
- Talk about your region service experience and encourage involvement in Region 5 service.
- Reps rotating out of assembly service:
 - Help identify the next Rep as needed by your IG
 - Give your Region handbook to new Rep.
 - Consider running for a position as a Region 5 officer or trustee

Additional Service Opportunities

- Write articles for your local newsletter, the Region 5 newsletter, or Lifeline magazine about your experience with service beyond your IG. Be sure to tell how it has helped your recovery.
- Offer to lead a workshop or breakout during an IG event.
- Hold a meeting to share what you have learned to help foster individual recovery.

Assembly Packets

- These packets are sent out to the Region 5 email list and posted on the Assemblies page of region5oa.org:
- Packets A and B are pre-assembly packets, Packet C is a post assembly packet
- The documents are labeled using the packet letter followed by the number of the document in the order it was sent. *(This is unrelated to the Region 5 Handbook pagination, which consists of the section number followed by the page number within that section.)*
- **Packet A** generally includes the following:
 - Secretary Letter
 - Hotel information and floor plan
 - Assembly Registration Form
 - Funding Assistance Form
 - Proposed Assembly Agenda
 - Previous Assembly Minutes
 - Region 5 Bylaws
 - Region 5 Policies and Procedures
 - Region 5 Convention Guidelines
 - Region 5 Standing Rules
 - Region 5 Officer Application Form
 - New documents: Motion, Officer Applications, Event Flyers, etc.
 - Region 5 Assembly Information

- **Packet B** generally includes the following:
 - Secretary Report
 - Chair Report
 - Vice Chair Report
 - Trustee Report
 - Credentials Report
 - New or changed Documents

- **Packet C** generally includes the following:
 - Secretary Letter
 - The minutes and credentials report of the previous assembly
 - Documents that were updated or distributed at the previous assembly
 - New/updated information, forms, and documents

SUBMISSIONS

- **Submit articles** for our newsletter *Freedom from Bondage* to **R5NewsletterSubmissions@gmail.com**.

- **To update intergroup information**, and submit intergroup minutes, newsletters, and meeting lists, click on the “Submit information here” link on the Intergroups page. **NOTICE the 3 REQUIRED actions for your submission to be received for consideration:**
 - Enter required information (name and email address) ****REQUIRED****
 - Fill in subject and message
 - Attach any documents
 - Type in the security code shown ****REQUIRED****
 - Click on send ****REQUIRED****

- **To submit event information or flyers**, click on “Submit an Event” on the Calendar page. **NOTICE the 3 REQUIRED actions for your submission to be received for consideration:**
 - Enter required information (name and email address) ****REQUIRED****
 - Fill in subject and message
 - Attach any documents
 - Type in the security code shown ****REQUIRED****
 - Click on send ****REQUIRED****

- **To submit a resource**, click on the “Submit a Resource” on the Region 5 Resources page. **NOTICE the 3 REQUIRED actions for your submission to be received for consideration:**
 - Enter required information (name and email address) ****REQUIRED****

- Fill in subject and message
- Attach any documents
- Type in the security code shown ****REQUIRED****
- Click on send ****REQUIRED****

MISCELLANEOUS INFORMATION

- There was a time when our region was labeled Region V. That has changed. We are now known as **Region 5**. If you see Region V anywhere in current documents or correspondence, please ask that it be changed to Region 5.
- **Region 5 addresses** change with rotation of service. The general Region 5 PO box (where 7th tradition is sent) usually changes when a new treasurer is elected. The address for assembly registration and applications for officer changes with the secretary. And the address for convention registration is different for each convention.
- **7th Tradition:**
 - **At Assemblies:**
 - Be aware that 7th Tradition envelope will be passed, usually during the afternoon session. If you wish to participate, be prepared.
 - **Options for financial 7th Tradition giving:**
 - Please contribute directly to your face-to-face meetings. That money is used for rent and literature for that meeting, as well as shared with the local intergroup, Region 5, and World Service.
 - Contributions may also be made to your intergroup, Region 5, and/or World Service directly. Contributions may be made through online or mailed in payments. Donation forms and/or online donation options are usually posted on the service body's website. If the contribution is to be credited to a meeting or service body, please include the number of that meeting or service body.
 - Please make contributions for virtual meetings that you attend, using the meeting's number so that that meeting is credited for the contribution.
 - We each have the option of additional automatic contributions to OA at the World Service level through oa.org.
 - Give as you are able. Give often and as if our life depends on it, because it does.
 - **Ways to be Self Supporting Beyond Finances:**
 - For Individuals:
 - Abstinence, live the steps and traditions, support OA through service.
 - For Groups:
 - Send representatives to intergroup

- Inform intergroup and oa.org of changes in meeting status and contact information.
- For Intergroups:
 - Send representatives to region assemblies
 - Send delegates to World Service Business Conference
 - Inform Region 5 and oa.org of changes in intergroup status and contact information.
- The **OA Promise** is not a prayer, but a pledge to each other. It can be particularly meaningful to look into each other's eyes while reciting it.

OA Promise

I put my hand in yours,
and together we can do what we could never do alone.
No longer is there a sense of hopelessness,
no longer must we each depend upon our own unsteady willpower.
We are all together now,
reaching out our hands for power and strength greater than ours,
and as we join hands, we find love and understanding
beyond our wildest dreams.