

## Virtual Region Assembly Standing Rules

### I. Standing Rules

These rules take precedence over Robert's Rules of Order, Newly Revised with which they may conflict. They may be suspended by a two-thirds vote using a Motion to Suspend the Rules.

The Standing rules will be published 45 days in advance of any business meeting and may be amended at any time during a meeting through a motion from the floor; it requires the motion to be seconded, debated and the majority vote. Proposed amendments may be submitted in advance and then voted on at the assembly.

### II. General Practice

1. The group conscience prevails over all motions.
2. Parliamentary procedure according to Robert's Rules of Order, Newly Revised will be followed with these noted exceptions.
3. Members who require special consideration for extended time to speak in a timed debate or question situation, may request same from the chair, either from the floor or in advance of the meeting.
4. Anyone who wishes to address the assembly must contact the center mic, who will manage the queue and notify the chair. The chair will then recognize the member in the appropriate order.
5. After being recognized, a person shall state their name, service body, and business.
6. The only recording allowed at assembly will be by the secretary for the sole purpose of assistance with accuracy of minutes.
  - a. Any such recordings shall be retained until the minutes are approved, then erased or destroyed.
  - b. Recording by any participant at the business assembly is not allowed.
7. No screen shots or photographs of the assembly members will be taken.
8. Etiquette
  - a. During the assembly all participants will be muted until they are recognized by the chair. To be recognized, they will use the 'raise hand' feature of the platform, unless otherwise instructed.
  - b. Attendees are requested to sit quietly in front of their cameras.
  - c. Attendees are requested to turn off their video if they are moving around, eating, or chewing gum. Beverages are permitted.
  - d. No smoking or vaping on camera.
  - e. One person will speak aloud the words of a prayer or a similar reading, while the rest of the participants remain muted.
  - f. Attendees are requested to use any indicated personal pronouns in reference to any individual indicating their personal pronouns preference.

### III. Minutes Review Committee

1. A Minutes Review Committee will be appointed as the beginning of each Assembly.
2. The committee will consist of the Secretary and two service volunteers.
3. These service volunteers will record the results of all business including the number of yes and no votes each side.

### IV. Participation in a Virtual Region Assembly

1. Any voting member as defined in the Bylaws of the Virtual Region Article III, Section 1 may participate in assembly procedures, e.g., vote, make a motion, speak to a motion, etc.
2. Visitors may have a voice at the discretion of the chair.
3. An unaffiliated meeting of OA Virtual Region or a meeting or an Intergroup or other Service Body of Overeaters Anonymous (OA) may request voting rights at the business assembly by taking the following actions:
  - a. The meeting, intergroup or service body will submit a written statement on why they wish to have full rights (voice and vote) at the business assembly.
  - b. The proposed representative must confirm that they:
    - i. Are a member of a meeting, intergroup or service body of OA, as defined in OA Inc., Subpart B Article V Sections 1 and 2 as well as Article VI.
    - ii. Have a minimum of six months current continuous abstinence as defined by Overeaters Anonymous, while practicing the Twelve Steps and Twelve Traditions of OA.
4. Should a voting member, service member or visitor become abusive or disruptive during the Assembly the presiding officer will
  - a. Remind them that there is an expectation of courtesy towards all in attendance.
  - b. If they continue to be disruptive, the member will be placed in the waiting room, or a breakout room until they have had time to collect themselves.
  - c. If they desire to speak with someone about what is upsetting them, the presiding officer will appoint a non-voting member with first preference being the Trustee to discuss the matter with them and to act as an advocate in resolving the issue.
  - d. The business of the Assembly will continue during this time.

### IV. Credentials

1. At an assembly, voting members must display their credentials by indicating their status using the on-screen naming convention established by the chair.
2. The secretary shall make a credentials check at the beginning of each session, and as requested through the chair.

### V. Consent Agenda

1. The chair may propose a consent agenda of routine, non-controversial matters.
2. Any voting members may request that an item be removed from the consent agenda to be considered as a separate motion.
3. Once the consent agenda is established, it shall require two-thirds vote for adoption.

### VI. Voting Procedures

1. Registered representatives (reps) or alternates, board members, and committee chairs are entitled to a vote.
2. Except when using polls, the chair votes only to break a tie.
3. Any discussions (including electronic chats) will be discontinued once the debate is closed.
4. During a vote members will appear on camera unless an exception has been granted by the chair.
5. Should a member be unable to cast their vote in the primary manner due to limitations of the device they are using, they will be given directions on how to cast their vote during the meeting.

## Virtual Region Assembly Standing Rules

6. At the Chair's discretion, all visitors will be moved to a separate location during the voting process. After the vote, visitors will be returned to the main location and the results will be announced.

### **VII. Elections**

1. All elections will be held by poll.
2. Should a member be unable to cast their vote in the primary manner due to limitations of the device they are using, they will be given directions on how to cast their vote during the meeting.
3. Results of election will include number of votes cast, and number of yes or no votes.

### **VIII. Motion and Debate**

1. No motions other than emergency motions will be taken from the floor at the assembly.
2. Emergency motions shall be submitted to the chair, who will determine if such a motion is considered an emergency.
3. During consideration of a motion, members who wish to speak will contact the center mic monitor to be recognized.
4. Any method or recognition other than at point 3 above will be announced by the chair.
5. There will be a maximum of three pro and three con speakers to each motion.
6. There will be a maximum of two pro and two con speakers to each amendment.
7. Debate on motions and amendments shall be limited to two minutes for each pro or con, or three minutes if granted an exception by the chair.
8. To save time on a simple amendment to an admissible motion, the chair may ask the business assembly if there is any objection.
9. If there is no objection, the motion is changed to include the amendment.
10. A voting member may not speak on two consecutive motions or amendments unless the maximum number of speakers has not been reached, or they are the maker of the motion.
11. The first speaker is always pro, and is usually the maker of the motion, unless they wish to have another voting member speak.
12. There shall be at least one pro speaker before any question on the motion is taken.

### **IX. Questions on the Motions**

1. Following the debate, discussion, which consists of questions to the chair, is limited to seven minutes and may be extended by a majority vote.
2. A voting member is allowed one question per motion, with one follow up question if they require clarification.
3. A motion to close debate (Previous Question) is in order only after five minutes have passed and requires a two-thirds vote.