

Policy and Procedures Manual

Tidewater Intergroup of Overeaters Anonymous

December 2023

This Policy and Procedures Manual is meant to be an in-process handbook for the functioning of TWIG of OA. It serves as a guide to current practices so that the rotation of service will be smooth and those new to service positions will have a written guide to their duties and to how their position fits into the service structure as a whole. For more information:

<https://oa.org/app/uploads/2021/08/bylaws-and-policies-and-procedures-for-service-bodies-an-overview.pdf>

What is an Intergroup?

Tidewater Intergroup of Overeaters Anonymous (commonly referred to as TWIG) is the association of OA groups (face-to-face, virtual, hybrid) in the Tidewater area of Virginia, which includes Eastern Shore, Norfolk, Chesapeake, Virginia Beach, Portsmouth, Smithfield, Suffolk, Newport News, Yorktown, and Williamsburg.

Under the service structure of Overeaters Anonymous, the primary purpose of the Intergroup is to strive for unity within the fellowship. Intergroup allows members from designated OA groups to meet, share ideas, encourage one another, and work together to carry the message of recovery through the 12 Steps and 12 Tradition of Overeaters Anonymous to those suffering within the rooms and in the public at large. The Twelve Concepts of OA Service guide efforts throughout OA's service structure.

The relationship between Intergroup and individual meetings is a two-way street. Moving in one direction, Intergroup responds to the needs of the meetings; in the other direction, the Intergroup processes information to be passed along to meetings.

Who is in the Intergroup?

Intergroup is comprised of OA members serving in various roles such as Board Members, Committee Chairs, Committee Members and Group Representatives. Each group is allowed one voting member at the Intergroup.

Any OA member is welcome to participate in Intergroup whether as a Representative or as a visitor. Anyone can contribute to group conscience discussion, but only official Intergroup members may vote.

When and where are meetings held?

Intergroup generally meets on the third Saturday of the month via Zoom, 11:00am –noon. The Zoom link is available at oatidewater.org.

How does the Intergroup function?

The Intergroup Chairperson and the Vice-Chair, Secretary, and Treasurer oversee Intergroup meetings and Intergroup-wide activities. The qualifications of the Intergroup officers, their election, their terms of offices, and their duties are outlined in the bylaws available at https://oatidewater.org/uploads/1/0/7/8/107812593/bylaws_of_the_tidewater_Intergroup_of_overtreaters_anonymous_final.pdf.

Each member of the Intergroup attends monthly Intergroup meetings and, as a voting member, comes prepared to contribute to the informed group conscious by reading emails and reports and being informed about upcoming votes.

What does the Intergroup do?

As resources and interest dictate, the Intergroup:

- serves as a general resource for meetings, providing guidance and support.
- publishes a periodical newsletter.
- maintains the oatidewater.org website with a current meeting list, events page, calendar of events and resources and links which might be helpful to recovery.
- hosts a bi-yearly beach retreat if there is enough interest and service. The last one was held in 2019.
- through the Twelfth Step Within Committee, organizes and presents workshops, such as those around Unity Day, Spring Retreat, Idea Day, and Twelfth Step-Within Day.
- through the Public Information and Professional Outreach Committee (commonly called “Outreach”), keeps the local public informed of OA and its solution to compulsive eating.
- answers correspondence from interested individuals, area groups, members new to the area, etc. through our email info@oatidewater.org
- maintains a treasury to support the Intergroup function of carrying the message of recovery.
- provides lists of speakers and sponsors.
- represents TWIG at World Service and Region 7 business meetings

Who is on the TWIG Board?

The Board consists of the Intergroup officers (Chair, Vice-Chair, Secretary, Treasurer), the Region 7 and the World Service Business Conference Representatives. The Board serves as a steering committee for the Intergroup. In this capacity, the Board cooperates to set goals, objectives, and action plans, and establishes meeting agendas. The Board also works to unite the local Fellowship and carry the OA message of recovery within the rooms and the surrounding communities. It is the responsibility of the Board to establish committees to achieve the above.

Election of Board Members

(https://oatidewater.org/uploads/1/0/7/8/107812593/bylaws_of_the_tidewater_Intergroup_of_ovcreators_anonymous_final.pdf)

According to TWIG Bylaws, to qualify for Board positions, members must

- have six months' current abstinence*
- be working the Steps, Traditions, and Concepts to the best of their ability
- be a regular member of a TWIG-affiliated group

*World Service Business Conference Delegates must have one year of current abstinence and two years of service beyond the group level.

Elections are held in November at the monthly TWIG meeting. (In the future, pending a By-laws amendment, Region 7 Representatives and World Business Conference Delegates may be elected in September in order, as appropriate, to meet funding deadlines from the above service bodies.)

Nominations may come from the floor, or the Board may form a nominating committee. Each nominee must be present at the time of nomination. While not required by the Bylaws, nominees at their own discretion may speak to their qualifications as regards abstinence, previous service, and skills pertinent to the position.

Election is by ballot. The winning candidate must receive a majority of the votes cast.

In an adjustment made necessary by the Coronavirus pandemic, elections in 2021 and 2022 were held within the Zoom meeting. A member from another region was invited to attend the Intergroup meeting and accept votes sent privately to that person on the chat, then report the results. Voting members were reminded of the procedure for sending a private chat on Zoom.

Board members' one-year term of office** begins on January 1 and ends on December 31. Members may be elected for an additional, consecutive year. Additional years in the same office must be broken with at least one intervening year.

****Region 7 Representatives and World Service Business Conference Delegates serve for two years.**

The following practices have been suggested but are not currently provided for in the By-laws.

- During the month of December, the new officers shadow those leaving office to become familiar with the duties of the positions they will assume in January.
- Stagger the election of Board members, thus avoiding a complete turnover of offices in any given year. Perhaps in alternating years, the chair and the secretary would be elected, then vice-chair and treasurer.
- The Board also serves as the Finance Committee.

Duties of the Chair

- Attends and leads monthly board meetings and Intergroup meetings and prepares agenda based on
 - o the minutes provided by the Secretary
 - o input from TWIG Board members
 - o meeting Representatives
 - o other OA service bodies.
- Emails meeting agendas through the Secretary to forward to the current Intergroup email distribution list prior to the monthly meeting.
- Acts as a guardian of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- Conducts meetings using modified Roberts Rules of Order. (See Appendix A).

Note: Per Roberts' Rules, the chair does not speak to motions or vote except in the case of a tie.
- Uses the TWIG Zoom account to open and close meetings.
- Works with the Webmaster and committee chairs to ensure that the oatidewater.org website is updated and includes link to monthly Intergroup meetings.
- Acts as a signatory on the Intergroup banking accounts along with the Intergroup Treasurer.
- Maintains awareness of the yearly calendar of Intergroup events and deadlines, the TWIG Policies and Procedures Manual, and Bylaws.

- With the Board, networks to inspire service and ensure that TWIG as a whole and individuals in specific service positions clearly understand their roles and responsibilities,
- Holds trusted servants accountable for fulfilling their duties.
- With the Board, establishes connections with the Group Representatives and Committee Chairs to ensure understanding of responsibilities and to offer support as needed.

Duties of the Vice Chair

- Attends all Intergroup meetings.
- Assists the Chair in all duties and, as necessary, assumes the duties of the Chair if the Chair is unable or not present.
- As a voting member, comes prepared to contribute to the informed group conscious by reading emails and reports and being aware of upcoming votes.
- Serves as the Board co-chair of the PIPO committee.

Duties of the Secretary

- Attends monthly TWIG meetings, and as a voting member comes prepared to contribute to the informed group conscience.
- Maintains a current contact list for the Board, Committee Chairs, Representatives and visitors.
- Receives written reports from Committee chairs, Board members and Representatives prior to each Intergroup meeting to include in meeting minutes.
- Records attendance and minutes at each TWIG meeting, including Board members, Committee chairs and members, group Representatives and visitors.
- Arranges for the recording of the monthly meeting as an aid to creating accurate minutes
- Emails out unapproved minutes within five days of the TWIG meeting along with pertinent flyers to all members of the Intergroup.
- Makes a motion at the beginning of each TWIG meeting to accept the previous month's minutes.
- Deletes meeting recordings when the minutes have been approved.
- Attends monthly Board meetings and records attendance and minutes.
- Maintains a reference file of motions from all Intergroup meetings and saves to pass on to future secretary.

- Holds a key to the post office box and checks the box monthly. Note: For reasons of geographic proximity, another member may be asked to hold this key
- In absence of a WSBC Representative,
 - o subscribes to the monthly WSO email and makes relevant reports at the TWIG meeting.
 - o Handles all correspondence with World Service, including the agenda questionnaire that comes out each January. Reads all instructions and asks for assistance from previous Secretary, Chair or WSBC Representative, as needed.
- Maintains online storage of TWIG documents.
- Works with the Website Manager annually to renew website hosting, use of the domain name (oatidewater.org), and website backup. These renewals are due in September and October of 2024.
 - o Note: In a privately held document, Board members have access to the passwords and instructions for accomplishing the required tasks.
- Renews Logo permission every two years, using the form at <https://oa.org/app/uploads/2022/09/logo-request-form.pdf>. The next renewal is due June 2025. A copy of the 2023 completed form and permission is being sent to the 2024 TWIG Chair.

Duties of the Treasurer (See Appendix C for further detail)

- Collects and promptly deposits Intergroup funds, including
 - o donations from meetings, including Intergroup Seventh Tradition
 - N.B.: With the Intergroup meeting via Zoom, a Seventh Tradition was not taken in 2023.
 - o donations from individuals
- Establishes and maintains a bank account
 - o creates safeguards for protection of the Intergroup's assets
 - o reconciles bank statements with checkbook records
 - o updates the bank account signature card as needed
 - o maintains a prudent reserve
- Disburses money in a timely fashion to pay

- post office box fees
- meeting space (Zoom) fee
- fees related to creation and maintenance of oatidewater.org.
- expenses related to representation at the World Service Business Conference and Region Assemblies, as so directed by the Intergroup Board
- expenses related to Intergroup events such as workshops, retreats, and the like
- literature for PIPO
- donations, as directed by the Intergroup, to World Service and Region 7
- Looks for ways to economize
- Maintains financial archives for the time determined by the Intergroup (four years?)
- Maintains a bookkeeping system
 - chairs the Finance Committee
 - creates a budget with a committee from the Intergroup
 - collects budget requests from the Committee Chairs (See Appendix D.)
 - creates and maintains expense forms
 - submits governmental forms, as required
- Creates and presents regular reports to the Intergroup
- Oversees a yearly audit as directed by the Intergroup
- Interacts with group treasurers on money matters
- Interacts with the succeeding Treasurer to assure an orderly transition

Duties of the Region 7 Representative

https://oaregion7.org/pdfs/Region_Rep_Duties_List.pdf

- Checks region 7 website monthly
- Joins the Region 7 e-mail loop, reads all emails and shares important info with Intergroup and local meetings.
- Updates the Intergroup calendar with important region 7 dates, including registration deadlines and dates of Assemblies and Conventions.
- Attends Region 7 Spring and Fall Assemblies. Note: If the region 7 Representative is unable to attend an Assembly, any board member may register and serve as an alternate.
- Registers for the Assembly, secures hotel, provides own transportation and coordinates with the Intergroup Treasurer regarding reimbursement of expenses.

- Votes with full knowledge of the will of those they represent but, keeping mind Concept Two, “may change their position on an issue when presented with multiple perspectives or when motions are amended that alter the direction of the issue at hand.”
- Attends monthly Intergroup meetings to share Region resources and reports after Assemblies and as needed throughout the year.
- Meets with TWIG committee members to see if there are Region resources that may assist the committees in doing their work. (For example: speaker lists, workshops, funds for PIPO, contacts from other Intergroups who are working on similar projects)
- Endeavors to visit each meeting in the Intergroup at some time during the year, maintaining contact with a member from each group to get to know the needs, resources, and points of view of our local fellowship.
- Participates throughout the year in assigned Region 7 committee work.

Duties of World Service Business Conference Representative

- Understands the function of the WSBC is before standing for election.
<https://oa.org/app/uploads/2021/08/all-about-conference-01-how-to-prepare.pdf>
- Registers in a timely fashion and applies for delegate support if deemed necessary by the Board.
- Attends the WSBC, held yearly in early spring in Albuquerque, N.M. or virtually
- Prepares to contribute to the informed groups conscience as a voting member of the conference.
- In voting at the WSBC, the Representative follows the counsel offered in Concept Two as stated in the pamphlet “The Twelve Concepts of OA Service”: “Delegates of the WSBC know the will of the service bodies that elect them to serve as their representatives. However, because delegates hear a broad range of ideas presented on the Conference floor, they are not obligated to vote according to that service body’s will. They may change their position on an issue when presented with multiple perspectives or when motions are amended that alter the direction of the issue at hand.”
- Understands and communicates the importance of the Agenda Questionnaire sent to all Intergroups to establish the Conference agenda. The WSBC Representative coordinates the completion and submission of the Agenda Questionnaire.
- Accesses, reads through, and acts on the pre-Conference materials, being careful to comply with deadlines for actions related to the Conference meetings.

- Researches the motions which will be considered by the Conference.
- Meets WSBC committee responsibilities between annual Conferences.
- Reports to the Intergroup on the WSBC experience and ongoing committee work

What follows is the action plan of the TWIG 2023 World Service Business Conference Representative:

Upon Election: Checked the oa.org schedule of events and deadlines.

January 2023: Registered for conference, followed WSO guidelines for preparing for conference, sent an e-mail to all TWIG representatives concerning the Agenda Questionnaire. (See Appendix F)

February 2023: Submitted Agenda Questionnaire Summary Response to WSO, with copy to TWIG Board and group representatives, completed travel plans for WSBC

March 2023: Continued prep/reading for Conference.

April 2023: Attended Conference and prepared brief informal report for TWIG Board/Reps.

May-December: Continued to monitor and report on Conference proceedings report and outcomes and participated in assigned Conference Committee.

Duties of the Website Manager

- Maintains the TWIG website
 - o updates meeting information
 - o adds events
 - o designs website
- Maintains the email addresses associated with the website
 - updating forwarders
 - creating passwords for webmail access
 - updating the "blast email" contacts in the info@oatidewater.org address book
- Sends "blast" emails when directed by the TWIG Board
- Receives emails via the submission section of the website
- Acts as liaison with Bluehost for any server/website issues
- Ensures payment of the annual domain renewal and webhosting in communication with the TWIG Treasurer

Duties of the Newsletter Editor (Note: As of Dec. 31, 2023, there is no Newsletter for lack of submissions.)

- Skills required
 - o Knowledge and use of personal computer skills
 - o Word processing
 - o Editing
 - o Layout and design
 - o Microsoft Office software
- Equipment required
 - o Access to computer
 - o Email address and access
 - o Microsoft Office
- Commitment;
 - o Four-six hours a month in performing required duties
 - o Attend Intergroup meetings once a month
 - o Prepare and edit newsletter articles
- Responsibilities
 - o Solicit information and materials from OA members/OA World Service/Region 7
 - o Publish a periodical newsletter
- Job description
 - o Collect information to be included in the newsletter from OA sources
 - o Send the final newsletter master to the Webmaster for publishing on the website
 - o Be aware of and avoid any possibility of copyright infringement
 - o Using computer software, desktop publishers' format and combine text, numerical data, photographs, charts, and other visual graphic elements the editor will produce publication-ready material
 - o The Newsletter Editor may write and edit text, create graphics to accompany text, convert photographs and drawings into digital images and then manipulate those images, design page layouts, create proposals
- Article suggestions
 - o 12 Steps / Traditions / Concepts related to the season

- General information about the date, time and location of local OA meetings, INTERGROUP meetings and updates, OA World Service updates, Region 7 updates, other OA newsletters, and personal writings on OA related topics...

General Policies for Board Members and Meeting Representatives:

- Mailing lists are not used for anything other than Intergroup business and are not released to anyone outside OA.
- All expenses incurred by officers in the performance of their duties are paid by the Intergroup. See Delegate Funding Guidelines in Appendix C.
- Expense Request/Report forms (Appendix D) and receipts for all are submitted to the Treasurer reimbursement of authorized expenses.
- Advances against expected expenses may be obtained.
- Receipts for all expenses, and any remaining balance of an advance, must be submitted to the Treasurer within 60 days of the delegate's return from the Region Assembly or World Service Business Conference.
- Actual expenses will be reimbursed. See Appendix C for reimbursement form.

What is an Intergroup Representative?

Each OA group, by group conscience, selects a Representative to attend Intergroup meetings. According to the Bylaws, "The duty of the Intergroup is to represent the group at Intergroup meetings and to serve as a contact to carry communications between the Intergroup and the represented group."

Intergroup Representatives contribute to the informed group conscience and are voting members. Representatives talk to their group about important upcoming votes to reflect the opinions and desires of their group.

Representatives who must miss an Intergroup meeting delegate another group member to serve as a substitute at the meeting, being careful to inform the substitute delegate of their responsibilities by showing them this manual.

Each Representative submits a written report to the Intergroup secretary 48 hours prior to the Intergroup meeting, including such information as average meeting attendance, meeting format, speaker meetings, celebrations, newcomer attendance, and returners, as well as any needs or concerns arising from the group or concerning the Intergroup as a whole. At the Intergroup meeting, the Representative follows up with an oral report.

Once Intergroup minutes are available, the Representative shares them at the next group meeting, whether with a physical copy or via chat or email. At announcement time in the group meeting, the Representative shares information relevant to the group. This might include upcoming Intergroup events, meetings, or service vacancies. The Representative keeps announcements brief. If necessary, announcements can be spread out over a couple of meetings. Representatives may choose to direct members to oatidewater.org for detailed information.

It is the responsibility of the group Representative to advise the webmaster at oatidewater.org and World Service at oa.org of changes in meeting time, place, and/or format.

Representatives inspire group members to do service by citing such opportunities as serving on a committee, being a group/region/WSBC Representative, and attending Intergroup meetings. Personal invitations to service often are more effective than all-calls.

Overall, a diligent Representative not only strengthens the relationship between the Intergroup and each meeting but also enhances his/her individual recovery.

What committees exist in TWIG?

To the extent that there are members willing to serve, TWIG has committees devoted to Bylaw Review, Finance, Public Information and Professional Outreach (PIPO=Outreach), Twelfth Step Within, and Retreat Exploration.

What is a Committee Chair?

Committee Chairs are members who volunteer to chair a committee authorized by the Board. Volunteers discuss with their sponsor the appropriateness of taking on this service, together considering the strength of the volunteer's abstinence, time commitments, and individual skill sets.

Committee Chairs, who are voting members of the Intergroup, attend the monthly Intergroup meetings prepared to contribute to the informed group conscience by reading group e-mails and reports before the Intergroup meeting, thus being aware of upcoming votes.

The Committee Chair recruits committee members and holds meetings as needed (suggested monthly for PIPO) to brainstorm and plan projects and events. Committee meetings announced at the Intergroup meeting are added to the Intergroup calendar. A TWIG Zoom account is available for committee use, provided the account has a calendar opening.

Twenty-four hours prior to the Intergroup meeting, the Committee Chair submits a written report to the Intergroup Secretary. These reports include the number of people serving on the committee, details concerning progress towards upcoming projects and service, statement of current needs, and requests for support. When projects or events are over, the committee chair includes in the report a summary and evaluation.

The Committee Chair keeps accurate records of spending, donations of money and goods, and, as appropriate, submits receipts to the Intergroup Treasurer for reimbursement. Faithfulness to this process enables the Intergroup to have a current record of costs, which will aid in creating a budget for the next year. Each October the Committee Chair sends a report of this information to the Intergroup and submits a budget request form (Appendix D) for the coming year. That budget is due to the Intergroup by October 15.

Committee Chairs research and utilize resources available through OA Region 7 and OA World Service by visiting oa.org and oaregion7.org, all the while consulting with the Region 7 and WSBC Representatives. Resources include ideas for PIPO projects and workshops, funds and grants, guest speakers and workshop leaders, and contacts from other service bodies serving in similar roles who can share experience and expertise.

The Committee Chair communicates with the Intergroup webmaster, as needed, to update the website with pertinent information or documents for posting at oatidewater.org.

Committee Chairs, when rotating out of the position, assist the incoming chair as needed with the transition by sharing processes, successes, and lessons. A written record of projects and events and feedback is an invaluable resource to pass along. Similarly, it is the responsibility of the Committee Chair to pass along any handbooks pertinent to the position of Committee Chair.

Committee-Specific Duties:

Retreat Exploration Committee:

- Explores opportunities to offer workshops, retreats (single- or multi-day), or fellowship-wide celebrations following the lead of World Service
- Seeks to involve members in person and virtually as the situation permits
- Coordinates with other intergroups to sponsor events
- Encourages broad committee involvement

Note: The last Beach Retreat was held in 2019. During the pandemic (2021?), TWIG voted to suspend further discussion of a Beach Retreat and in 2022(?) voted to re-orient to a Retreat

Exploration Committee. This committee began work in late 2023 to organize workshops and retreats for 2024.

Bylaws Committee

- Conducts a yearly review of the By-Laws and the Policies and Procedures Manual. Notes the following guidance from the World Service Office document “Bylaws and Policies and Procedures for Service Bodies: An Overview” Rev. 6/18. “It is good practice for your service body to review your bylaws and policies and procedures manual annually to ensure that any pertinent changes made at the World Service Business Conference (WSBC) as well as possibly changing local needs are reflected in the documents. An annual review will help ensure that your documents are consistent with your current practices. Your updated bylaws then need to be submitted to your trustee and the WSO.”
- Makes sure that Intergroup members are familiar with the Policies and Procedures Manual as a resource.
- Has a copy of the Policies and Procedures Manual available at each Intergroup meeting.
- Reminds members of Policies and Procedures and Bylaws as decisions are made.
- Notifies the Board one month before a vote on motions to amend the Bylaws along with a rationale for each.
- Presents motions and rationale to the Intergroup one month before voting on the change.
- Works with the webmaster to ensure current Bylaws and Policies and Procedures are updated on the website.
- Follows procedures for informing Region 7 and the World Service Business Conference of Bylaws changes. The process is as follows, described by Region 7 Trustee Karen Beck in an Oct. 14, 2021, e-mail exchange with TWIG Bylaws Chair Celena T, via a forwarded e-mail from Region 7 Chair Terri B.: “If they update their bylaws, they make the change and then send it to the WSO. I will be sent a copy of the updated bylaws to make sure they are conforming. Region 7 doesn’t have to do anything.”

Finance Committee

- The Finance Committee is made up of the TWIG Board and at least one Meeting Representative who is not a current member of the Board.
- Is chaired by the Intergroup Treasurer.
- Guides the finances of the Intergroup.

- Develops an annual budget.
- Analyzes any variance from the budget.
- Meets at least quarterly or more frequently, as needed.
- Audits or arranges for a quarterly audit of all Intergroup checking and savings accounts.

Public Information/Professional Outreach Committee (PIPO) – often referred to as “Outreach”

- Reads and is familiar with the PIPO Handbook to get ideas and inspiration.
- Hosts monthly committee meetings
- Recruits/inspires committee members
- Carries the message to the compulsive eater who still suffers, paying particular attention to the 11th Tradition.
- Seeks means of publicizing OA to the public while upholding the Traditions, especially the 12th tradition.
- Maintains inventory (written list) of materials such as banners, signs and pamphlets for use at fairs and community events
- Makes sure the Intergroup is aware of available PIPO resources and oversees the loaning out and return of such items. (See Appendix D for request form)

Twelfth Step Within Committee (TSW)

- Reads and is familiar with the TSW Handbook to get ideas and inspiration.
- Plans workshops and events to help carry the message of recovery to members. (See Appendix G.)
- Refers to OA.org calendar of events to consider ways to observe special days that we share as a world-wide fellowship, including Unity Day, Idea Day, Sponsorship Day, and especially TSW Day.
- Addresses issues of member retention and relapse by various projects, campaign, and activities. (Suggested ideas: updated sponsors list, speaker lists, relapse survivor phone list, call-5 to stay alive campaign)

APPENDIX A: Roberts Rules of Order – Simplified

Guiding Principle:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is happening at all times.
- Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by adding words, striking words and/or striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set time period or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3rds vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after one item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

Call for orders of the day.

You want to take a short break.

Move to recess for a set amount of time.

You want to end the meeting.

Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.

Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

You may INTERRUPT a speaker for these reasons only:

to get information about business – **point of information,**

to get information about rules – **parliamentary inquiry**

if you can't hear, safety reasons, comfort, etc. – **question of privilege**

if you see a breach of the rules – **point of order**

if you disagree with the president of the board’s ruling – **appeal**

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

Appendix B: TWIG Monthly Business

Note: Important dates for WSBC Conference and Region 7 Assemblies are posted online at oa.org and oaregion7.org. Check yearly for exact dates. Dates below follow what has been done in the past. This is a guide to help the chair set agendas and for reps, committee chairs and board members to see when important service obligations need to be addressed.

January: Groups vote on WSBC Agenda Questionnaire. (WSBC Representative or, in the absence of a Representative, the Secretary takes the lead on this correspondence.)

Report from Treasurer of meeting contributions. Secretary sends thank you to group, acknowledging their yearly contribution.

TSW event opportunity: OA birthday, January 19, 1960, celebrated the third weekend in January.

February: WSO delegate forms due at the beginning of the month.

Agenda questionnaire typically due mid-month and is mailed by WSBC

Representative/Secretary after vote is completed.

TSW event opportunity: Unity Day celebrates the connection of all members and groups of OA to another. In even years, the last Saturday in February at 11:30 a.m. local time; in odd years, the last Sunday in February at 11:30 local time.

February/March: Region 7 Spring Assembly

April: WSBC, Region 7 Report

May: WSBC Representative gives report of Conference.

June: Secretary works with Intergroup reps to make sure meeting contacts and information are correct on oatidwater.org and oa.org.

July:

August: TSW Event opportunity: Sponsorship Day- Celebrated the third weekend of August to acknowledge the importance of sponsoring in our fellowship.

Domain name (oatidewater.org) renewal due.

September: Board Members and Committee Chairs announce their intentions for upcoming year. Establish a nominating committee to fill vacancies.

Web hosting via Bluehost, website backup renewal due.

October: Region 7 Fall Assembly. Budget request forms due from committee chairs.

Treasurers and Finance Committee meet to complete budget for review and questions.

WSBC delegate support fund applications need to be completed and signed See

<https://oa.org/app/uploads/2021/06/delegate-support-fund-application-22-interactive.pdf>

November: TSW event opportunity: International Day Experiencing Abstinence (IDEA), the third weekend in November, to encourage OA members worldwide to begin or reaffirm their abstinence from compulsive eating or compulsive eating behaviors. Elections of Board members and Region and WSO reps. Submission of final budget and vote to accept. Region 7 report of Fall Assembly.

December: TSW event opportunity: December 12, each year, is designated as OA's International Twelfth Step Within Day to encourage OA service bodies, meetings and individual

members to reach out to those within the fellowship who are still suffering from compulsive eating behaviors.

TWIG address: OA TWIG (The IRS recognizes TWIG's name as Tidewater Intergroup of OA.)

PO Box 65621
Virginia Beach, VA 23467

The post office box is paid annually.

Fees for website hosting, backup, and use of domain name are due annually in September and October. These fees are paid either by a member of the Board or the Website Manager.

Note: The Board, in a separate document, has access to the necessary websites and passwords for this process

The Zoom subscription is paid annually by the Website Manager.

LOGO permission is due in June of 2025. The secretary requests this renewal every two years. A copy of the current renewal is in the possession of the TWIG Chair.

Appendix C: The Treasurer's Procedures Manual: A supplement to the information included under Board and Duties of the Treasurer (above)

This Treasurer's Procedures Manual is an informal guide to the standard operating procedures of the TWIG of Overeaters Anonymous (TWIG) as of December 2022. Its purpose is to provide a reference for educating the new Intergroup Treasurer.

Please see OA Treasurer Guidelines and sample spreadsheet at [OA.ORG](https://oa.org/guidelines-meetings/treasurer/).
<https://oa.org/guidelines-meetings/treasurer/>.

NOTE: When you have completed your service as a TWIG Treasurer, we ask that you pass this Procedures Manual (and any other relevant materials) on to your successor.

Tradition Five: “Each OA group has but one primary purpose, to carry the message to the compulsive eater who still suffers.”

Qualifications for TWIG Treasurer: Have six months of current abstinence and be a regular member of a TWIG-affiliated OA meeting, as stipulated in the Bylaws.

Monthly/ongoing duties

- Each month, the **Treasurer provides a written report** (perhaps in a spreadsheet) to TWIG on its financial position. The report lists activity for both the most recent month and the year-to-date numbers in relation to the budget-line items.
- **Email an electronic version** of the Treasurer's Report before the monthly Intergroup meeting to the Chair, Vice-chair, and Secretary.
- **Present monthly reports** to TWIG about Intergroup’s financial condition (in person or writing).

This report contains:

- A listing of assets and liabilities of TWIG including bank account balances.
- An income and expense statement listing itemized expenses and sources of income, including all reported 7th Tradition contributions from committees and TWIG Special Events as well as any reimbursements.
- An itemized list of contributions by groups. This is important so that Intergroup Representatives can easily verify that their contributions have been received.
- The Treasurer is elected at the December meeting along with the Chair, Vice-Chair, and Secretary.
- Intergroup meetings are usually run according to a relaxed form of parliamentary procedure (see Appendix A: Robert’s Rules of Order Simplified). Motions need to be moved and seconded before they can be discussed and voted upon. While there are usually no limits on debate, to speed things up the Chair may limit debate to three pros and three cons on an issue, as it is done at the World Service Business Conference. When an item is being debated, it is suggested that Representatives only speak up if they want to speak to a point that has not already been covered. The Chair may table a motion/discussion in the best interests of the Intergroup and the process. Refer to the Bylaws Chair for information concerning TWIG OA Bylaws.

- The Treasurer **holds the P.O. Box key and picks up mail** from P.O. box # 65621, Virginia Beach, VA 23467. The Post Office location is 1225 Kempsville Road, Virginia Beach, VA 23464. (The TWIG Chair holds the spare key.)
- **Collects and deposits donations** from the **P.O. Box** monthly into the **TWIG of OA** checking account at **Wells Fargo Bank**. (All contributions to Intergroup are considered General Funds unless specified by the donor.)
- Reviews and **reconciles bank statements**. The Treasurer is the primary responsible person for the TWIG bank account and holds a bank debit card.
- **Disburses funds** per TWIG policy.
- **May chair a subcommittee** on TWIG financial matters.
- **Develops annual budget** for the upcoming year (January-December). Please see OA Budget Guidelines at [OA.ORG. https://oa.org/service-bodies/budget-guidelines/](https://oa.org/service-bodies/budget-guidelines/).
 - o Prudent Reserve is \$500.00, to make certain at least three months of operating expenses are on hand at all times.
 - o In October, in preparation for the start of the fiscal year on January 1, the officers develop an operating budget, project income and expenses for the next twelve months, and perform a detailed review of all financial transactions and documents such as bank statements, invoices, and receipts since the beginning of the fiscal year.
 - o The budget is presented at the Intergroup meeting in November for approval and voted on (approved) in December. Bank statements, invoices, and receipts can be discarded after the annual reviews are completed.
 - o **Provides input** to TWIG and/or Board regarding the budget, as requested.

Budgeted Expenditures:

- The Treasurer can make some payments for expenditures on the TWIG budget without a vote from TWIG. These expenditures include the cost for the website, printing, copying, postage, post office box, Zoom subscription, supplies, reasonable expenses of sending Representatives to R7 and World Service, following TWIG policy, and rent for TWIG meeting location (if meeting in person). If the Treasurer has a concern about the reasonableness of the expense, s/he is expected to discuss the matter with the Chair or bring the item to the Intergroup for approval.

- Written documentation must be provided with all requests for reimbursement. If a receipt is missing, then a written note describing the nature of the expense must be included with the request.

Non-Budgeted Expenditures:

- A voting majority of TWIG Board Officers may authorize non-budgeted expenditures up to \$75 without a vote of TWIG. In emergencies that must be acted on before the next Intergroup meeting, a majority of the Board Officers may act on behalf of TWIG.
- OA members wishing to sponsor an event may request funding. A short oral or written request is sufficient, stating the purpose of the event and the approximate timeframe. Normally, if funding is available, TWIG will approve estimated expenses or, if not yet determined, TWIG will approve monies for a potential event to cover reasonable expenses (e.g., rent, materials, speaker travel). If necessary, TWIG can approve additional funding. The sponsoring meeting or group of OA members will submit receipts up to the approved amount, after the event. (That is, event income is used to cover expenses first, then the TWIG-approved funding is applied.)

Delegate Funding Guidelines:

- **Region 7 Assemblies:** Registration and up to two (2) nights at Assembly hotel based on two-person occupancy, the current IRS volunteer mileage allowance plus tolls. Hotel and meal reimbursement for the night before and the night after the assembly may be covered with advance approval of the TWIG Board. If meals are not included in registration, up to two (2) days for meal expenses in the amount of \$30 per day, or the actual expense, whichever is less. Written documentation must be provided with all requests for reimbursements. If a receipt is missing, then a written note describing the nature of the expense should be included with the request.
- **World Service Business Conference:** Registration, round-trip airfare and checked bag fees each way for 1 bag. Transportation between the hotel and airport. Up to six (6) nights at a conference hotel based on two-person occupancy. If meals are not included in registration up to six (6) days at \$30 per day for meal expenses. Hotel and meal reimbursement for the night before and the night after the Conference may be covered with advance approval of the TWIG Board. Written documentation must be provided

with all requests for reimbursements. If a receipt is missing, then a written note describing the nature of the expense should be included with the request.

Seventh Tradition Donations to TWIG of OA:

By mail: P.O. Box 65621, Virginia Beach, VA 23467 Check/money order should be made payable to TWIG of OA and must include the OA group number or project noted on the check. The canceled check will serve as the receipt of the contribution.

OA group contributions:

- **Tidewater Intergroup of OA** (suggested contribution 60%)
- **Region 7** (suggested contribution 10%) Contribute online: To use PayPal via R7 website: <http://oaregion7.org/home/contributions-page/> The OA group number must be included (in the PayPal comment line). The group number is found in each copy of the TWIG minutes in the group listing.
- **World Service Office** (suggested contribution 30%) Contribute online: <https://oa.org/contribute/> Or by mail: P.O. Box 44020 Rio Rancho, NM 87174-4020 Check/money order should be made payable to the World Service Office and must include the OA group number.

Timeline of expenditures to be aware of:

- **January:** Newly elected officers, including the Chairperson, Vice-Chairperson, Treasurer, and Secretary may conduct a review of invoices, receipts, bank statements, etc. for the past calendar year. Reconciliations are made as needed.
The Zoom subscription renews.
- **February:** World Service requests that we register any WSBC delegates.
- **February/March:** Region 7 Representatives(s) attend Spring Assembly
- **May:** Delegate expenses peak in May due to the possible expense of sending a delegate to the World Service Business Conference. It is essential that TWIG anticipate this need and put funds aside to cover these expenses.
- **June:** Officers including Chair, Vice-Chair, Treasurer, and Secretary may conduct a six-month review of invoices, receipts, bank statements, etc. Reconciliations made as needed.
- **August:** World Service Convention (every three/four years). The Website fees are due.

- **September:** The post office fee is due.
- **September/October:** Region 7 Representative(s) attend(s) Fall Assembly.
- **October:** The next year's budget is developed in coordination with the Chair and others as appropriate.
- **November:** The next year's budget is presented to TWIG for approval.
- **December:** Intergroup votes on (approves) the proposed new budget. The fiscal year begins January 1.

Appendix D: Forms (budget, funding)

TWIG Budget Request Form	
Name _____	Date _____
Group/Office _____	
Committee:	
Chair:	
Actual Spent: \$	
Projected Expenses:	
Projected Income:	
Description of project(s)	

OA Tidewater Region 7 and World Service Business Conference		
Delegate Budget Proposal		
Name _____	Date _____	
ITEM	ESTIMATE	SOURCE
Registration Fee	\$ _____	R 7 _____ WSBC _____

Hotel: R 7: two-person occupancy + tax for two nights. WSBC: two-person occupancy + tax for up to six nights		R 7 _____ WSBC _____
Meals (if not included in registration): R 7: \$30 per day up to two days or actual cost, whichever is less. WSBC: \$30 per day for up to six days or actual cost, whichever is less.	\$	R 7 _____ WSBC _____
Mileage/Tolls: Miles x.14 per mile (2021 IRS volunteer mileage rate) + applicable tolls		R 7 _____ WSBC _____
Roundtrip Airfare: For WSBC, if TWIG budget allows, plus fee for one checked bag and hotel airport transportation each way		R 7 _____ WSBC _____
TOTAL		R 7 _____ WSBC _____

Appendix E: Does TWIG need to be concerned about filing an income tax form?

In March 2022, TWIG Chair Ellen G. submitted the following summary of research done on the above question:

The TWIG Board has determined that TWIG does not have an obligation to file tax documents. The Board spent extensive time researching the need and requirement to file such documents. Below is a listing of contacts made in relation to this topic and results of such contacts:

Region 7 Treasurer: Noted that Region 7 has an accountant that files taxes for them. The Treasurer also noted however, that her home group does not file any tax documents.

Baltimore Intergroup Treasurer: Noted that they are in the process of investigating if and what tax form they should fill out. To date, they have not filled out any tax documents.

IRS: Although TWIG has an EIN, we are not listed as a non-profit or listed under any other type organization. In addition, TWIG never requested and filled out necessary paperwork to be considered non-profit.

Virginia Corporation Commission (VCC): Confirmed that TWIG is not listed as a non-profit or listed under any other type of organization. VCC also noted that the typical process is that a group contacts the VCC to submit necessary paperwork and then get an EIN (employer identification number). NOTE: TWIG filed for an EIN in 2021 in order to obtain the use of PayPal service for donation purposes.

Previous Board Members: Confirmed that TWIG has never filed any paperwork for a non-profit status and TWIG never submitted nor considered submitting any tax documents.

Based on the research and contacts listed, the TWIG Board has determined that filing tax documents at this time is not necessary and will look into this again in the future as needed.

Appendix F: WSBC Agenda Questionnaire

SAMPLE A, email sent to TWIG Reps in January 2023 by the World Service Business Conference Representative:

“Hello all! It’s that time of year again: each Tidewater OA member’s opportunity to participate in OA business worldwide by voting on what they would like the World Service Business Conference delegates to consider at this year’s assembly. As your newly elected WSBC Representative, I will collect each local group’s responses to the agenda questionnaire and report to World Service Office (WSO) which new items our Intergroup says should be brought to the table this year.

To make this as easy as possible, I’m attaching links to three documents: the Agenda Questionnaire Summary as well as the full Proposed New Business Motions and Bylaws Amendments. *Just remember: your group isn’t voting on whether a change should be made, but rather whether the motion should be considered at the business conference in April.* Only the motions supported by at least 50% of the responses will be included.

I need your group’s “Yes” or “No” vote on all the proposed agenda items. Some are “housekeeping” items—wording changes or updates to reflect our current practices, for

example. Others are potentially more far-reaching issues. Please pay particular attention to these, which seem to me to be the most far-reaching issues this year:

New Business motions and By-Laws motions (*specified*)

Here is what you need to do:

1. Set up a business/group conscience meeting with your group (with backup date in case you need more time.)

2. Record on the Agenda Questionnaire Summary your group's "Yes" or "No" vote on each proposed agenda item.

3. E-mail me (*insert email*) the Agenda Questionnaire Summary with your group's responses by **February _____.**

(Please include in the body of your email to me any important comments you want forwarded with your votes.)

Note: TWIG's deadline for being included in the survey is Feb __, which gives me a short time to collate the responses and send to WSO. if you need help or extra time to respond, please let me know so I can help you with it. Just call or text me at the number below.

Thanks for your support!"

SAMPLE B, sent by the TWIG secretary to the group Representatives in January 2022:

"Please carefully consider each proposed New Business Motion and Bylaw Amendment to decide if the delegates should discuss and vote on it at WSBC 2022. Does its debate benefit OA currently? Your "yes" or "no" vote is NOT a vote to approve or disapprove the content of the New Business Motion or Bylaw Amendment. Those agenda items discussed and voted on by the 2022 Conference delegates will affect OA as a whole for years to come; therefore, they should be important to the Fellowship as a whole."

1. Submit your group's response to each motion by **February ____ 2022**.

Note: The _____ deadline is the date when the Secretary needs to submit the collated results to WSO. If you need a few (3-4) more days to complete the questionnaire, please let her know, but note that she is under a time constraint.

2. She would be glad to help you fill out with this in any way, even walking you through it. Just let her know by e-mail or phone.
3. You will need to call a business meeting or two to complete the questionnaire.

4. By Feb. ____, return your group's response via e-mail to the TWIG Secretary. A response form is attached.
5. The Secretary collates and submits responses from the Intergroup as a whole. (Only Intergroups and other service bodies can submit motions for consideration at WSBC.)
6. Each group answers yes or no to each proposed motion.
7. If you would like to understand more context for each proposal, please check the blog at the Central Virginia Intergroup's website at <https://centralvaoa.org/wordpress/index.php/category/blog/>.
8. There is no space for comments on the questionnaire, but I see from the instructions that comments are invited, and a past delegate has noted that a thread of similar comments from respondents was a factor in consideration of some motions.
9. Those motions receiving at least 50% of the returned questionnaires will be eligible for consideration at the WSBC conference in April in Albuquerque.

Appendix G: Guidelines and Suggestions for Workshop Leaders

Thank you for stepping up to lead a workshop! Your service is very much appreciated by TWIG as we seek to strengthen individual recovery and create opportunities for fellowship and unity among our members. As we share our experience, strength, and hope, we help others to remain/get abstinent and grow in the Twelve Step way of life!

Getting Started:

- Choose a topic related to compulsive eating and recovery through the steps and traditions.
- Work with the Twelfth-Step-Within Chair to pick a time, day, and location for the workshop.
- Create a flyer for distribution at Intergroup six weeks in advance of the workshop. Email the webmaster to request the flyer be posted to the website and sent through our email blast.

Planning the Workshop:

- Reach out to Twelfth Step-Within Chair if you need to purchase items or make copies for your workshop. Funds are available upon request and approval.
- Ensure that your workshop has a variety of activities for participant to be engaged and active!

- Consider having a team to help you with planning, creating flyers and handouts, choosing speakers, and leading games or other special activities.
- In the past, facilitators have used the following activities: Speakers, small group question guides for sharing experience strength and hope related to the topic, skits, games, crafts and drawings, listening to music, reading OA approved literature, writing prompts, moments of silence for mediation. You can increase the list ad infinitum!
- Visit oa.org for wonderful resources, including entire workshop kits ready to use and modify.
- Submit handouts in advance to the TSW committee to screen for adherence to OA guidelines on handouts on events. Guidelines for OA events are online at <https://oa.org/app/uploads/2021/09/guidelines-for-oa-events.pdf>

The Day of Workshop:

- Pass around a We-Care list for everyone to list name/number and status (sponsor/newcomer/visitor).
- Pass the basket for the 7th Tradition.

After the workshop:

- Leave the rented space as found, and make sure the facility is locked when you leave.
- Within one week of the event, please submit the We Care list, workshop flyer and handouts to the Twelfth Step-Within Chair, and the 7th tradition report and monies to the INTERGROUP Treasurer.

Tradition 8: Overeaters Anonymous should remain forever non-professional, but our service centers may employ special workers.

APPENDIX H: Links:

[Overeaters Anonymous Handbook for Members, Groups and Service Bodies: Recovery Opportunities e-book \(oa.org\)](#)

<https://oa.org/app/uploads/2021/08/bylaws-and-policies-and-procedures-for-service-bodies-an-overview.pdf>

[Twelve Concepts of OA Service](#)

[Twelfth-Step-Within Handbook \(oa.org\)](#)

[Public Information \(PI\) Resource List \(oa.org\)](#)

<https://oa.org/family-friends/> Guidance for working with those under 18

<https://oa.org/young-people/>

From Region 7:

<https://oaregion7.org/wp-content/uploads/2021/09/Intergroup-Renewal-Manual.pdf>

<https://oaregion7.org/wp-content/uploads/2021/09/Outreach-Intro-to-OA.pdf>

Search in document library at:

[Document Library - Overeaters Anonymous \(oa.org\)](#)

[Guidelines for OA Newsletters](#)