

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
2	I. Assembly	1	Assembly	Assembly
3	STATEMENT OF PURPOSE	1.1	STATEMENT OF PURPOSE	
4	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)		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)	
5	DURATION OF ASSEMBLY	1.2	DURATION OF ASSEMBLY	
6	That Assembly be extended to two full days. (1989b)		The duration of the assembly shall be determined by the Board and the hosting service body.	This allows the R9 Board to work with the hosting service body to accommodate any venue issues or date changes.
7	REGISTRATION FORMS	1.3	ASSEMBLY REGISTRATION FORMS	
8	Move that Region 9 adopts the following forms:		Registration forms shall be provided for Officers and R9 Representatives.	R9 now uses one combined form done electronically.
9	ORIENTATION SESSION	1.4	ORIENTATION SESSION	
10	At each Assembly there will be an orientation session. The aim being to give representatives (particularly first time representatives) a general overview of the processes of the Assembly. (1997a)		Representatives will be given an overview of the assembly and process. First time representatives may be assigned mentors (more experienced representatives) to assist them.	Current practice is to have an assembly overview for all, and to use mentors for green dots.
11	LOCATION & ELECTION OF ASSEMBLY	1.5	LOCATION & ELECTION OF ASSEMBLY	
12	The annual Region 9 Assembly will be held within Region Nine. (1999b)	(a)	The annual Region 9 Assembly will be held within Region Nine. (1999b)	

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
13	The hosting service body for the regional Assembly and Convention shall be elected two years prior to running the event. (2009b) If no host comes forward then an Ad Hoc committee consisting of the Region 9 Board and three other selected Region 9 members is to decide the arrangements for the Assembly and/or Convention for the coming year. (2016c)	(b)	The hosting service body for the regional Assembly and Convention shall be elected two years prior to running the event. (2009b) If no host comes forward then an Ad Hoc committee consisting of the Region 9 Board and three other selected Region 9 members is to decide the arrangements for the Assembly and/or Convention for the coming year. (2016c)	
14	REGISTRATION FEE FOR ASSEMBLY	1.6	REGISTRATION FEE FOR ASSEMBLY	
15	Move to charge 50€/£33 or equivalent registration fee for the Region Nine Assembly, payable upon registration at the Assembly. (2006d)		A registration fee of up to €70 Euros (equivalent in other currencies) is payable upon registration.	This proposed change is to allow equivalent fees in other currencies. Also the current practice is that the fees are now paid ahead of time.
16	BYLAWS	1.7	ASSEMBLY DOCUMENTS	reworded for clarity
17	Representatives are asked to bring their own copies of Bylaws to Assembly. (1989a)		Representatives are asked to bring their own copies of documents to the assembly.	Change showing representatives are asked to bring all relevant documents to Assembly including the bylaws.
18	VITAL LINK	1.8	VITAL LINK	
19	Move to approve the newly revised R9 Vital Link. (2004a)		The R9 Vital Link document shall be sent to Representatives describing their duties and responsibilities.	Giving more description to the document and adding that it is sent to Reps.
20	AUTOMATIC REMOVAL OF OUTDATED POLICIES	1.9	AUTOMATIC REMOVAL OF OUT-DATED POLICIES	
21	Automatically remove outdated or completed Region 9 Assembly policies from the Policies and Procedure manual (2006a)		The R9 Board shall remove all out-dated and completed policies from this manual.	Specifies the Board is responsible for the removal of outdated policies.
22	LIAISON WITH SERVICE BODIES NOT REPRESENTED AT ASSEMBLY	1.10	LIAISON WITH SERVICE BODIES NOT REPRESENTED AT ASSEMBLY	

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
23	The Assembly will divide up the list of IGs and NSBs not represented at the Assembly amongst the representatives who are in attendance at the assembly. Each representative will be responsible for undertaking liaison activity with the SB they have adopted. Each representative will then submit a written report to the Region 9 12th Step Within Committee within 6 months of the Assembly (2014g). The 12th Step Within Committee will then log these responses and continue to try to encourage contact with service bodies not represented at assembly (2010a).		The R9 Board is responsible for coordinating contact with IGs and NSBs not represented at the Assembly in order to keep them in communication with R9 and encourage participation.	This procedure is not current. Allows the board scope to designate responsibility for this outreach task. Currently R9 has volunteers who do this outreach.
24	ORGANISATION OF THE P&P MANUAL	1.11	ORGANISATION OF THE P&P MANUAL	
25	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)		The P&P shall contain a table of contents and motions by topics/ sections. A list of detailed motions in chronological order will be posted on the R9 website.	This list is generally used only used by officers, but is also available on the R9 website. This helps to keep the PPM itself simple.
26	EMERGENCY NEW BUSINESS	1.12	EMERGENCY NEW BUSINESS	
27	In order to qualify as emergency new business any motion must be:	(a)	In order to qualify as emergency new business any motion must be:	
28	a) Referring to new business only and not addressing the same issues as other motions brought to the current Assembly;	(i)	Referring to new business only and not addressing the same issues as other motions brought to the current Assembly.	
29	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)	Of an urgent nature so that not considering the motion immediately would be harmful to the welfare of OA as a whole. (2009d).	
30		(iii)	A 2/3 vote by the representatives is required to accept the motion for consideration and deliberation.	Adding in the process for deliberating and voting on Emergency New Business Motions. The two new Subsections are added to detail this process.
31		(iv)	Then a 2/3 vote is required to adopt Emergency New Business Motions.	

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
32	REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS	1.13	REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS	
33	The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergroups in each country and the current number of groups, also including details of when the Service Body was represented at Region 9 Assembly. (2010b)		The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergroups in each country and the current number of groups, also including details of when the Service Body was represented at Region 9 Assembly. (2010b)	
34	REGION 9 TRANSLATIONS LIST TO BE INCLUDED IN ASSEMBLY MATERIALS.	1.14	REGION 9 TRANSLATIONS LISTINGS TO BE REFERENCED IN ASSEMBLY MATERIALS.	reworded for clarity
35	The Assembly Materials of Region 9 are to include a Translations List of Region 9 with details of OA Literature and which languages they have been published in or are being worked on in order for them to be published. (2012n)		The current "Translated OA Literature" and "Translated OA Recovery Materials" listings showing details of which languages translations have been completed, or are being worked on, is available on oa.org. A link to these documents shall be included in assembly materials.	These listings are currently now on the WSO website. Reworded to reflect a link to these will be included in the binder.
36	DURATION OF CONVENTION & MISC	1.15	R9 CONVENTION	This was a section by itself before. Moving to this section for clarity. The title change allows more information about the convention to be added later.
37	Length of Convention at the discretion of its host SB. (1991)		The length of the Convention shall be at the discretion of its host Service Body.	reworded for clarity
38	PROCEDURES AND SUGGESTIONS FOR HOSTING REGION 9 ASSEMBLY AND CONVENTION (2013a)	1.16	PROCEDURES AND SUGGESTIONS FOR HOSTING REGION 9 ASSEMBLY AND CONVENTION (2013a)	
39	To adopt into the Region 9 P & P Manual the document circulated at 2010 Region 9 Assembly (since amended and updated) entitled "Overeaters Anonymous Region 9 – PROCEDURES AND SUGGESTIONS FOR HOSTING REGION 9 ASSEMBLY AND CONVENTION" (2013a)		The "Overeaters Anonymous Region 9 – Procedures and Suggestions for Hosting R9 Assembly and Convention" to assist those hosting service bodies is found at the end of the P & P Manual.	The wording "to adopt" not necessary once adopted. Informing where to find the document (appendix of the PM).
40				
41	II. Board Positions and Duties	2	Board Positions and Duties	Board Positions and Duties

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
42	Move to adopt the following JOB DESCRIPTIONS FOR BOARD AND COMMITTEE CHAIRS as part of our Regional policy and procedure. The R9 Board and Committees need be mindful that the authority for their actions lies within the decisions agreed upon in previous years as contained within the current R9 Bylaws and P&P. Any deviation from these decisions must be brought via a motion and the Assembly of R9 before any action is taken. At all times transparency needs to be uppermost in our minds and actions (2013n).	2.1	The following Job Descriptions outline duties and responsibilities for the R9 officers. The R9 Board and Committees need be mindful that the authority for their actions lies within the decisions agreed upon in previous years as contained within the current R9 Bylaws and P&P. Any deviation from these decisions must be brought via a motion and the Assembly of R9 before any action is taken. At all times transparency needs to be uppermost in our minds and actions (2013n).	reworded for clarity
43		2.2	"R9 Best Practices" for officers tasks and duties are kept electronically and updated by the officers.	This is a new document created by the officers which more details on how to carry out their responsibilities. Having this separate from the PM allows the officers to update this frequently to keep current.
44	CHAIRPERSON:	2.3	CHAIR:	Term "Chair" now generally used in OA.
45	The Chairperson is elected by the Region 9 Assembly for a period of two years and fills a variety of duties:	(a)	The Chair is elected by the Region 9 Assembly for a period of two years and fills a variety of duties:	reworded for clarity
46	<ul style="list-style-type: none"> Chairs the R9 business assemblies, including preparation of the Agenda. 	(i)	Chairs the R9 business assemblies, including preparation of the Agenda.	
47	<ul style="list-style-type: none"> Chairs the R9 Board. 	(ii)	Chairs the R9 Board.	(Note: not changed just moved in order)
48	<ul style="list-style-type: none"> Communicates with the different R9 officers and committees during the year. 	(iii)	Communicates with the different R9 officers during the year.	The Chair is directly responsible for communication with officers. All officers share communicating with committees, coordinators, and others. Volunteers.
49	<ul style="list-style-type: none"> Attends functions within the Region, where budget allows, or at the expense of the country hosting the OA event (2013b). 	(iv)	Attends functions within the Region, where budget allows, or at the expense of the country hosting the OA event (2013b).	
50	<ul style="list-style-type: none"> Represents R9 at the World Service level, including at the WSBC. 	(v)	Represents R9 at the World Service level, including at the WSBC.	
51	<ul style="list-style-type: none"> Participates in the Region Chairs Committee (RCC), and attends RCC face-to-face meetings when possible. (2013g) 	(vi)	Represents R9 in the Region Chairs Committee (RCC). Participates in the RCC, and attends RCC face-to-face meetings when possible.	Combined to show all RCC duties together.
52	<ul style="list-style-type: none"> Works with the R9 Trustee on some of the issues directly concerning the Region. 	(vii)	Works with the R9 Trustee on some of the issues directly concerning the Region.	
53	TREASURER:	2.4	TREASURER:	
54	The Treasurer is elected by the Region 9 Assembly for a period of two years and fills a variety of duties:	(a)	The Treasurer is elected by the Region 9 Assembly for two year term and fills a variety of duties:	

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
55	<ul style="list-style-type: none"> Chairs R9's Budget and Finance committee. 	(i)	Coordinates any finance and budget matters with committees or other OA members in R9.	Removing reference to finance committee(as no longer in existence)
56	<ul style="list-style-type: none"> Prepares an annual budget for approval of the assembly. 	(ii)	Prepares an annual budget for approval of the assembly.	
57	<ul style="list-style-type: none"> Maintains records of all Income and expenses incurred by the different activities in the Region. 	(iii)	Maintains records of all Income and expenses incurred by the different activities in the Region.	
58	<ul style="list-style-type: none"> Provide an annual report of all contributions received, as well as income and expenses. 	(iv)	Provides an annual report of all contributions received, as well as income and expenses.	
59	<ul style="list-style-type: none"> Maintains the R9 bank account and records of monies kept by different functions in other countries (satellite banking). 	(v)	Maintains the R9 bank accounts and records of monies.	Removed reference to "satellite banking" as this form of banking is outdated.
60	<ul style="list-style-type: none"> Liases with the Accountant, signatories and the Banker as necessary. 	(vi)	Liases with the Banker, signatories, and accountant as necessary.	reworded for clarity
61		(vii)	Provides quarterly financial updates to the R9 Board.	NEW: Provision for the Treasurer to keep the board updated on the Finances of R9
62	BANKER:	2.5	BANKER:	
63	<ul style="list-style-type: none"> The Region 9 Banker is not a Board position, but is a Region 9 member from Great Britain who is elected by the Region 9 Assembly if the Region 9 Treasurer is not from Great Britain for a two-year term in line with the Treasurers term. 	(a)	The Region 9 Banker is not a Board position, but is a Region 9 member from Great Britain who is elected by the Region 9 Assembly if the Region 9 Treasurer is not from Great Britain. The banker serves for a two-year term in line with the Treasurer's term.	
64	<ul style="list-style-type: none"> The roles the Banker undertakes can be undertaken by the Region 9 Treasurer if they are living in Great Britain. 	(i)	The duties of the Banker may be undertaken by a Treasurer who resides in Great Britain.	reworded for clarity
65	<ul style="list-style-type: none"> The Banker's service is overseen by the Region 9 Treasurer and works in conjunction with the Treasurer. 	(ii)	The Banker's service is overseen by the Region 9 Treasurer and works in conjunction with the Treasurer.	
66	<ul style="list-style-type: none"> The Banker receives all 7th Tradition Contributions, and sends out receipts in reply (usually by email) and at the same time copies in the treasurer. 	(iii)	The Banker receives all 7th Tradition Contributions, and sends out email receipts with copy to the treasurer.	reworded for clarity
67	<ul style="list-style-type: none"> Arranges cheques to be signed and forwarded to the registered Region 9 bank account signatories. 	(iv)	Arranges payments to be made after instruction from the Treasurer.	This is no longer applicable with electronic banking. New wording to cover current practices.
68	<ul style="list-style-type: none"> Is ideally a signatory for the Region 9 bank account. 	(v)	Is a signatory for the Region 9 bank account.	To be the banker, one must be signatory on the account.
69	<ul style="list-style-type: none"> Maintains a list of all incoming and outgoing financial transactions of the bank account and sends this to the Region 9 Chair and Treasurer monthly. 	(vi)	Sends lists of all incoming and outgoing financial transactions of the bank accounts to the Region 9 Chair and Treasurer monthly.	Clarify and reflects current procedure.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
70	<ul style="list-style-type: none"> Receives, maintains and reconciles the bank statement and ensures the Region 9 Chair, Treasurer and Accountant receive a copy monthly. (2012o) (2013m) 	(vii)	Maintains and checks monthly bank statements, and forwards to Treasurer and Chair.	Wording allows for new electronic procedures.
71	SECRETARY:	2.6	SECRETARY:	
72	The main responsibilities of the Secretary are to produce and email minutes of all Region 9 Assemblies, and maintain updated listing of R9 Intergroups and National/Language Service Boards (2014h).	(a)	The main responsibilities of the Secretary are to distribute the R9 Assembly and Convention invitation, the R9 Assembly Binder, and minutes of all Region 9 Assemblies.	Updating the main duties of the secretary as currently being handled. Other duties have moved to the General Officer now.
73		(b)	The Secretary also produces and distributes R9 Board Meeting minutes.	Adding a current duty not outlined previously.
74		(c)	ASSEMBLY INVITATION AND BINDER MATERIALS	
75		(i)	The Secretary is responsible for ensuring that the Assembly invitation and associated necessary documents are sent to all registered service bodies and officers.	Moved from Chair's section as this is the Secretary's responsibility.
76		(ii)	The Secretary is responsible for the Assembly Binder and materials (compiled by all officers) to be distributed prior to the assembly. The binder shall include reports, motions and other information about the business of the assembly. The binder shall include a bid form for hosting future R9 Assembly/Convention.	Moved from Chair's section as this is the Secretary's responsibility.
77	MINUTES OF THE ASSEMBLY:	(d)	MINUTES OF THE ASSEMBLY:	
78		(i)	The secretary will produce minutes of each assembly in conjunction with the Minutes Approval Committee (MAC).	Moved as references "minutes" preparation. More appropriate in this section.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
79	2. A recording device may be used if required.	(ii)	A recording device may be used if required.	
80	3. At the R9 Assembly, the Secretary needs to collect copies of all reports to be included with the minutes. It is also necessary that all motions are given to the Secretary in writing. It is important to record the name of the proposer and seconder, and the count of the voting on each motion.	(iii)	The Secretary is responsible to obtain copies of any information to be included with the minutes. Motions made at the assembly are given to the Secretary in writing which must include the name of the proposer and seconder.	Clarify collection of information (not always done right at assembly) and also clarify process of motion submission. Vote counting and recording depends upon type of motion - not relevant here; addressed below in E.
81	4. The time scale for producing the minutes is short, and it is helpful to have copies of all paperwork to be included with the minutes in your possession, when coming home from the assembly, to ensure the minutes are distributed in the timescale set out in the bylaws.	(iv)	The time scale for producing the minutes is short. The Secretary along with the "minutes approval committee" send the draft to the R9 Chair. Once the minutes are agreed by all (Secretary, MAC, Chair) the minutes can be distributed.	Current procedure.
82	6. The minutes are then distributed to all registered service bodies in R9 and to those members present at the Assembly by email (2013p). A copy is also posted to the website. (2012p)	(v)	The minutes are then sent to all those present at the assembly. The minutes are also distributed to all registered service bodies in R9 by email announcement and are also posted to the website.	Current procedure.
83	The Region 9 Minutes will contain:	(e)	The Region 9 Minutes will contain:	
84	• Date/Time and place of Region 9 Assembly,	(i)	Date/Time and place of Region 9 Assembly,	
85	• Names of Officers,	(ii)	Names of Officers,	
86	• Number of representatives present,	(iii)	Number of representatives present	
87	• Record of action taken on the minutes of the previous meeting,	(iv)	Record of action taken on the minutes of the previous meeting	
88	• The exact wording of each motion as it was voted on, and whether it passed or failed,	(v)	The exact wording of each motion as it was voted on, and whether it passed or failed	
89	• The maker's name,	(vi)	The proposer and seconder of each motion.	Correct procedure.
90	• If the vote counted, the count should be included,	(vii)	If the vote is counted, or balloted, the count should be included	The vote count should be included on any counted or balloted vote.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
91	<ul style="list-style-type: none"> Any notice given at the meeting. 	(viii)	Any notice given at the meeting	
92	<ul style="list-style-type: none"> Points of order and appeals, 	(ix)	Points of order and appeals	
93	<ul style="list-style-type: none"> Committee reports. 	(x)	Committee reports and any other reports occurring during or about the assembly.	In addition to committee reports, we often have other "reports" or documents such as workshop reports, volunteer coordinator reports.
94		(xi)	Revised copies of the R9 Bylaws and R9 P&P manuals	Moved from another section -added here as sent with minutes.
95	<ul style="list-style-type: none"> 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) 	(f)	Names and email addresses of all representatives at assembly are provided on the contact list sent after the assembly. Anyone not willing to have their address shared with the other attendants, should advise the secretary at the Assembly.	This wording reflects current inclusion of email addresses (and not snail mail) . This list can be sent independently from the minutes. This list is not published on the website or elsewhere.
96		2.7	GENERAL OFFICER	This section 2.7 is new as the position of General Officer was just added last assembly.
97		(a)	In addition to assisting the other officers as needed, the General Officer is responsible for R9 "Announcements" sent to the R9 mailing list. The General officer also maintains and updates R9 listings. The General Officer also sends "reminders" of important dates to the Board.	
98		(b)	R9 ANNOUNCEMENTS	
99			The General Officer distributes "announcements" to the R9 fellowship, regarding OA in R9 and other applicable OA news or information (such as from WSO), along with information from the Officers, Trustee, R9 Service Bodies, and other information determined of import to R9 members.	
100	UPDATE OF LISTS	(c)	UPDATE OF LISTS	
101		(i)	The General Officer maintains the up to date list (Countries and Contacts) of all R9 contacts and group representatives.	

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
102	Another duty for the Secretary is to see that an up to date list of all R9 Intergroups and National/Language Service Boards is emailed periodically to each R9 officer.	(ii)	The General Officer reconciles the WSO quarterly listings of all R9 Intergroups and National/Language Service Boards with R9 listings for R9 Board use.	Responsibility changed from Secretary to General Officer. The General Officer uses both WSO lists and R9 lists.
103		(iii)	The General Officer provides data for the binder showing (per WSO listing) 1. Count of R9 service bodies. 2. Meeting count per country in R9 . 3. Also where possible languages and currencies of R9 countries.	Current Practice.
104		(d)	OUTREACH TO R9 COUNTRIES/SERVICE BODIES	
105			The General Officer works with other officers and/or volunteers to reach out to countries/service bodies not present at assembly or in contact with Region 9.	
106				
107		2.8	ALL OFFICERS:	This Section 2.7 is also a proposed new section adding duties of all officers.
108		(a)	Serve on the R9 Board,	Specified now for each officer. (Previously inconsistent.)
109		(b)	Attend Region 9 board meetings, virtual or in person,	
110		(c)	Maintain communication with other officers.	
111	WORKSHOPS	(d)	WORKSHOPS	
112	Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9. (2012p)		Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9. (2012p)	Removed from each individual officer section and added to duties of "all" officers.
113	UPDATING OF OTHER R9 DOCUMENTS	(e)	UPDATING OF R9 DOCUMENTS	
114	The Secretary will periodically check and update various R9 documents e.g. Vital Link, where necessary.		The officers will periodically check and coordinate updating of various R9 documents including but not limited to Vital Link and the Bid to Host Assembly Convention.	This proposed change delegates responsibility to all R9 officers, and gives them ability to update materials to keep them current.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
115	PARLIAMENTARIAN:	2.9	PARLIAMENTARIAN:	
116	The Parliamentarian is appointed by the R9 Chair to assist the Chair at the R9 Assembly in the smooth running of the business. The Parliamentarian has no opinion on any of the issues under debate but will help to guide the Chair and representatives present of Robert's Rules of Order, the R9 Bylaws, Ground Rules and Traditions. The costs of travel and accommodation are to be agreed in the budget of the year prior. (2012a)		The Parliamentarian is appointed by the R9 Chair to assist the Chair at the R9 Assembly in the smooth running of the business. The Parliamentarian has no opinion on any of the issues under debate but will help to guide the Chair and representatives present of Robert's Rules of Order, the R9 Bylaws, Ground Rules and Traditions.	Costs of travel and accommodation is moved to the "Finance and Budget section" of the PPM, where other similar issues are addressed. See Section 6 below.
117				
118		3	REGION 9 REPRESENTATIVES:	REGION 9 REPRESENTATIVES:
119		3.1	Service Bodies / Unaffiliated Groups:	
120	Groups are encouraged to choose their representatives for a 2 or 3 year period, so that the representative is able to learn the Assembly procedures and stand for regional elections.	(a)	Service Bodies are encouraged to choose their representatives for a 3 to 4 year period, so that the representative is able to learn the Assembly procedures and stand for regional elections.	Changed "group" to "Service Bodies" to reflect this is about service bodies. The thinking behind this proposal is that a longer period of service will benefit the region. Reps who have more experience are good candidates for officer positions.
121	1 According to the Region 9 Bylaws Article IV, Section 2f and Section 2(II)c, a representative of an unaffiliated group may be granted a voice and even a vote if and only if this is approved by the majority of the Assembly.	(b)	According to the Region 9 Bylaws Article IV, Section 2f and Section 2(II)c, a representative of an unaffiliated group may be granted a voice and even a vote if and only if this is approved by the majority of the Assembly.	
122	The group might decide to send its representative to the Region 9 Convention as well.	(c)	The group might decide to send its representative to the Region 9 Convention as well.	
123	1. Registration for the Assembly/Convention.	3.2	Duties of Region 9 Representatives:	reworded for clarity

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
124	<ul style="list-style-type: none"> After the Assembly/Convention details have been decided upon by the hosting group and sent out to service bodies by the Region 9 Secretary, it is the responsibility of the representative to: 	(a)	After the Assembly/Convention details have been decided upon by the hosting group and sent out to service bodies by the Region 9 Secretary, it is the responsibility of the representative to:	
125	<ul style="list-style-type: none"> Register for the Assembly with the Region 9 Secretary (using the form provided by the Region), taking care to do so before the registration deadline stated on the form. If the representative wishes to participate in the Convention, they should register for that event following the instructions provided by the hosting service body. 	(i)	Register for the Assembly with the Region 9 Secretary (using the form provided by the Region), taking care to do so before the registration deadline stated on the form. If the representative wishes to participate in the Convention, they should register for that event following the instructions provided by the hosting service body.	
126	<ul style="list-style-type: none"> In addition to that, the representative can ask the region for financial assistance, in case the cost of participating in the Assembly prove to be too high for their service body to cover. 	(ii)	In addition to that, the representative can ask the region for financial assistance, in case the cost of participating in the Assembly prove to be too high for their service body to cover.	
127	<ul style="list-style-type: none"> The request has to be made within 2 months after receiving the Assembly invitation. Note that the funds allocated for representative assistance are limited and there is no guarantee that the support will be granted to all those applying. 	(iii)	The request has to be made at least 3 months prior to the Assembly invitation. Note that the funds allocated for representative assistance are limited and there is no guarantee that the support will be granted to all those applying.	Changed the timing for consistency with the Finance Section (which stated 3 months).
128	<ul style="list-style-type: none"> Book Hotel Accommodation – the representative may choose to stay at the place where the Assembly and Convention are held (details will be provided by the Region), which usually proves the most convenient option, but if they wish, they may also find a different place to stay. 	(iv)	Book Hotel Accommodation – the representative may choose to stay at the place where the Assembly and Convention are held (details will be provided by the Region), which usually proves the most convenient option, but if they wish, they may also find a different place to stay.	
129	<ul style="list-style-type: none"> Organise and book the travel arrangements. 	(v)	Organise and book the travel arrangements.	
130	2. Receive the Assembly Materials Binder before the Assembly.	(b)	Receive the Assembly Materials Binder before the Assembly.	
131	Materials relating to the business that is to be carried out during the Assembly will be sent out before the Assembly takes place. The representative should read those materials (they will include information on the motions that are to be voted upon) and, if possible, discuss them with the service body they represent. The service body has the right to instruct its representative according to the way they should vote. However, as new information and amendments to the motions may appear during the Assembly, most service bodies allow their trusted representatives to make the final decision as to the voting during the Assembly itself.		Materials relating to the business that is to be carried out during the Assembly will be sent out before the Assembly takes place. The representative should read those materials (they will include information on the motions that are to be voted upon) and, if possible, discuss them with the service body they represent. The service body has the right to instruct its representative according to the way they should vote. However, as new information and amendments to the motions may appear during the Assembly, most service bodies allow their trusted representatives to make the final decision as to the voting during the Assembly itself.	
132	3. Committee Participation.	(c)	Committee Participation	

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
133	The representatives are encouraged to join one of the following Region 9 committees: Budget and Finance, Public Information (2012b), Bylaws, Electronic Communications, Literature and Translations, (2012q) Twelfth Step Within. Although committee meetings take place during the Assembly, in most cases members are required to work for the committee throughout the year.		The representatives are asked to consider participating in one of the Region 9 committees. Committee meetings take place during the Assembly, but often require members to work for the committee throughout the year.	This proposed change reflects the new committee structure and so this section is reworded for clarity and current expectations.
134	4. Assembly Participation.	(d)	Assembly Participation	
135	The representative is to attend all of the business sessions of the Assembly in order to vote and participate in the debates.		The representative is to attend all of the business sessions of the Assembly in order to vote and participate in the debates.	
136	5. Standing for Elections	(e)	Standing for Elections	
137	During every Assembly, elections for positions of Committee Chairs and members of Region 9 Board are held (see Region 9 Bylaws, Article VII, Section 3 and Article IX, Section 3). A representative that feels willing to serve at region level is welcome to put themselves forward as a candidate. They may want to discuss such a decision with the Region Chair and their sponsor.		During every Assembly, elections for positions of Committee Chairs and members of Region 9 Board are held (see Region 9 Bylaws, Article VII, Section 3 and Article IX, Section 3). A representative that feels willing to serve at region level is welcome to put themselves forward as a candidate. They may want to discuss such a decision with the Region Chair and their sponsor.	
138	6. Reporting back to the Service Body.	(f)	Reporting back to the Service Body.	
139	The representative is supposed to report the matters discussed by the Assembly back to their service body. The report should also cover the Assembly workshops, as well as any ideas and goals for the future. The form of this report is up to the representative and their service body. Many representatives prepare written reports and present them during workshops.		The representative is supposed to report the matters discussed by the Assembly back to their service body. The report should also cover the Assembly workshops, as well as any ideas and goals for the future. The form of this report is up to the representative and their service body. Many representatives prepare written reports and present them during workshops.	
140	7. Hand your service to the next representative.	(g)	Hand your service to the next representative.	
141	Encourage your group to choose its next representative a year before your term is due to end. During that year, allow the person chosen to have a closer look at your work and assist them when their term begins. (2010d)		Encourage your group to choose its next representative a year before your term is due to end. During that year, allow the person chosen to have a closer look at your work and assist them when their term begins. (2010d)	
142				
143	III. Region 9 Committees	4	Region 9 Committees	Region 9 Committees

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
144	It is proposed that this entire section as it stands be removed - see "Removed Section" below for details - and be replaced by what is contained in column "C".	4.1	Region 9 Representatives and other R9 Members carry the message of recovery in Region 9. Each odd year the assembly will determine which committees and which volunteer coordinator positions will be used for the following two years to accomplish the goals and recurring tasks.	This Section has been rewritten with recommendations from the 2017 Board to reflect practices and recommendations for how to structure R9 committees with more flexibility to meet our needs. Also now includes the R9 Volunteer Coordinator positions and other service positions. Again with flexibility. This will allow us to involve others in this service work. Also this will lessen the burden on R9 Representatives to carry out the many tasks of carrying the message in Region 9.
145		4.2	Allowing a flexible structure with "committees"[as well as "service coordinators" and other service positions] lets R9 better complete tasks to achieve mutually agreed goals.	This allows us to have R9 members (whether Representatives or others) participate in carrying the message in Region 9. Before these different responsibilities fell to only the Representatives (and officers) through committees. With this we have more hands helping. This reasoning applies also to adding Section 4.5.
146		4.3	Representatives and non-representatives may serve on committees.	
147		4.4	Terms of service:	
148		(a)	Committee Chairs are elected at assembly for two year terms.	
149		(b)	"Volunteer coordinators" are appointed by the board for two year terms.	
150		(c)	Committee Chairs and "Volunteer coordinators" are eligible to serve a second two year term.	
151		4.5	COMMITTEES RELEVANT FOR REGION 9	
152			The following are suggestions for committees for Region 9:	

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
153		(a)	TRANSLATIONS COMMITTEE	
154		(b)	PUBLIC INFORMATION COMMITTEE	
155		(c)	GENERAL COMMITTEE	
156		4.6	SERVICE COORDINATORS AND OTHER SERVICE POSITIONS RELEVANT FOR REGION 9	
157		(a)	The following are suggestions for service coordinators and other service positions for Region 9:	
158		(i)	Website Coordinator	
159		(ii)	Language Lists Coordinator	
160		(iii)	Newsletter Coordinator	
161		(iv)	Sponsor List Coordinator	
162		(v)	Countries Outreach Coordinator	
163		(vi)	Bylaws P&P Coordinator	
164		(vii)	Twelve Step Within Coordinator	
165		(viii)	Fundraising Assistants	
166		(ix)	Celebration Days Reminder	
167		(x)	Spanish Language Service Board liaison	
168		(b)	The Service Coordinators and other service positions work under the R9 Board and/or Committees. The "R9 Best Practices" document contains suggested responsibilities, duties, and processes for these service positions.	
169				

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
170	IV. Region 9 Translations	5	Region 9 Translations	Region 9 Translations
171	ASSEMBLY ASSISTANCE WITH TRANSLATIONS	5.1	ASSEMBLY ASSISTANCE WITH TRANSLATIONS	
172	<ul style="list-style-type: none"> The R9 Assembly will assist the Service Boards within Region 9 by helping with any necessary legal work for getting translated literature approved by the WSO. At the assembly; the Literature and Translations committee (2012q) and/or Region 9 Trustee will assist with filling in and explaining the licensing agreement forms to get translated literature approved. (2008k) 	(a)	During and after the Assembly, the Translations Committee and the Trustee will assist Service Boards within Region 9 with the processes necessary for the translation of OA Literature.	This simplifies the process of assisting R9 SB's in translating literature. It also clarifies who is responsible to provide this assistance, and also that this assistance can be given after the assembly as well.
173	<ul style="list-style-type: none"> Each year at the Assembly we will set aside time in the agenda for issues regarding translating literature. This may include a workshop and/or assisting with questions regarding translating literature, understanding the different licensing agreement forms, filling in licensing agreement forms, copyright-issues and other issues related to translating literature. (2008n) 	(b)	Each year at the Assembly time will be set aside in the agenda for a workshop or for otherwise addressing issues arising from the translation of literature such as answering questions, understanding and filling in the different licensing agreement forms and understanding copyright issues.	This allows for flexibility - if there is insufficient Assembly time for addressing translations, this can be done outside of the formal time. It is also reworded for clarity.
174	<ul style="list-style-type: none"> We encourage each non English speaking country to translate at least one piece of literature each year. (2012d) 	(c)	Each Service Board that speaks a language other than English is encouraged to set a goal to translate as much OA literature as possible, bearing in mind the need to avoid duplication of efforts and to work with other Service Boards that speak the same language.	This suggests that each SB translates as much literature as possible, instead of just one piece of literature. Each SB is unique with different capacities and this proposed change takes account of this. This also addresses the possibility of SB's working with each other in their task of translating literature.
175	TRANSLATIONS GUIDELINES	5.2	TRANSLATIONS GUIDELINES	
176	<ul style="list-style-type: none"> Region 9 uses 'OA GUIDELINES – TRANSLATION GUIDELINES FOR OA LITERATURE' which is available on the www.oa.org website for the worldwide fellowship of OA (2011b) (2015b) 		Region 9 uses the most recently updated "OA Guidelines -Translation Guidelines for OA Literature" which applies to the worldwide fellowship of OA and is available from the oa.org website.	reworded for clarity
177				

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
178	V. Finance and Budget	6	Finance and Budget	Finance and Budget
179				
180	The Statement of Purpose of the OA R9 Finance and Budget Committee is to consider the regions financial matters, having regard to the fact that Region 9 ought to be fully self-supporting and that the region's assembly is reliably informed so as to make the best decisions in using its funds efficiently to carry the message within the region and also consider OA as a whole and thus to contribute an adequate amount to our WSO.	6.1	Considerations for financial matters and budgeting:	References to "committee" have been removed in the proposed change as it is envisaged that there will not be a Finance and Budget committee. This makes the overall considerations clear.
181		(a)	R9 is mindful of being fully self-supporting.	
182		(b)	The assembly shall be reliably informed so as to make the best financial decisions.	
183		(c)	We consider using funds efficiently to carry the message within the region.	
184		(d)	We also consider OA as a whole and thus contribute to our WSO.	
185	The Committee will act within all of the OA Traditions as well as act with integrity and transparency. The R9 Board needs to be aware of the various financial policies so that where it affects their role, they can act accordingly.	(e)	The R9 Board needs to be aware of the various financial policies so that where it affects their role, they can act accordingly.	
186	<u>1. REGION 9 BOARD MEMBERS REIMBURSEMENT / REGION 9 DELEGATES REPRESENTING REGION 9 AS A WHOLE (2015e)</u>	6.2	REGION 9 BOARD MEMBERS FUNDING TO ASSEMBLY AND CONVENTION	
187	<ul style="list-style-type: none"> R9 board members are being reimbursed for travel expenses, accommodation and food when attending the R9 A&C and WSBC. Basically, every board member is encouraged to choose the least expensive way that works when it comes to travel/ accommodation/ food. 	(a)	Region 9 board members are reimbursed for travel expenses, accommodation and food when attending the R9 Assembly and Convention. Board members are encouraged to choose the most cost effective travel arrangements/accommodation/meals.	The words "and WSBC" are removed. WSBC addressed later in this section.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
188	The R9 assembly starts on a Wednesday afternoon and board members will be reimbursed for accommodation starting Wednesday night. However, when a board member has a long trip and maybe even a change of time zones, the board may decide, prior to the Assembly, to reimburse that member for an additional night (Tuesday night) in order to settle in properly. Food is usually included in the accommodation fee, however, if this is not the case, the board members will be reimbursed for three meals a day.	(b)	The R9 assembly starts on a Wednesday afternoon and board members will be reimbursed for accommodation starting Wednesday night. However, when a board member has a long trip and maybe even a change of time zones, the board may decide, prior to the Assembly, to reimburse that member for an additional night (Tuesday night) in order to settle in properly. Food is usually included in the accommodation fee, however, if this is not the case, the board members will be reimbursed for three meals a day.	
189	1.1.1 <u>A Representative acting as 'stand in' for one of the board members:</u>	(c)	Reimbursement for OA Reps, Visitors, or Members "standing in" for an absent officer:	
190	In case a board member (secretary or treasurer) cannot perform their duties at the R9 assembly, a representative will be asked to step in. If the representative in question does not receive funding from their service body, he or she will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.	(i)	In the event that a board member is unable to perform their duties at the assembly, the R9 board may ask (prior or during assembly) an OA member (Rep, Visitor, or member) to step in.	The proposed change takes all 3 sections (relating to reps, visitors and OA members) and incorporates them into 1 section to simplify the manual.
191		(ii)	The OA member in question needs to meet the abstinence requirements and the service requirements according to the R9 Bylaws and will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly, unless the "stand in" already receives funding from their service body.	
192	1.1.2 <u>A Visitor acting as 'stand in' for one of the board members:</u>			
193	In case a board member (secretary or treasurer) cannot perform their duties at the R9 assembly, a visitor may be asked to step in. If the visitor in question does not receive funding from their service body, he or she will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.			
194	1.1.3 <u>An OA member (who is neither a representative nor a visitor) acting as a 'stand in' for one of the board members:</u>			

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
195	In the event that a board member (secretary or treasurer) knows, prior to the R9 A&C, that he or she cannot attend the assembly the R9 board may ask an OA member to step in. The OA member in question needs to meet the abstinence requirements and the service requirements according to the R9 Bylaws and will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.			
196	1.1.4 <u>Parliamentarian at the R9 A&C</u>			
197	The Parliamentarian will be reimbursed for travel expenses, and accommodation and food for the duration of the assembly.	(d)	If a Parliamentarian is used for assembly, the budget the prior year will reflect what costs can be reimbursed depending upon funding available. Food and lodging for assembly days is reimbursed. Travel costs are an exception and must be pre-approved and pre-budgeted.	In the PPM 2016 the Parliamentarian's costs were referenced in the "officers duties" section. Relevant in this part of the "Finance and Budget" section. This section reworded for clarity. Current practice is to reimburse for food and lodging; but travel dependent upon needs and funds. Recommending travel therefore be decided in the assembly budget process.
198	1.2 <u>WSBC:</u>	6.3	R9 CHAIR AND DELEGATES FUNDING TO WSBC	
199	<ul style="list-style-type: none"> Region 9 chairman to attend every World Service Conference. (1989h) 	(a)	The R9 Chair, or another officer if the Chair is unable, will be funded to attend WSBC to represent R9 each year.	Allowing an officer to attend WSBC if the Chair is unable to attend.
200		(b)	The officer as delegate will be prudent with the use of Region 9 funds.	Added for clarification.
201	The WSBC starts on a Monday; in order to settle in properly and considering the different time zones, R9 board members will be reimbursed for a total of seven nights starting with the Sunday night. Breakfast may be included in the room fee, so the board member will be reimbursed for two additional meals per day (lunch and dinner). The same reimbursement rules apply if the R9 board is sending an OA member other than the secretary or treasurer to WSBC to represent R9 as a whole.	(c)	When WSBC starts on a Monday, the Chair and Delegates will be reimbursed for a total of seven nights, starting on Sunday, in order to settle in properly and adapt to the different time zone. Meals are reimbursed unless included in the room fee.	The proposed change removes references to "officers" . This is because this section now refers to the Chair and also to the Delegates at large who can be R9 officers or R9 representatives. Clarified and reworded for simplicity.
202	1.3 <u>Treasurer's Duty:</u>	6.4	TREASURER'S DUTIES - ASSEMBLY REIMBURSEMENT	

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
203	Approximately six months prior to every assembly/conference, the treasurer informs the R9 board members and parliamentarian about the current reimbursement situation. Also, it is the responsibility of the treasurer, to inform those representatives of the R9 Assembly & Convention who receive financial assistance of the details. If there is a 'stand in', it is also the Treasurer's duty to inform this person of the current reimbursement situation (2013i).	(a)	About six months prior to every assembly, the treasurer informs the R9 board members and parliamentarian about the current financial situation; reminding them also about reimbursement procedures.	Reworded for clarity and to better specify the Treasurer's duties.
204		(b)	The Treasurer is also responsible to inform representatives of the R9 Assembly & Convention who receive financial assistance about the policies and procedures of funding.	
205		(c)	If there is a 'stand in' for an absent officer, the Treasurer will also inform this OA member regarding possible reimbursement	
206	2. FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO REGION 9 ASSEMBLY (2015f)	6.5	FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO REGION 9 ASSEMBLY (2015f)	
207	2.1 Financial assistance be granted to representatives of Region 9 service bodies and R9 Committee Chairs travelling to Region 9 Assemblies.	(a)	Financial assistance can be granted to representatives (for assembly and convention) of Region 9 service bodies, or representatives of areas with no service body, and R9 Committee Chairs travelling to Region 9 Assemblies.	Changed to include R9 practice of also funding Reps from smaller countries/areas with no service body. Also worded to allow funding of Reps for convention also.
208	2.1.2 This application form will also be posted on the R9 website.	(b)	Application forms will be distributed with Assembly Invitation, and will be posted and remain on R9 Website.	Reworded to include that forms are always sent with the invitation and are also posted on the website.
209	2.1.3 Completed application forms will be submitted to the R9 Treasurer at least 3 months prior to the date of the Assembly. (2012g)	(c)	Completed application forms will be submitted to the R9 Treasurer at least 3 months prior to the date of the Assembly. (2012g)	
210	2.2 It is required that the service bodies requesting such funds attach to the application form for assistance – the latest financial summary of the service body and that they give details of any funding for attendance at Region 9 Assembly from elsewhere. The Region 9 Board are authorized to consider (by email) those applications (2012g) having regard to the funds agreed in the budget by the Assembly (2014c).	(d)	Service bodies requesting such funds are required to attach to the application form – the latest financial summary of the service body plus give details of any funding for attendance at Region 9 Assembly from elsewhere.	reworded for clarity

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
211		(e)	The Region 9 Board are authorized to consider applications having regard to the funds agreed in the prior budget by the Assembly.	
212	2.3 The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that:	(f)	Priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that:	reworded for clarity
213	2.3.1 Cannot afford to fund a representative on their own,	(i)	Cannot afford to fund a representative on their own,	
214	2.3.2 To those with the greatest distance to travel	(ii)	To those with the greatest distance to travel	
215	2.3.3 And to those attending their first Assembly. (1996h) (2011c).	(iii)	And to those attending their first Assembly. (1996h) (2011c).	
216	Payment of this assistance will be at the Assembly itself. (2011c)	(g)	Payment of this assistance will be arranged by the Treasurer after approval.	Reflects current practice of payment before or at assembly.
217		(h)	Note that the funds allocated for representative assistance are limited and there is no guarantee that the support will be granted to all those applying	Added for clarification.
218	3. FINANCIAL ASSISTANCE FROM TRANSLATION/PROJECTS FUND (2015g)	6.6	FINANCIAL ASSISTANCE FROM TRANSLATION/PROJECTS FUND (2015g)	
219	3.1 Move to establish a Translation/Projects fund that will include the translation fund money and additional amount of money that will be allocated in the budget for general purposes such as translation, PI, PO etc. (2012s)	(a)	R9 Translation/Projects funding will be established each year in the budget. Funding will be awarded for translations, and for general purposes such PI, PO or other OA related projects.	The fund is budgeted each year now. Clarity.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
220	3.2 After adopting the Budget for Translation/Projects at the Region Nine Assembly, application forms will be sent out with the minutes of the Assembly. The Treasurer will then send a reminder (via the Secretary) to all service bodies by email by 1st December and 1st May. These applications must be sent to the Treasurer by 1st February and 1st July of the following year. The board is authorised to make a decision on the allocation of the Translation/Projects budget by 1st March and 1st August.	(b)	Application forms will be available on the R9 website. The Treasurer will send email reminders by 1st December and 1st May.	Reworded to reflect current policy.
221		(c)	These applications must be sent to the Treasurer by 1st February and 1st July of the following year.	
222		(d)	The board is authorised to make a decision on the allocation of the Translation/Projects budget by 1st March and 1st August.	
223	3.2.1.1 Translation Applications	(e)	Translation Applications	
224	Service Boards applying for: Consideration will be given by order of priority as follows: (2012e)		Consideration of Translations Applications will be given by order of priority (as follows) to those Service Boards applying:	Wording combined for clarity.
225	(a) who currently do not have anything translated in their language	(i)	that currently do not have anything translated in their language	reworded for clarity
226	(b) are interested in translating The Twelve Steps and Twelve Traditions of Overeaters Anonymous. (amended 2011e)	(ii)	that are interested in translating The Twelve Steps and Twelve Traditions of Overeaters Anonymous.	reworded for clarity
227	It is required that the Service Body requesting such funds:	(f)	It is required that the Service Body requesting such funds:	
228	(c) Include that in the application, a list of material that has already been translated in that language	(i)	Include in the application, a list of material that has already been translated in that language,	minor grammar change
229	(d) List the amount of money received in the past from the WSO and for translation of which OA literature; and if requesting at the present any financial assistance from WSO	(ii)	List the amount of money received in the past from the WSO and for translation of which OA literature; and if requesting at the present any financial assistance from WSO,	
230	(e) Make a substantive contribution to the cost and give details in the application.	(iii)	Make a substantive contribution to the cost and give details in the application.	
231	Funding assistance for translation is available to service bodies in Region 9 to translate literature and other material that is 'locally approved OA literature', provided that it is approved by the Region 9 Assembly or Region 9 board. (2015h)	(g)	Note: Literature approved by the R9 Assembly (meeting the "locally approved OA literature" guidelines) may be considered for Translation funding.	The proposed change is to move this section here, and to reword this section for clarity.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
232	3.2.1.2 Project Applications	(h)	Project Applications	
233	It is required that the service body requesting such funds		It is required that the service body requesting funds for project applications:	reworded for clarity
234	(b) Include in that application, a list of projects undertaken in that country previously.	(i)	Include in that application, a list of projects undertaken in that country previously,	
235	(c) List the amount of money received in the past from WSO and for which projects; and if requesting at the present any financial assistance from WSO	(ii)	List the amount of money received in the past from WSO and for which projects; and if requesting at the present any financial assistance from WSO,	
236	(d) Make a substantive contribution to the cost and give details in the application (2014d)	(iii)	Make a substantive contribution to the cost and give details in the application (2014d).	
237	(f) The officers will consider the applications and make payments by April 30 th and September 30 th (2013d).	(i)	The officers will consider the applications, decide on the allocation of the budget, notify all applying service bodies of the outcome of their applications, and make the relevant payments by April 1st and September 1st.	Clarifies the current process and dates as quicker now due to electronic communication.
238	4. ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK FINANCIALLY IN REGION 9 (2015i)	6.7	ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK FINANCIALLY IN REGION 9 (2015i)	
239	4.1 ACCOUNTING YEAR, ACCOUNTS & REVIEW THEREOF	(a)	FINANCIAL YEAR, ACCOUNTS & REVIEW THEREOF	Financial year is a more understandable term.
240	• 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.	(i)	The Financial year for Region 9 shall be 1st June to 31st May. The review of these accounts shall be completed by 31st August of the same year.	Same as above
241	• 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.	(ii)	The person reviewing the accounts shall be approved by the Region 9 Board.	Allowing this to be an OA member and not an accountant. This is the policy practiced in most regions.
242	• 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.	(iii)	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.	

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
243		(iv)	The person reviewing the accounts shall satisfy themselves of the accuracy of the Region 9 financial records.	Clarifying what the reviewer does.
244	<ul style="list-style-type: none"> The person reviewing the accounts shall submit a written report to the Region 9 Board. (2006b) 	(v)	The person reviewing the accounts shall submit a written report to the Region 9 Board.	
245	4.2 <u>ORGANISATION OF BANKING</u>	(b)	ORGANISATION OF BANKING	
246	<ul style="list-style-type: none"> Move to authorize the Regional Treasurer to set up a Business Account with PayPal.com. (2004b) 		Region 9 shall have a bank account in both Pounds Sterling and Euro. Region 9 shall have a PayPal account to facilitate contributions and payments where possible.	These have been implemented. Combined and showing financial accounts.
247	<ul style="list-style-type: none"> Move to authorize the Regional Treasurer to open an interest bearing deposit account with a bank. (2004c) 			same as above
248	<ul style="list-style-type: none"> Move to authorize the Regional Treasurer to open a new bank account with an institution chosen at the Treasurer's discretion. (2004d) 			same as above
249	4.4 <u>ON-LINE BANKING</u>	(c)	ON-LINE BANKING	
250	Banker/Treasurer is authorised to conduct electronic banking transactions, with approval of another board member.(2016d)	(i)	Banker/Treasurer is authorised to conduct electronic banking transactions, subject to the prior written approval of one other board member for each transaction.	Further clarification after experience with this process.
251		(ii)	If possible under the bank's rules, Region 9 board members who reside outside of Great Britain may be given access to online banking.	Added to allow a Treasurer (or other officer) who does not reside in the UK electronic access if permitted by the bank.
252	4.5 <u>SIGNATORIES ON BANK ACCOUNT</u>	(d)	SIGNATORIES ON BANK ACCOUNT	

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
253	<ul style="list-style-type: none"> As the R9 bank account is held in Great Britain, there needs to be 3 signatories of OA members residing in Great Britain who are able to sign cheques. 	(i)	As the R9 bank account is held in Great Britain, there needs to be 3 signatories of OA members residing in Great Britain who are able to sign cheques, and manage the bank mandate as instructed by the Treasurer/R9 Board.	Adding the duties of the signatories to manage the mandate.
254	<ul style="list-style-type: none"> Any two of those can sign a cheque. 	(ii)	Any two of those signatories can sign a cheque. The decision over what cheques are to be signed resides with the Treasurer.	The addition makes it clearer that a cheque cannot just be authorised by any 2 signatories, but rather the Treasurer has to give the instruction. Without the proposed addition, it does indeed sound like any 2 can authorise a payment.
255	<ul style="list-style-type: none"> Those signatories should be chosen carefully for longevity and service in OA, 12 month's minimum abstinence, no bankruptcy history and a prompt response to requests for cheques to be signed. 	(iii)	The R9 Board chooses the signatories carefully for longevity and service in OA, 12 month's minimum abstinence, no bankruptcy history, and a willingness to be promptly available when required.	Included who chooses signatories and clarification at the end of the sentence.
256	<ul style="list-style-type: none"> The authority to sign cheques/payment contained within the bank mandate must indicate that for amounts over €150/£100 the banker must have approval in writing (by email) of all three board members. This approval will indicate that the payment is within the Budget agreed by the assembly (2013o). 	(iv)	Payments (electronic or cheque) over £1500 require approval of two board members. The approval will indicate that the payment is in compliance with the R9 Budget. These written approvals shall be filed with other relevant payment documents.	Current recommendation of Treasurer and Board allowing the smaller transactions to be handled by the Treasurer and Banker. Follows current practices.
257	4.6 <u>REGION 9 FINANCIAL RECORDS</u>	(e)	R9 FINANCIAL RECORDS	
258	The region keeps adequate records to enable it to account for its income and expenditure accurately and report to the region. In particular:		The region keeps adequate records to enable it to account for its income and expenditure accurately and report to the region, including:	reworded for clarity
259	<ul style="list-style-type: none"> There is currently in place an excel spreadsheet workbook which has a specific layout and lists and records income and expenditure and converts all transactions into Euros, which the region uses as its common currency for ease. 	(i)	Details of income received, and expenditures with relevant authorisations for same.	Reworded to list "what" but leaves the "how" to the Treasurer as methods change over time.
260	<ul style="list-style-type: none"> This workbook contains several sheets which enables the accounts and the list of contributions to be prepared easily. 	(ii)	List of contributions to R9 by groups/service bodies.	reworded as per above.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
261	<ul style="list-style-type: none"> Physical file of Income and Expenditure vouchers / invoices / receipts. 	(iii)	Physical or digital files of Income and Expenditure vouchers / invoices / receipts.	including "digital" means of record keeping
262	<ul style="list-style-type: none"> Permanent Notes File which includes final accounts for prior years, correspondence with the Inland Revenue, and other permanent items for reference. 	(iv)	Permanent Notes File which includes final accounts for prior years, correspondence with the Inland Revenue, and other permanent items for reference.	
263	5. REIMBURSEMENT OF EXPENSES PROCEDURES AND POLICIES AGREED (2015j)	(f)	REIMBURSEMENT OF EXPENSES	reworded for clarity
264	<ul style="list-style-type: none"> Any member claiming payment from R9 needs to complete an expense claim form, giving details of the costs and attach any receipts or vouchers and submit this to the treasurer / banker for payment. 	(i)	Any member claiming payment from R9 needs to complete an expense claim form, giving details of the costs and attach any receipts or vouchers and submit this to the Treasurer for payment.	The treasurer gives the information to the banker; it is not necessary to send this information to both.
265	<ul style="list-style-type: none"> Two sample forms of expenses are included in Section I. 	(ii)	Expense forms can be obtained on the R9 website or from the Treasurer.	Current practice.
266	<ul style="list-style-type: none"> All claim forms need to be clear and where possible separate claims should be prepared for separate costs. 	(iii)	All claim forms should be clear; where possible separate claims should be prepared for separate costs.	reworded for clarity
267	<ul style="list-style-type: none"> All claims need to have the budget code entered. 	(iv)	All claims should have the budget code entered.	reworded for clarity
268	<ul style="list-style-type: none"> The claimant will need to submit their full claim via email to treasurer@oaregion9.org and banker@oaregion9.org. 	(v)	The claimant submits their full claim via email to treasurer@oaregion9.org and banker@oaregion9.org.	reworded for clarity
269	<ul style="list-style-type: none"> The Treasurer will consider all claims for validity and whether they are within the budget as set by the assembly before payment. 	(vi)	The Treasurer will consider all claims for validity and whether they are within the budget as set by the assembly before payment.	
270	<ul style="list-style-type: none"> Budget amounts for each line item are set at the R9 Assembly and are not transferrable. 	(vii)	Budget amounts for each line item are set at the R9 Assembly and are not transferrable.	
271	<ul style="list-style-type: none"> A cheque / bank transfer will be prepared and payment made to the claimant. 	(viii)	A cheque / bank transfer will be prepared and payment made to the claimant once a claim for reimbursement is approved.	This is the current procedure with electronic banking now. This change also includes reference to "approval" of the claim because the process is not just about submission of the claim.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
272	<ul style="list-style-type: none"> Any monies that are received by the region should where possible be banked in full (with the exception of procedures at the R9 Assembly where Registration / 7th Tradition / Fundraising can be used for pre-arranged and agreed expenses which fall within the budget). 	(ix)	Cash monies received by the region should be banked in full. But at assembly, the Treasurer may use cash received for transactions pre-arranged or within the budget.	This change follows good financial practices but allows the Treasurer to make minor payments in cash at assemblies when necessary.
273	6. FUND RAISING PRODUCT(S) (2015k)	(g)	FUND RAISING PRODUCT(S) (2015k)	
274	<ul style="list-style-type: none"> Move that R9 shall have fund raising product(s) for sale. (1994b) 	(i)	R9 may have fund raising product(s) for sale.	This allows flexibility as R9 does not always have fundraising products on hand.
275	<ul style="list-style-type: none"> 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) 	(ii)	The Treasurer, along with R9 volunteers, shall investigate and purchase OA Region 9 merchandise for sale at WSBC and other OA events, to raise funds for Region 9.	This change reflects current practice; there is no longer a finance committee; now using volunteers.
276	<ul style="list-style-type: none"> The Budget & Finance Committee, with approval from the R9 Board is responsible for initiating, investigating, purchasing, distributing, and tracking inventory on R9 fund raising. 	(iii)	The Treasurer, or designee, is responsible for initiating, investigating, purchasing, distributing, and tracking inventory on R9 fund raising.	clarifying the process
277		(iv)	The R9 Board monitors the fundraising products process. More details are found in the "R9 Best Methods" document.	clarifying the process.
278	7. MISC. POLICIES	6.8	SUGGESTIONS FOR CONTRIBUTIONS TO R9 AND WSO	
279	7.3 <u>SUGGESTED CONTRIBUTION TO REGION 9</u>	(a)	SUGGESTED CONTRIBUTION TO REGION 9	General note in this section: These policies have been unclear and hard to explain in Region 9 by the Treasurer and officers. We are trying to move the policies in the right direction while realising more discussion is needed as we move forward.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
280	<ul style="list-style-type: none"> 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. 	(i)	R9 asks that groups/service bodies support R9 financially by contributions after setting aside their own expenses and prudent reserve.	Region 9 relies on 7th Tradition contributions from groups and service bodies in the region. These contributions are essential for the functioning of R9. This is in keeping with the recommendations in OA's literature on financial responsibilities.
281	<ul style="list-style-type: none"> The suggested contribution, however it is to be paid, payable before 1st September each year. (2009c) 	(ii)	The Treasurer should send out an annual reminder to the R9 fellowship by September 1st each year, requesting groups and service boards to forward contributions to R9.	We are able to budget by year and contributions come in all year.
282	<ul style="list-style-type: none"> A standard letter of receipt of contributions to Region 9 is hereby attached as K1 and is considered as part of this policy. 	(iii)	Region 9 will send an email receipt acknowledging contributions received.	Current practice.
283	7.4 <u>SUGGESTED CONTRIBUTION TO WSO</u>	(b)	SUGGESTED CONTRIBUTION TO WSO	
284	<ul style="list-style-type: none"> Adopt a suggested contribution per group to WSO however it is paid of equal to 1/3 of its contribution to Region 9. (2006i) 	(i)	It is suggested that a contribution per group/service body to WSO equals or exceeds contributions to Region 9.	How this was worded before is not In keeping with OA's recommendations for contributions beyond the group level.
285		(ii)	When sending a contribution to WSO via Region 9, a groups/service body is requested to specify the amount given that is to be sent to WSO.	Additional clarification of current procedures.
286		(iii)	The Treasurer, on behalf of Region 9, will forward contributions to WSO sent to Region 9 by all groups/service bodies that specify the contribution specifically for WSO.	Additional clarification of current procedures.
287	7.5 <u>AD-HOC PAYMENTS FOR MISCELLANEOUS BY COMMITTEE CHAIRS</u>	6.9	COMMITTEE EXPENSES	
288	<ul style="list-style-type: none"> That Committee Chairpersons can spend up to EUR 110.00 (GBP 73.33) for Region 9 with written (includes email) prior permission from Assembly, Region 9 Board. (2006g) 		Committee Chairs may request from the Treasurer up to EURO 110 for miscellaneous committee expenses during the year. Committee expenses beyond this must be requested via the Budget at assembly.	This allows committees a limited amount of discretionary spending to be authorised by the Treasurer (no longer from the Board itself).

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
289				
290	VI. Website	7	Website	Website
291	REGION 9 WEBSITE DOMAIN NAME AND HOSTING	7.1	REGION 9 WEBSITE DOMAIN NAME AND HOSTING	
292	Region 9 domain name is ORegion9.org. Region 9 shall pay for hosting a website and the associated costs. (2016a)		Region 9 domain name is ORegion9.org. Region 9 shall pay for hosting a website and the associated costs. (2016a)	
293	PUBLICATIONS POLICY	7.2	PUBLICATIONS POLICY	
294	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)		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)	
295	MAINTAINING ANONYMITY	7.3	MAINTAINING ANONYMITY	
296	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)		The Website Coordinator will ensure that anonymity is maintained when publishing material from Service Bodies within Region 9, WSO or other Regions.	Current practice.
297		7.4	R9 COMMUNICATIONS	added for clarity
298	Officers are encouraged to utilize their assigned generic Region 9 email for sending and receiving emails. (2016b)	(a)	Officers are encouraged to utilize their assigned generic Region 9 email for sending and receiving emails. (2016b)	

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
299		(b)	Electronic announcements informing our members about R9 news and other OA related items are sent out.	We have a R9 mailing listing that our officers (usually through the General Officer) use to distribute information. This "list" is maintained by the website coordinator.
300	NOTIFICATION FOR FUNDING FOR TRANSLATION	7.5	NOTIFICATION FOR FUNDING FOR TRANSLATION	
301	The Region 9 Website should include the "Notification concerning Application for The General Assistance Fund (includes financial assistance for translations and printing) as attached to this motion. (2010a) (2013f)	(a)	The Region 9 Website shall include information and forms regarding:	Notices regarding "translations/printing/projects and their funding are sent out. (see Finance section.) The information is also on the website.
302		(i)	Applications to Region 9 for funding for Translations and Projects	
303		(ii)	Applications to WSO for Translations funding	
304				
305	IX. Word Service Business Conference & WSO	8	Word Service Business Conference	This policy only refers to WSBC - has nothing to do with WSO.
306	Region 9 Chair to attend every World Service Business Conference. (1989h) (2015t)	8.1	The R9 Chair, or another officer if Chair unable, will attend WSBC to represent R9 each year.	Reworded so that if Chair unable to attend, another officer may represent R9 at WSBC. Common practice in other regions.
307	REGIONAL DELEGATES TO WSBC	8.2	REGIONAL DELEGATES TO WSBC	
308			NOTICE: Column C ROWS 309-314 CURRENT WORDING	NOTICE: Column D ROWS 309-314 Amendment 1
309	1. If the Region is represented by less than forty percent of its Intergroups, up to 5 additional delegates to WSBC could be selected.		(a) If the Region is represented by less than forty percent of its Intergroups, up to 5 additional delegates to WSBC could be selected.	(a). If the Region is represented by less than forty percent of its Intergroups, up to 5 additional delegates to WSBC could be selected.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
310	2. Preference shall be given to Delegates from Intergroups and service bodies that otherwise will not be represented.		(b) Preference shall be given to Delegates from Intergroups and service bodies that otherwise will not be represented.	
311	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.		(c) 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.	(b). Any Region 9 representative who wishes to be selected as a Region 9 Delegate to the WSBC must complete and submit a written application to the Region 9 Treasurer by no later than the day before the elections at Assembly at the end of the last session before the formal lunchtime break.
312	4. The selection of candidates will be made at the yearly Region 9 Assembly.		(d) The selection of candidates will be made at the yearly Region 9 Assembly. An alternate may also be designated.	(c). The selection of candidates will be made at the yearly Region 9 Assembly. An alternate may also be designated.
313	5. All candidates have to comply with the qualifications for delegates in the Bylaws OA, Inc., Subpart B Article X Section 3), c), 1) in that "each delegate/alternate shall have at least one year of current abstinence and at least two years of service beyond the group level," Additionally, in keeping with WSBC Policy Manual 1988a Section 3) c) Delegate candidates shall "be selected for judgement, experience, stability, willingness and for faithful adherence to living within the concepts of the Twelve Steps, Twelve Traditions and Twelve Concepts of Overeaters Anonymous. It is further suggested a World Service delegate be a current or past representative.		(e) All candidates have to comply with the qualifications for delegates in the Bylaws OA, Inc., Subpart B Article X Section 3), c), 1) in that "each delegate/alternate shall have at least one year of current abstinence and at least two years of service beyond the group level," Additionally, in keeping with WSBC Policy Manual 1988a Section 3) c) Delegate candidates shall "be selected for judgement, experience, stability, willingness and for faithful adherence to living within the concepts of the Twelve Steps, Twelve Traditions and Twelve Concepts of Overeaters Anonymous. It is further suggested a World Service delegate be a current or past representative.	(d). All candidates have to comply with the qualifications for delegates in the Bylaws OA, Inc., Subpart B Article X Section 3), c), 1) in that "each delegate/alternate shall have at least one year of current abstinence and at least two years of service beyond the group level," Additionally, in keeping with WSBC Policy Manual 1988a Section 3) c) Delegate candidates shall "be selected for judgement, experience, stability, willingness and for faithful adherence to living within the concepts of the Twelve Steps, Twelve Traditions and Twelve Concepts of Overeaters Anonymous. It is further suggested a World Service delegate be a current or past representative.
314	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.		(f) 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.	(e). The Region 9 Treasurer will provide copies of all written applications submitted to him/her to each Assembly member by email by no later than the end of the business of the Assembly on the day before the elections at Assembly.
315			Intent: Leave the policy as written.	Intent: To allow more candidates and insure selection of the best candidates.
316	7. All applications are to be sent to the Region 9 Treasurer.	(g)	All applications are to be sent to the Region 9 Treasurer.	

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
317	8. The funding of the Region 9 Delegate will depend on the availability of funds. If the funds are available the Region 9 Delegate to the WSBC will be funded according to the Policy and Procedure 1996h.	(h)	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.	
318	9. Prior to selection of the delegates, the Treasurer will inform the Assembly of the funds available for this purpose.	(i)	Prior to selection of the delegates, the Treasurer will inform the Assembly of the funds available for this purpose.	
319	10. The number of delegates selected will depend on the funds available, but in any case shall not be more than five. (2006c)	(j)	The number of delegates selected will depend on the funds available, but in any case shall not be more than five. (2006c)	
320	11. The Treasurer will inform the Region 9 Assembly of candidate applications on the Friday. The Assembly will make a selection from among those having filed the Application provided they meet the requirements. If it is determined R9 is able to send more delegates than have applied, additional delegates shall be elected as per 3 above from the R9 assembly voting members which shall include R9 officers provided these candidates meet the requirements.	(k)	The Treasurer will inform the Region 9 Assembly of candidate applications on the Friday. The Assembly will make a selection from among those having filed the Application provided they meet the requirements. If it is determined R9 is able to send more delegates than have applied, additional delegates shall be elected as per 3 above from the R9 assembly voting members which shall include R9 officers provided these candidates meet the requirements.	
321	12. The delegate/s representing Region 9 as a whole will be expected to:	8.3	The delegate/s representing Region 9 as a whole will be expected to:	
322	a) Register for WSBC (WSBC Policy Manual 1991a Section 3 "by March 1"). Make travel and hotel arrangements in advance in consultation with the R9 Treasurer. Submit expense reimbursement forms to the Treasurer as soon as possible. Be prudent with use of R9 funds while participating as a delegate.	(a)	Register for WSBC (WSBC Policy Manual 1991a Section 3 "by March 1"). Make travel and hotel arrangements in advance in consultation with the R9 Treasurer. Submit expense reimbursement forms to the Treasurer as soon as possible. Be prudent with use of R9 funds while participating as a delegate.	
323	b) Vote during group conscience business meetings at WSBC in a manner in keeping with WSBC Policy Manual 1988a Section 3 d) and e) which states delegates "may be instructed as to the desires of the [region]." "As participants, delegates shall not be bound by the wishes of their [region], but should not vote against these wishes unless situations arise at the Business Conference that make it necessary for the best interests of Overeaters Anonymous as a whole."	(b)	Vote during group conscience business meetings at WSBC in a manner in keeping with WSBC Policy Manual 1988a Section 3 d) and e) which states delegates "may be instructed as to the desires of the [region]." "As participants, delegates shall not be bound by the wishes of their [region], but should not vote against these wishes unless situations arise at the Business Conference that make it necessary for the best interests of Overeaters Anonymous as a whole."	

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
324	c) Participate in a WSBC Committee during conference and follow up committee work during the following year. A committee preference form, submitted by the delegate (by April 1 in order to be considered for committee membership – see WSBC Policy Manual 1991a Section 3) should give consideration to where other R9 delegates are serving so as to spread R9 committee participation across the various WSBC committees. If necessary, the delegate may be asked to serve on a committee other than their choice.	(c)	Participate in a WSBC Committee during conference and follow up committee work during the following year. A committee preference form, submitted by the delegate (by April 1 in order to be considered for committee membership – see WSBC Policy Manual 1991a Section 3) should give consideration to where other R9 delegates are serving so as to spread R9 committee participation across the various WSBC committees. If necessary, the delegate may be asked to serve on a committee other than their choice.	
325	d) Delegates should be willing to serve as part of the Reference Subcommittee, the Region Appeals Committee, and/or assist with R9 7th Tradition fundraisers if asked to do so.	(d)	Delegates should be willing to serve as part of the Reference Subcommittee, the Region Appeals Committee, and/or assist with R9 7th Tradition fundraisers if asked to do so.	
326	e) Write a report on their activities as Region Delegate and submit that report to the region representatives (and their own service body) within 45 days of close of conference. It is suggested this report be sent electronically to the R9 representatives. (2015u)	(e)	Write a report on their activities as Region Delegate and submit that report to the region representatives (and their own service body) within 45 days of close of conference. It is suggested this report be sent electronically to the R9 representatives. (2015u)	
327				
328	XI. Miscellaneous	9	Miscellaneous	Miscellaneous
329	REGION 9 NEWSLETTER	9.1	REGION 9 NEWSLETTER	
330	<ul style="list-style-type: none"> The newsletter is to be produced at least once a year, after the assembly. 	(a)	The newsletter is to be produced at least once a year, after the assembly.	The format and use of the newsletter has changed. Also announcements are now sent via email in R9 announcements rather than in the newsletter.
331	<ul style="list-style-type: none"> This Region 9 Newsletter might include articles written by the Region 9 Committees, the Region 9 Representatives, the Region 9 Board and the R9 Trustee as well as news about the assembly itself that is not included in the minutes, and other features and articles relevant to the region. 	(b)	This Region 9 Newsletter might include articles about recovery or personal experiences at OA events, and/or other features and articles relevant to the region or recovery in general.	The proposed change removes the list of persons who may write articles for the Newsletter. This list is seen as unnecessary.
332	<ul style="list-style-type: none"> The Newsletter will be assembled by an appointed member of Region 9 who will be called the Newsletter Coordinator and the R9 Secretary. 	(c)	The Newsletter will be assembled by an appointed member of Region 9 who will be called the Newsletter Coordinator.	The Secretary has not been participating in the newsletter (NL) and so reference to the Secretary has been removed. The NL coordinator has been doing the NL themselves, which NL is sent to a board member for approval. (See next item.)

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
333	<ul style="list-style-type: none"> The newsletter will then be produced within a further – 30 days, reviewed by the R9 Board & Trustee and then placed on the Region 9 website. (2010e) 	(d)	The newsletter will be produced, reviewed by a member of the R9 Board, and then emailed plus posted on the Region 9 website.	Reflects the current practice. Also the proposed change takes out the time frame, which has no clear reference.
334	REGION 9 ARCHIVES	9.2	REGION 9 ARCHIVES	
335	Region 9 Archives contains the history of Region 9. This is held by a Region 9 member (2014b)		Region 9 Archives contains the history of Region 9. Paper archives are held by a Region 9 member. Electronic archives are kept by the R9 Board.	Reflects the current practice.
336	REGION 9 WEEK	9.3	REGION 9 WEEK	"Region 9 Week" moved from Section VIII "Public Information" to here.
337	Move to adopt a Region 9 week to think of our members and the still suffering compulsive overeater. Also in view of our geography, countries, states and language barriers within our Region to think about OA members who may be living in troubled or poor areas. (2006e)		Region 9 week, the first week of September, is designated to reach out to our members and the still suffering compulsive overeater. Also in view of our geography, countries, states and language barriers within our Region to reach out OA members who may be living in troubled or poor areas.	There was no "action" specified in this article. Reworded for clarity.
338				
339	<u>REMOVED SECTIONS</u>		IT IS PROPOSED THAT ALL THESE SECTIONS BE REMOVED AS THEY ARE EITHER OBSOLETE, OUT-DATED, NO LONGER BEING DONE, NOT CURRENT PRACTICE, ANOTHER POLICY UPDATES, INCORPORATED ELSEWHERE ETC.	
340	<i>Under "the Assembly" :</i>			
341	REPRESENTATIVE ADDRESSES ON ASSEMBLY MINUTES	–		
342	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)	–		Now addressed in the Secretary section.
343	<i>Under "Board Positions and Duties" :</i>			

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
344	<i>Under "CHAIRPERSON" :</i>			
345	<ul style="list-style-type: none"> Represents R9 in the Board of Trustees (BOT) and Region Chairs Committee (RCC). (2015a) 	-		The Chair does not represent R9 in the BOT. RCC statement added to the next sub-section under "Chair".
346	<ul style="list-style-type: none"> Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9 (2012r) 	-		Removed from each individual officer section - put into "ALL OFFICERS" section
347	An Officer Nomination form is sent to each Intergroup and Representatives in an election year.	-		Not the current procedure.
348	<i>Under "TREASURER" :</i>			
349	<ul style="list-style-type: none"> Serves on the R9 Board. (1999h) 	-		All officers serve on the board - covered under "ALL OFFICERS" section.
350	<ul style="list-style-type: none"> Facilitate Service, Traditions and Concepts (STC) workshops when and where possible within Region 9. (2012m) 	-		Covered under "ALL OFFICERS" - removed from each individual officers section.
351	<i>Under "BANKER" :</i>			
352	<ul style="list-style-type: none"> Carries out duties on behalf of the Treasurer. 	-		This duty is still covered in the "Banker" section.
353	<i>Under "SECRETARY" :</i>			
354	The procedure for this is as follows:	-		Not needed
355	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.	-		These duties are under the Chair and other officers now.
356	5. Please see the ground rules for current wording for Minutes Approval Committee. Email the draft minutes to the R9 chair and the Minutes Approval Committee to check. Once any amendments are made and the Chair and MAC have agreed them all, then the minutes can be distributed. The minutes will include all reports and revised copies of the R9 Bylaws and P&P Manuals if possible.	-		The process for the approval of the minutes has been changed in the "ground rules" . This section does not represent the current procedures.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
357	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)	-		This may have been an issue in the past but now minutes are clearly labeled as "minutes of R9 Assembly".
358	• 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.	-		No longer applicable.
359	• 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.	-		This list is sent to the Chair - who then sends to the General Officer. General Officer section reflects the use of this list from WSO.
360	• 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.	-		This is no longer being done.
361	• It is useful to keep in contact with the R9 Chair on a regular basis. (1999h)	-		Not sure who this referred to - removed as not understandable.
362	• Move that reports and documents be delivered to the registered representatives prior to Assembly. (2002h)	-		Included this in the "binder section" for the Secretary.
363	TRUSTEE	-		
364	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)	-		The elements of "shall live in [region] are incorporated into the WSBC Bylaws now.Special requirements go into the "Elections" in the BL. The Trustee is not a member of the Board, so this section not needed.
365	Under "Region 9 Committees" :			
366	COMMITTEES RELEVANT FOR REGION 9	-		This entire section has been rewritten to reflect current practices and recommendations from the 2017 R9 Board for how to move forward with committees and service coordinators.
367	The following committees will operate: Budget and Finance, Bylaws, Electronic Communications, Literature and Translations (2012q), Twelfth Step Within (2008j), Public Information (2012b).	-		
368	LITERATURE AND TRANSLATIONS COMMITTEE (2012q)	-		

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
369	Will be the center for information flow about translation and printing of OA material, both for matters of policy and of process. (1997b)	-		
370	ELECTRONIC COMMUNICATIONS	-		
371	Will be the centre for information flow about electronic communications, both for matters of policy and of process. (1997b)	-		
372	TWELFTH STEP WITHIN	-		
373	The purpose of this committee is to offer support and guidance to new and existing groups and service bodies. (2008j)	-		
374	PUBLIC INFORMATION	-		
375	Will help OA groups and service bodies to spread the word about OA's program of recovery to professionals, media and the public through attraction not promotion in the area covered by Region 9.	-		
376	BUDGET AND FINANCE	-		
377	Will deal with all financial and budgeting matters relating to OA R9.	-		
378	BYLAWS	-		
379	Will maintain and update the R9 bylaws and the Policy and Procedure manual, will assist in wording and review all bylaw amendments and new business motions that are to be presented to the assembly. (2012c)	-		
380	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:	-		
381	<ul style="list-style-type: none"> Chairing committee meetings and reporting back to the R9 Assembly and Board when appropriate 	-		
382	<ul style="list-style-type: none"> Ensuring that the Secretary gets written Bylaw reports at the beginning and end of Assembly 	-		
383	<ul style="list-style-type: none"> 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) 	-		

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
384	<ul style="list-style-type: none"> • 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. 	-		
385	<ul style="list-style-type: none"> • 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 	-		
386	<ul style="list-style-type: none"> • 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 	-		
387	<ul style="list-style-type: none"> • To ensure that the layout of the document is consistent and clear. (2008g) 	-		
388	<ul style="list-style-type: none"> • 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) 	-		
389	SUPPORT OF COMMITTEE CHAIRS	-		
390	Move that a "Buddy" system be brought into place for committee chairs to support each other in the work they have undertaken for the year. (2002)	-		This is not currently practiced. Needs to be removed.
391	<i>Under "Finance and Budget" :</i>			
392	FINANCE & BUDGET COMMITTEE STATEMENT OF PURPOSE	-		reworded
393	OA REGION 9 POLICIES & PROCEDURES extracts:-	-		reworded
394	III REGION 9 COMMITTEES BUDGET AND FINANCE will deal with all financial and budgeting matters relating to OA R9.	-		reworded
395	<ul style="list-style-type: none"> • To fund all Region 9 officers to attend R9 assembly. (1999k) 	-		covered now in V a.
396	2.1.1 Draft claim form approved (1985b) (2013k) that the mailings to all member groups and Intergroups as in article 5(ii) of the Bylaws, shall include applications for assistance.	-		The meaning of this section is unclear. This procedure (of applying for financial assistance) is now referenced in Finance and Budget section, showing that applications will be mailed.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
397	<i>Under "Project Applications" :</i>			
398	(a) Who currently do not have such a project in their own country	-		Removed from "Project Applications" as this did not make sense.
399	(e) The appropriate forms are available from the Secretary. (2004f) (amended 2008b)	-		Removed as addressed already - on the website with reminders mailed.
400	<i>Under "Financial Assistance Translations/Projects" :</i>			
401	3.3 REGION 9 APPROVED LITERATURE	-		
402	Funding assistance for translation is available to service bodies in Region 9 to translate literature and other material that is 'locally approved OA literature', provided that it is approved by the Region 9 Assembly or Region 9 board. (2015h)	-		Moved for continuity to the section about translation assistance.
403	<i>UNDER "ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK FINANCIALLY IN REGION 9 (2015i)" :</i>			
404	<ul style="list-style-type: none"> 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 	-		We no longer have satellite banking accounts.
405	<ul style="list-style-type: none"> Accounts and shall verify the balance in all Satellite Banking Accounts. 	-		We no longer have satellite banking accounts
406	4.3 ON-LINE BANKING	-		
407	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)	-		This again refers to satellite banking and we are beyond these procedures.
408	<i>UNDER "SIGNATORIES ON BANK ACCOUNT":</i>			
409	<ul style="list-style-type: none"> If there are not sufficient Region 9 Board members residing in Great Britain to cover all three signatories, then the Banker may also be a signatory and up to 2 (two) additional OA members chosen by the Region 9 Assembly or if this is not possible appointed by the Region 9 board to carry out this service. 	-		Added to the provision just below about how the Banker is chosen. R9 Board Members would be included and OA members already specified above.

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
410	<ul style="list-style-type: none"> The decision over what cheques are to be signed still resides with the Treasurer. 	-		Moved to another section.
411	<ul style="list-style-type: none"> If it is possible under the bank's rules for the Region 9 board members who reside outside of Great Britain to be signatories then they may still be signatories but due to the length of time it would take to post cheques abroad it is still advisable to have sufficient signatories in Great Britain. (2012f) 	-		No longer needed due to new banking procedures.
412	<u>UNDER "REGION 9 FINANCIAL RECORDS" :</u>			
413	<ul style="list-style-type: none"> The current excel workbook can be replaced with an equivalent electronic 'package' that is universally accepted and can give the appropriate output by way of accounts and budget for the assembly i.e. the keeping of R9 Financial Records in electronic form. 	-		
414	<u>UNDER "REIMBURSEMENT OF EXPENSES PROCEDURES AND POLICIES AGREED (2015)" :</u>			
415	<ul style="list-style-type: none"> Separate claims for different currencies where possible. 	-		Handled internally via the claim form.
416	<ul style="list-style-type: none"> The banker and any other cheque signatory will ensure validity before signing the cheque / bank transfer. 	-		Validity covered in another section.
417	7. Misc Policies	-		
418	OA REGION 9 POLICIES & PROCEDURES extracts that the committee should be aware of:	-		This was unclear.
419	7.1 <u>REGION 9 REPRESENTATIVE</u>	-		
420	<ul style="list-style-type: none"> The representative can ask the region for financial assistance, in case the cost of participating in the Assembly prove to be too high for their service body to cover. 	-		Addressed in the changes.
421	<ul style="list-style-type: none"> The request has to be made within 2 months after receiving the Assembly invitation. 	-		Addressed in the changes.
422	<ul style="list-style-type: none"> Note that the funds allocated for representative assistance are limited and there is no guarantee that the support will be granted to all those applying. (Part of 2010d) 	-		Addressed in the changes.
423	7.2 <u>SUGGESTED CONTRIBUTION SPLIT</u>	-		

	A	B	C	D
	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
1				
424	• Donations to be divided 70/30 between service/delegates, unless otherwise specified. (1989d)	-		This policy does not make sense; not sure what it references or suggests.
425	7.6 OA OVERALL SERVICE STRUCTURE	-		This entire section is outdated. Appears to be a section when other options were being considered. No longer applicable.
426	The following statements were adopted.	-		
427	• Under the current structure we do not recommend breaking up into further groups.	-		
428	• Recommend Option 1. To consider carrying on as is.	-		
429	• Recommend that the assembly seek to improve communication during the year and that the strategic planning groups specifically work on this as action items.	-		
430	• 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.	-		
431	• We recommend that Region 9 Assembly take action to promote an increase of contributions to Region 9 and World Service Office.	-		
432	• We do not recommend country autonomy at this time.	-		
433	• In the long term we see Europe & Eastern Mediterranean as one group and Africa and Asia as separate groups. (2000c)	-		
434	7.7 REGION 9 FUNDS TO BE USED LOCALLY	-		
435	• 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)	-		
436	Under "Website" :			

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
437	The Region 9 website should include a document explaining the procedure for application to the Region 9 General Assistance fund. (2009a)	–		The "application for funding" documents being on the website is covered in another section
438	The Region 9 Website should include the document "How do service bodies trying to translate OA literature apply for financial assistance from Region 9?" (Refer Appendix) (2010c)	–		This document is no longer in existence but has been replaced by detailed information on the website and in the Finance section.
439	VII. Service Bodies	–		
440	MANUAL FOR NATIONAL /LANGUAGE SERVICE BOARDS	–		
441	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)	–		This manual doesn't exist on the website. Sample Bylaws, and how to start a service body (National and Language) are all now found on the oa.org website.
442	Move that the Assembly adopt the outline of the guidelines as revised for National/Language Service Boards. (2002a)	–		
443	Adoption of the Guidelines for National/Language Service Boards under the title Region 9 Manual: Guidelines for National/Language Service Boards and also publish it on the Region 9 Website. (2005c) (2015s)	–		
444	NEW GROUPS & CONTACT WITHIN REGION 9	–		
445	When new groups emerge in R9 the Chair and Trustee will encourage neighbors to help each other and use money from their budget, if available, to promote service visits from an existing IG or NSB to these new areas of OA activity. (1996g) (2013e)	–		This may be a good idea, but it is not the current practice.
446	RESTRUCTURING WSBC	–		Obsolete - not even sure what this references and it is no longer applicable.
447	This Region believes that restructuring decisions should take account of both cost and principle – they are equally important. (200f)	–		
448	REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS	–		

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
449	The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergroups in each country and the current number of groups, also including details of when the service body was represented at Region Assembly. (2010c)	-		This is now covered in Section I and General Officer duties.
450	Public Information	-		Information moved to "Miscellaneous" Section so this section is no longer needed.
451	The first week of September is designated as Region 9 week. (2008c)	-		Removed as the date is incorporated into the "Miscellaneous" section for R9 week.
452	Under "Word Service Business Conference & WSO" :			This policy only refers to WSBC. This document has nothing to do with WSO.
453	FUNDING OF REGION 9 CHAIR TO WSBC	-		Included elsewhere. This information moved so section no longer needed.
454		-		
455	X Convention	-		
456	The annual Region 9 Assembly will be held within Region Nine. (2015v)	-		Removed as covered in Section I already and this is not pertinent to the Convention.
457	Under "Miscellaneous" :			
458	REGION 9 OFFICE	-		Removed as these are outdated and no longer applicable.
459	Move to adopt a policy to prepare guidelines for setting up an office. (1995k)	-		
460	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)	-		

	A	B	C	D
1	OA REGION 9 POLICY AND PROCEDURES MANUAL AS LAST UPDATED IN 2016	SECTION NO	SUGGESTED CHANGES APPEAR IN THIS COLOUR	EXPLANATION OF PROPOSED CHANGES:
461	NOTEBOOK	-		Removed - these are outdated and no longer applicable
462	Region 9 will cease to publish the Notebook. (2004e)	-		Removed - these are outdated and no longer applicable
463	· Region 9 Assembly to implement a newsletter.	-		Instructional and not needed, just as "move that" is not needed.
464	· The R9 Newsletter is recommended to be 2 pages in size with one page divided equally and to be devoted to articles from the Region 9 Committees.	-		With electronic publications now used, size is only a factor in how much one wants to read.
465	· The other page to be devoted to articles submitted by representatives attending the assembly or the R9 Board / Trustee.	-		Too much detail. Removed to let the NL coordinator establish the content.
466	· Articles should be submitted within 45 days of the assembly.	-		Not necessary - especially as publishing more than once a year.
467	· The Newsletter Coordinator shall furnish a written activity report to the annual Region 9 Assembly (2014a).	-		Removed - this has never been done before.
468	Chronological List of Motions	-		
469	Overeaters Anonymous Region Nine Summary of Continuing Effects Motions is available at www.oaregion9.org or by e-mailing the Region 9 Bylaws Committee Chair at bylaws@oaregion9.org .	-		Removed as now mentioned in section I.