

**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 – 2009  
(Re-organised 2008)**

*ADOPTED BY REGION NINE ASSEMBLY  
OF OVEREATERS ANONYMOUS*

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**OVEREATERS ANONYMOUS**  
**REGION NINE POLICIES AND PROCEDURES MANUAL**  
**A SUMMARY OF CONTINUING EFFECT MOTIONS**

*The Region Nine Policies and Procedures Manual is arranged in topics as follows and the sub-topic of each motion is capitalized for ease of understanding. This is then followed by a list of continuing effect motions which are listed in chronological order.*

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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)

### **DESCRIPTION**

Motion to call the European Service meeting, the R9 European Service meeting agreed (1991m)

### **REGISTRATION FORMS**

Move that Region 9 adopts the following forms:

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

### **ORIENTATION SESSION**

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

### **LOCATION 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)

### **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**

That Delegates 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 here at Assembly amongst the delegates who are here. Each delegate here will be responsible for undertaking some liaison activity with the IG or NSB they have adopted. Each delegate will then submit a written report to the Region 9 Chair within 6 months of Assembly. (1996f)

Move that representatives of the Region 9 Assembly volunteer to be in contact on a regular basis with a service body (bodies) that are not represented currently at the Region 9 Assembly. The representatives will report to the Region 9 Chair every 3 months about progress made. (2002j)

### **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)

### **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)

## **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.

### **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
- Represents R9 at the World Service level, including at the WSBC
- Represents R9 in the Board of Trustees Intergroup and Region committee (IGAR)
- Works with the R9 Trustee on some of the issues directly concerning the Region
- Chairs the R9 Board
- Is responsible for ensuring that an Officer Nomination form is sent to each Intergroup and Delegate in an election year
- Is responsible for sending a Bid form for hosting a R9 Assembly to Intergroups and Delegates on election year (1999h)

### **TREASURER:**

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

- 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)

### **SECRETARY:**

The main responsibilities of the Secretary are to produce and mail minutes of all Region 9 Assemblies, and maintain updated listing of R9 Intergroups and National/Language Service Boards. 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. It is useful to record the Assembly with a tape recorder. A small hand held machine is quite adequate.
3. At 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 note 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, as there may not be time to use the postal system and still get the minutes out in the timescale set out in the bylaws.
5. Typing the actual minutes is time consuming. It's probably a full day's work. When the first draft is complete, it is useful to fax a copy of the minutes to the chair, or another officer who was present at the Assembly for any comments. It's also useful to have a local member proof read the minutes for spelling or grammar mistakes. The minutes will include all reports, and revised copies of the R9 Bylaws and P&P Manuals, if possible.
6. Once the minutes are printed and bound in a simple binder, one copy can be taken to the post office where it is weighed and the postage costs for the different parts of the world assessed. Then one can buy the stamps and do the mailing from home, if that is suitable. The minutes are expensive to produce, so it is always helpful to keep a balance of monies in a satellite account if the Secretary is not in local contact with the Treasurer.

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 mailed 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)

Move to adopt the Region 9 Minutes to a manageable size. 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, and 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)

#### BYLAWS COMMITTEE:

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

#### 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)

### **III REGION 9 COMMITTEES**

#### COMMITTEES RELEVANT FOR REGION 9

The following committees will operate: Budget, Bylaws, Electronic Communications, Translations. (1997b) Twelfth step within (2008j)

TRANSLATIONS COMMITTEE CHAIR Will be the centre 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)

REGION 9 PLAN (formally "Long Range Planning Committee") The Long Range Planning Committee has completed its work and will cease to exist. Planning will form part of the work of the full Assembly. One member will be appointed to give a presentation on Region 9 planning at each Assembly. (1997b)

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

#### 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. (2002b)

## **IV REGION 9 TRANSLATIONS**

### TRANSLATION INTO FRENCH

Move to adopt a policy to translate material into French. This material will include information from Region 9 and WSO, and various forms. The policy would be implemented by a committee of Israeli members, to be formed for this purpose. (1995j)

### TRANSLATION GUIDELINES

The Translation guidelines submitted by the Translations committee were adopted. (1999l)

Motion adopted "to revise the format of the Region 9 Guidelines for translations, by adding an index, sub-headings, bullet points and editorial changes." (2002g)

Move to approve the Translation Guidelines. (2005b)

Move to add the following statements to the current Region 9 Translations Guidelines in the appropriate places:

"When OA Literature is updated, it is recommended that Service Boards selling existing stock insert an errata slip when detailing the most recent changes."

"Be aware that there may be people in other regions/countries working on translations in your own language. Consider in keeping in contact with them." (2002c)

### ASSEMBLY ASSISTANCE WITH TRASLATIONS

The R9 Assembly will assist the Service Boards within Region 9 by doing the necessary legal work for getting translated literature approved by the WSO. at the assembly; the translations committee 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. We will help each other 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)

## **V FINANCE AND BUDGET**

### 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)

### FINANCIAL ASSISTANCE FOR DELEGATES TO REGION 9 ASSEMBLY

Financial assistance be granted to delegates travelling to Region 9 Assemblies. Draft claim form approved. (1985b)

That the mailings to all member groups and Intergroups, as in article 5(ii) of the Bylaws, shall include applications for assistance to be returned within 2 months. To restrict assistance to Intergroups at present, and to include a registration form with this mailing. (1988d)

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 have never been represented before, secondly to those with the greatest distance to travel. (2009e)

It is requested that service bodies 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 authorised to consider (by email) those applications (2008e)

The Board is authorized to make a decision on transferring up to EUR 2400.00 (GBP 1700.00) from Service to Delegate Assistance, 4 months before the next Assembly, whenever that takes place. (2007a)

#### FINANCIAL ASSISTANCE FOR TRANSLATION / PRINTING

Move to provide funding for the professional translation and/or printing of Literature.

After adopting the Budget for Translation 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 31<sup>st</sup> January. These applications must be sent to the treasurer by 31<sup>st</sup> March of the following year. The board is authorised to make a decision on the allocation of the translation and printing of literature budget by 30<sup>th</sup> April. Consideration will be given by order of priority as follows:

Service Boards

- a) who currently do not have anything translated in their language
- b) who have a small number of pamphlets currently translated (approved or not approved)
- c) are interested in translating The Twelve Steps and Twelve Traditions of Overeaters Anonymous.

The Officers will consider the applications and make payments by 31<sup>st</sup> May.

It is required that the Service Body requesting such funds

- a) Include that in the application, a list of material that has already been translated in that language
- b) Considers that this funding is a "payment on account" with a view to it being contributed back (in part or full) to Region Nine as the literature is sold, so that funds are reintroduced for translation of further material in future years
- c) Make a substantive contribution to the cost and give details in the application.

The appropriate forms are available from the Secretary. (2004f)(amended 2008b)

#### SUGGESTED CONTRIBUTION SPLIT

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

#### FUNDING OF REGION 9 CHAIR TO WSBC & ALL REGION 9 BOARD TO REGION 9 ASSEMBLY

Region 9 chairman to attend every World Service Conference. (1989h)

To fund all Region 9 officers to attend R9 assembly. (1999k)

#### SATELLITE 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)

#### ORGANISATION OF BANKING

Move to authorise the Regional Treasurer to set up a Business Account with PayPal.com. (2004b)

Move to authorise the Regional Treasurer to open an interest bearing deposit account with a bank. (2004c)

Move to authorise the Regional Treasurer to open a new bank account with an institution chosen at the Treasurer's discretion. (2004d)

#### FUND RAISING PRODUCT

Move that R9 shall have a fund raising product 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)

#### 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 1<sup>st</sup> September each year. (2009c)

#### 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)

#### 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)

#### **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)

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

That Committee Chairpersons can spend up to EUR 110.00 (GBP 73.33) for Region 9 without prior permission from Assembly, Region 9 Chairperson or Secretary. (2006g)

### **VI WEBSITE**

#### **ACQUIRE WEBSITE FOR REGION 9 & COMMITTEE ESTABLISHED TO AGREE CONTENT & DESIGN**

Region 9 will register/purchase the domain name &#8222; OARegion9.org Cost: £20/year (\$30/year to buy domain name); usually paid 2 years in advance (monthly) + £50 for source (to keep it running), DNS Service (£80 per year?) (2000b)

NB The Region 9 website address has now been revised to :- [www.region9oa.org](http://www.region9oa.org)

Motion adopted to establish a Region 9 web site. A committee will be set up to agree content and technical design.

Committee members will include

-content editor

-technical editor

who will liaise with the Region 9 Board. (2001c)

#### **AUTOMATION OF WORLD SERVICE ONLINE MEETING**

Motion adopted that Region 9

a) investigates options and cost benefits for the automation of the world service online meeting.

b) contact other Region chairs to get their views on the value of the automation with a view to putting forward a proposal to the world service office at the next world service business conference. (2001e)

#### **WSO ONLINE MEETING DIRECTORY**

We move to ask World Service, to investigate the options and costs to improve the search capabilities of the world service online meeting directory. The search results should be narrowed down by allowing search by “closest city” and zip code, and the results should be displayed in a single page making it quicker to find the appropriate meeting. The meeting form would have to be changed to include “closest city.” (2002d)

#### **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)

We move to create a document explaining the procedure for application to the Region 9 translation 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)

### **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 Web Site. (2005c)

#### **NEW GROUPS & CONTACT WITHIN REGION 9**

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

#### **RESTRUCTURING WSBC**

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

#### **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)

1. Motion adopted reaffirm the 2000 Region 9 Assembly statement:

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 World Service Business Conference.

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.

2. Continue to relay this message within the OA service structure, creating a restructuring sub-committee for this purpose. (2001a)

### **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 OAs who may be living in troubled or poor areas. (2006e)

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

The Assembly will make a detailed plan for PI work in order to increase awareness of OA in countries that do not have any OA meetings at all or have only very few meetings. The nature and content of this PI will be decided by the Assembly or the Translation and PI committees. (2008i)

### **IX WORLD SERVICE BUSINESS CONFERENCE & WSO**

#### **FUNDING OF REGION 9 CHAIR TO WSBC**

Region 9 chairman to attend every World Service Conference. (1989h)

#### **REGIONAL DELEGATES TO WSBC**

1. If the Region is represented by less than forty per cent 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 OA Inc, Bylaws, Subpart B, Article X, Section 3, c, 1-5.
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 Treasurer will inform the Region 9 Assembly of the Candidates on the Friday morning and the Assembly will make a selection from among those having filed the Application provided they meet the requirements.
9. 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.
10. Prior to selection of the delegates, the Treasurer will inform the Assembly of the funds available for this purpose.
11. The number of delegates selected will depend on the funds available, but in any case shall not be more than five. (2006c)

#### COMMUNICATION FROM WSO

Move to instruct WSO that all mailings sent out to Service Boards and which require responses to be returned to WSO, will allow for a minimum of 60 days for the required response to be returned. These mailings will be made available electronically and electronic returns will be acceptable. (2002k)

### **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. On even years, a Region 9 Convention will not be necessarily held. (1999b)

## **XI MISCELLANEOUS**

### **REGION 9 OFFICE**

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

### **ANOREXIA / BULIMIA**

Region 9 to propose new business policy motion for WSBC 1998 to rescind WSBC policy 1982a that states "Overeaters Anonymous does not have any literature for specific eating disorders other than compulsive overeating. We welcome in love and fellowship all who have the desire to stop eating compulsively". (1997f)

Anorexic/Bulimic issue After a long and moving discussion the following position statement was adopted: We believe our literature is not yet inclusive; it is especially important that the first contact with a newcomer (of all types) be inclusive.

The term "compulsive eater" is more inclusive than "compulsive overeater."

Some members feel that the term "abstinence" is the biggest obstacle to an inclusive approach.

The majority feel that what we have in common is our thinking.

Some feel that the real differences exist but that it is possible to find common ground within the existing literature. (1997h)

### **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)

### **FOOD PLANS**

Move that in the event that WSBC does not adopt the pamphlet Dignity of Choice, the WSBC Policy 2000a directing the Board of Trustees to develop this pamphlet, will be rescinded. The Board of Trustees shall evaluate the events that took place at WSBC between 2000-2003.

The BOT will collect further information from Regions, National/Language Service Boards and Intergroups and will submit their conclusions and/or proposals for bringing about unity on the issue of food plans to WSBC 2004.(2002l)

### **NOTEBOOK**

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

# OVEREATERS ANONYMOUS

## REGION NINE POLICIES AND PROCEDURES MANUAL

### A SUMMARY OF CONTINUING EFFECTS MOTIONS 1983-2009

#### INTRODUCTION

It is noted that all motions appearing in this summary were adopted by the group conscience of the Overeaters Anonymous Region Nine Assembly. Furthermore, until changed, these motions set self-imposed limits on the Region.

#### Continuing Effect Motions

- 1983a** 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.
- 1983d** 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.
- 1985b** Financial assistance be granted to delegates travelling to Region 9 Assemblies. Draft claim form approved.
- 1988d** That the mailings to all member groups and Intergroups, as in article 5(ii) of the Bylaws, shall include applications for assistance to be returned within 2 months. To restrict assistance to Intergroups at present, and to include a registration form with this mailing.
- 1989b** That Assembly be extended to two full days.
- 1989d** Donations to be divided 70/30 between service/delegates, unless otherwise specified.
- 1989h** Region 9 chairman to attend every World Service Conference.
- 1991k** 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."

- 1991l** Motion to leave the length of a convention at the discretion of a host country agreed.
- 1991m** Motion to call the European Service meeting, the R9 European Service meeting agreed
- 1994a** 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.
- 1994b** Move that R9 shall have a fund raising product for sale.
- 1995j** Move to adopt a policy to translate material into French. This material will include information from Region 9 and WSO, and various forms. The policy would be implemented by a committee of Israeli members, to be formed for this purpose.
- 1995k** Move to adopt a policy to prepare guidelines for setting up an office.
- 1995m** Move that Region 9 adopts the following forms:
1. Officer and Committee Chairs
  2. Delegate Registration.
- 1996f** The Assembly will divide up the list of IGs and NSBs not represented here at Assembly amongst the delegates who are here. Each delegate here will be responsible for undertaking some liaison activity with the IG or NSB they have adopted. Each delegate will then submit a written report to the Region 9 Chair within 6 months of Assembly.
- 1996g** When new groups emerge in R9 the Chair and Trustee will encourage neighbours to help each other and use money from the liaison budget to promote service visits from an existing IG or NSB to these new areas of OA activity.
- 1996h** The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs with the greatest distance to travel and secondly to those attending their first Assembly.
- 1997a** At each Assembly there will be an orientation session. The aim being to give delegates (particularly first time delegates) a general overview of the processes of the Assembly.
- 1997b** The following committees will operate: Budget, Bylaws, Electronic Communications, Translations.

TRANSLATIONS COMMITTEE CHAIR Will be the centre for information flow about translation and printing of OA material, both for matters of policy and of process.

ELECTRONIC COMMUNICATIONS Will be the centre for information flow about electronic communications, both for matters of policy and of process.

REGION 9 PLAN (formally “Long Range Planning Committee”) The Long Range Planning Committee has completed its work and will cease to exist. Planning will form part of the work of the full Assembly. One member will be appointed to give a presentation on Region 9 planning at each Assembly.

**1997f** Region 9 to propose new business policy motion for WSBC 1998 to rescind WSBC policy 1982a that states “Overeaters Anonymous does not have any literature for specific eating disorders other than compulsive overeating. We welcome in love and fellowship all who have the desire to stop eating compulsively”.

**1997h** Anorexic/Bulimic issue After a long and moving discussion the following position statement was adopted:

We believe our literature is not yet inclusive; it is especially important that the first contact with a newcomer (of all types) be inclusive.

The term “compulsive eater” is more inclusive than “compulsive overeater.”

Some members feel that the term “abstinence” is the biggest obstacle to an inclusive approach.

The majority feel that what we have in common is our thinking.

Some feel that the real differences exist but that it is possible to find common ground within the existing literature.

**1999a** 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.

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

**1999e** To suggest to all Region 9 Intergroups and National/Language Service Boards that they set a goal for annual Contributions to R9. The suggested amount will be reviewed at the annual Assembly.

**1999g** Amended 2004e

**1999h** Move to adopt the following

JOB DESCRIPTIONS FOR BOARD AND COMMITTEE CHAIRS as part of our Regional policy and procedure.

**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
- Represents R9 at the World Service level, including at the WSBC
- Represents R9 in the Board of Trustees Intergroup and Region committee (IGAR) - Works with the R9 Trustee on some of the issues directly concerning the Region
- Chairs the R9 Board
- Is responsible for ensuring that an Officer Nomination form is sent to each Intergroup and Delegate in an election year
- Is responsible for sending a Bid form for hosting a R9 Assembly to Intergroups and Delegates on election year

**TREASURER:**

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

- 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

**SECRETARY:**

The main responsibilities of the Secretary are to produce and mail minutes of all Region 9 Assemblies, and maintain updated listing of R9 Intergroups and National/Language Service Boards. 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. It is useful to record the Assembly with a tape recorder. A small hand held machine is quite adequate.
3. At 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 note 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, as there may not be time to use the postal system and still get the minutes out in the timescale set out in the bylaws.
5. Typing the actual minutes is time consuming. It's probably a full day's work. When the first draft is complete, it is useful to fax a copy of the minutes to the chair, or another officer who was present at the Assembly for any comments. It's also useful to have a local member proof read the minutes for spelling or grammar mistakes. The minutes will include all reports, and revised copies of the R9 Bylaws and P&P Manuals, if possible.
6. Once the minutes are printed and bound in a simple binder, one copy can be taken to the post office where it is weighed and the postage costs for the different parts of the world assessed. Then one can buy the stamps and do the mailing from home, if that is suitable. The minutes are expensive to produce, so it is always helpful to keep a balance of monies in a satellite account if the Secretary is not in local contact with the Treasurer.

**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 mailed 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.

**BYLAWS COMMITTEE** 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

Amended 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

Amended 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 intent - one may not always remember why the committee selected a particular wording.

- 1999k** To fund all Region 9 officers to attend R9 assembly.
- 1999l** The Translation guidelines submitted by the Translations committee were adopted.
- 2000b** Region 9 will register/purchase the domain name &#8222; OARegion9.org Cost: £20/year (\$30/year to buy domain name); usually paid 2 years in advance (monthly) + £50 for source (to keep it running), DNS Service (£80 per year?)
- 2000c** 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.

**2001a** 1. Motion adopted reaffirm the 2000 Region 9 Assembly statement:

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 World Service Business Conference.

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.

2. Continue to relay this message within the OA service structure, creating a restructuring sub-committee for this purpose.

**2001b** 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.

**2001c** Motion adopted to establish a Region 9 web site. A committee will be set up to agree content and technical design.

Committee members will include

-content editor

-technical editor

who will liaise with the Region 9 Board.

**2001e** Motion adopted that Region 9

a) investigates options and cost benefits for the automation of the world service online meeting.

b) contact other Region chairs to get their views on the value of the automation with a view to putting forward a proposal to the world service office at the next world service business conference.

- 2002a** Move that the Assembly adopt the outline of the guidelines as revised for National/Language Service Boards.
- 2002b** 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.
- 2002c** Move to add the following statements to the current Region 9 Translations Guidelines in the appropriate places:
- “When OA Literature is updated, it is recommended that Service Boards selling existing stock insert an errata slip when detailing the most recent changes.”
- “Be aware that there may be people in other regions/countries working on translations in your own language. Consider in keeping in contact with them.”
- 2002d** We move to ask World Service, to investigate the options and costs to improve the search capabilities of the world service online meeting directory. The search results should be narrowed down by allowing search by “closest city” and zip code, and the results should be displayed in a single page making it quicker to find the appropriate meeting. The meeting form would have to be changed to include “closest city.”
- 2002f** 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.
- 2002g** Motion adopted “to revise the format of the Region 9 Guidelines for translations, by adding an index, sub-headings, bullet points and editorial changes.”
- 2002h** Move that reports and documents be delivered to the registered representatives prior to Assembly.
- 2002i** 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.
- 2002j** Move that representatives of the Region 9 Assembly volunteer to be in contact on a regular basis with a service body (bodies) that are not represented currently at the Region 9 Assembly. The representatives will report to the Region 9 Chair every 3 months about progress made.
- 2002k** Move to instruct WSO that all mailings sent out to Service Boards and which require responses to be returned to WSO, will allow for a minimum of 60

days for the required response to be returned. These mailings will be made available electronically and electronic returns will be acceptable.

- 2002l** Move that in the event that WSBC does not adopt the pamphlet Dignity of Choice, the WSBC Policy 2000a directing the Board of Trustees to develop this pamphlet, will be rescinded. The Board of Trustees shall evaluate the events that took place at WSBC between 2000-2003.
- The BOT will collect further information from Regions, National/Language Service Boards and Intergroups and will submit their conclusions and/or proposals for bringing about unity on the issue of food plans to WSBC 2004.
- 2004a** Move to approve the newly revised R9 Vital Link.
- 2004b** Move to authorise the Regional Treasurer to set up a Business Account with PayPal.com.
- 2004c** Move to authorise the Regional Treasurer to open an interest bearing deposit account with a bank.
- 2004d** Move to authorise the Regional Treasurer to open a new bank account with an institution chosen at the Treasurer's discretion.
- 2004e** Region 9 will cease to publish the *Notebook*.
- 2005a** Move to adopt the Region 9 Minutes to a manageable size. 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, and Committee reports. 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.
- 2005b** Move to approve the Translation Guidelines.
- 2005c** 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 Web Site.
- 2006a** Automatically remove outdated or completed Region 9 Assembly policies from the Policies and Procedure manual
- 2006b** The Account year for Region 9 shall be 1<sup>st</sup> June to 31<sup>st</sup> May and the review of these accounts shall be completed by 31<sup>st</sup> 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.

**2006c**

1. If the Region is represented by less than forty per cent 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 OA Inc, Bylaws, Subpart B, Article X, Section 3, c, 1-5.6. 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 Treasurer will inform the Region 9 Assembly of the Candidates on the Friday morning and the Assembly will make a selection from among those having filed the Application provided they meet the requirements. 9. 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.10. Prior to selection of the delegates, the Treasurer will inform the Assembly of the funds available for this purpose.11. The number of delegates selected will depend on the funds available, but in any case shall not be more than five.

**2006d**

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

**2006e**

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 OAs who may be living in troubled or poor areas.

- 2006g** That Committee Chairpersons can spend up to EUR 110.00 (GBP 73.33) for Region 9 without prior permission from Assembly, Region 9 Chairperson or Secretary.
- 2006i** Adopt a suggested contribution per group to WSO however it is paid of equal to 1/3 of its contribution to region 9.
- 2007a** The Board is authorized to make a decision on transferring up to EUR 2400.00 (GBP 1700.00) from Service to Delegate Assistance, 4 months before the next Assembly, whenever that takes place.
- 2008a** Re-organise the Region 9 Policies & Procedures by removing the current 'index' section and organising the various detailed motions in the first instance into a list of relevant Region 9 topics / sections, setting up a table of contents and then finalising with a list of detailed motions in chronological order.
- 2008b** After adopting the Budget for Translation 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 31<sup>st</sup> January. These applications must be sent to the treasurer by 31<sup>st</sup> March of the following year. The board is authorised to make a decision on the allocation of the translation and printing of literature budget by 30<sup>th</sup> April. Consideration will be given by order of priority as follows:  
Service Boards
- a) who currently do not have anything translated in their language
  - b) who have a small number of pamphlets currently translated (approved or not approved)
  - c) are interested in translating The Twelve Steps and Twelve Traditions of Overeaters Anonymous.
- The Officers will consider the applications and make payments by 31<sup>st</sup> May. It is required that the Service Body requesting such funds
- a) Include that in the application, a list of material that has already been translated in that language
  - b) Considers that this funding is a "payment on account" with a view to it being contributed back (in part or full) to Region Nine as the literature is sold, so that funds are reintroduced for translation of further material in future years
  - c) Make a substantive contribution to the cost and give details in the application.
- The appropriate forms are available from the Secretary.

- 2008c** The first week of September is designated as Region 9 week.
- 2008d** Suggested Contribution to Region 9. To suggest to all Region 9 Intergroups and National/Language Service Boards that they set a goal for annual Contributions to R9. The suggested amount will be reviewed at the annual Assembly. (1999e)  
Suggested contribution for small IG EUR 310.00 (GBP 205.00)  
Suggested contribution for large IG: EUR 620.00 (GBP 410.00)  
Suggested contribution per group however it is paid to Region 9 of between EUR 13 – EUR 32 (GBP 9 - GBP 22) payable where possible to Region 9 funds before 1<sup>st</sup> September each year.
- 2008e** It is requested that service bodies 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 authorised to consider (by email) those applications
- 2008f** This Region believes that restructuring decisions should take account of both cost and principle – they are equally important.
- 2008g** Bylaws Committee Chair  
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.
- 2008h** Bylaws Committee Chair  
- 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).
- 2008i** The Assembly will make a detailed plan for PI work in order to increase awareness of OA in countries that do not have any OA meetings at all or have only very few meetings. The nature and content of this PI will be decided by the Assembly or the Translation and PI committees.
- 2008j** Twelfth Step Within Committee created. The purpose of this committee is to offer support and guidance to new and existing groups and service bodies.
- 2008k** The R9 Assembly will assist the Service Boards within Region 9 by doing the necessary legal work for getting translated literature approved by the

WSO. at the assembly, the translations committee will assist with filling in and explaining the licensing agreement forms to get translated literature approved.

- 2008l** 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.
- 2008m** 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.
- 2008n** Region 9 Assembly  
Each year at the Assembly we will set aside time in the agenda for issues regarding translating literature. We will help each other 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.
- 2009a** We move to create a document explaining the procedure for application to the Region 9 translation fund.
- 2009b** The hosting service body for the regional Assembly and Convention shall be elected two years prior to running the event.
- 2009c** 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 1<sup>st</sup> September each year.
- 2009d** 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.
- 2009e** 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 have never been represented before, secondly to those with the greatest distance to travel.

## APPENDIX A – Rescissions, Amendments and Deletions

**1983c** amended by 1999d and 2006g

**1988c** deleted in 2004

**1988e** amended by 2006h

**1989a** amended 2008h

**1991a** amended by 2004e

**1991b** amended by 1999e

**1991e** amended by 2004e

**1991j** amended by 1999k

**1993b** amended by 1999g

**1994c** amended by 2004e

**1995a** amended by 2006b

**1995c** amended by 2004e

**1995l** amended by 1999h

**1996a** amended 1999b

**1996b** amended 1999c

**1996h** amended by 2009e

**1997c** amended by 2004e

**1997g** amended 2008f

**1999a** amended by 2006f

**1999c** amended by 2004e

**1999d** amended by 2006g

**1999e** amended by 2009c

**1999g** amended by 2004e

**2000a** amended by 2004e

**2001a** amended by 2004e

**2001b** amended by 2004e

**2002a** amended by 2006d

**2004f** amended by 2008b

**2006f** amended 2008d

**2006h** amended by 2007a

**2008d** amended by 2009c