Virtual Region of Overeaters Anonymous

Assembly Minutes

**Date:** 22nd June 2024

**Time:** 10 am Eastern Time

# Serenity Prayer, Opening Readings and Opening Remarks

The serenity prayer was followed by the opening readings and the chair's remarks.

# Roll Call

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# The Secretary and Data officer conducted a roll call.

NOTE: For a list of members present, contact the Data Officer at data@oavirtualregion.org

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# Introduction of Parlimatrain and Centre Microphone Monitor

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# The Chair introduced the Parliamentarian and Centre Microphone Monitor.

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# Adoption of Standing Rules

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# The Standing Rules were adopted without objection.

# Approval of Minutes From Assembly 2, 2023

The minutes from the previous assembly were **adopted** without objection.

# Consent Agenda

The consent agenda was presented.

Policy Manual Amendment 4 was removed.

Policy Manual Amendments 6, 7 and 8 were **adopted** on the consent agenda.

# Quorum

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# The Secretary and Data officer announced the results of the roll call, and the Chair declared that the assembly had a quorum present.

# Nominations for Secretary

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# The Chair announced that nominations would be taken from the floor for the secretary role.

# Call for Orders of The Day

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# The Data Officer advised the chair that we were meant to adopt the agenda and called for the day's orders.

# Agenda

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# The agenda was adopted without objection.

# Treasurers Report

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# The Treasurer presented a report on the current financial position of the Region.

# Point of Order - Minutes Review Committee

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# The Centre Microphone Monitor raised to a point of order on behalf of a voting member. He reminded the Chair that by Article III of the standing rules, she was to appoint a minutes review committee. The chair agreed.

# Appointment of the Minutes Review Committee

# Two Footsteps reps were appointed along with the incoming secretary to serve on the minutes' review committee.

# Nominations for Secretary

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# The Chair announced that nominations would be taken from the floor for the secretary role. No one nominated at this time accepted the nomination.

# No further nominations were received. The chair stated that we would return to nominations later in the meeting.

# New Business Motion 1 - Budget Amendment

Sandy C (Virtual Region Treasure) presented the motion. The motion was **adopted** without objection.

# New Business Motion 2 - Interpretation Committee

The Virtual Region Data Coordinator presented the motion.

**Amendment to New Business Motion 2 (Amendment 1)**

An amendment was presented as follows:

**VIII.Committees**

1. The board will determine committees to serve the Virtual Region.
2. These committees will be reviewed every 24 months.
3. Each committee will establish internal guidelines, which will be reviewed by the board.
   1. Committee guidelines are documented separately and will be maintained by the committee.
   2. Each committee will comply with the document management system established by the Virtual Region Board.
   3. Each committee will comply with all board-approved guidelines.
4. The current committees of the Virtual Region consist of Bylaws, Convention, Data Protection, Digital Resources, Finance, Intergroup Outreach, **~~Interpretation~~ Language and Literature**, Public Information/Professional Outreach (including Unity with Diversity) and Twelve Step Within (including Workshop).

An OA Foot Steps rep proposed the amendment, which another OA Foot Steps rep seconded.

The Virtual Region Vice-Chair made an amendment to the motion that the chair ruled out of order.

A Footsteps rep attempted to request that the assembly consider the motion in the committee of the whole. The Chair ruled that she would now allow the assembly to go to committee of the whole.

The Bylaws Committee Chair motioned for the assembly to go into caucus for 3 minutes to attain consensus on the wording. The chair put the assembly at ease and placed those interested in a breakout room. After 3 minutes, the Chair asked if any consensus had been reached; it had not.

The parliamentarian advised the Chair to use the fill-in-the-blank procedure. The chair proceeded to use this procedure and asked for all options.

**Refer to Committee**

A OA Foot Steps rep made a motion to refer to committee, such committee to be Chaired by the Data Coordinator, and any voting member of the region would be invited to be a committee member. The committee would work on the name of the “translation” committee and refer a motion to the next Assembly. The current “translation” committee would remain ad-hoc until the next assembly.

The motion was seconded by an OA Foot Steps rep.

The motion to refer to committee was **adopted** without objection.

**New Business Motion 3 - Delegate Support Fund**

The Virtual Region Treasurer presented the motion.

**Amendment to New Business Motion 3 (Amendment 1)**

An amendment was presented as follows:

II Financial Policies

1. The region shall support service boards of the region in sending one representative per service board to the World Service Business Conference via the Virtual Region Delegate Scholarship Fund.
   1. The limit of the money set aside shall be that of the Delegate Support Fund line in each year’s annual budget.
   2. Preference will be given to new Service Bodies.
   3. Applications will only be accepted from Service Bodies that otherwise would be unable to send a representative.
   4. ~~Service bodies that apply for and receive WSBC scholarships from the Region shall have at least one registered region representative and one alternate for each assembly before and after the WSBC for which they are receiving funds. The registered representative and alternate will have been recorded at assembly and they or another representative from the service body shall be active serve on a Region committee. Service bodies in their first year of registration are exempt from this policy.~~
   5. Service bodies applying for and receiving WSBC scholarships from the Region must have:
      1. At least one registered region representative.
      2. At least one alternate representative.
      3. These representatives must be in place for each assembly before and after the WSBC for which funds are received.
      4. The registered representative and alternate must be recorded at the assembly.
      5. They or another representative from the service body must actively serve on a Region committee.
      6. Service bodies in their first year of registration are exempt from this policy.

Sharlotte G (OA Foot Steps) proposed the amendment, which Renee D (OA Foot Steps) seconded.

There was no debate on the amendment.

The Chair asked for questions, which were asked and answered.

The amendment was **adopted** without objection.

**New Business Motion 3 as Amended**

II Financial Policies

1. The region shall support service boards of the region in sending one representative per service board to the World Service Business Conference via the Virtual Region Delegate Scholarship Fund.
   1. The limit of the money set aside shall be that of the Delegate Support Fund line in each year’s annual budget.
   2. Preference will be given to new Service Bodies.
   3. Applications will only be accepted from Service Bodies that otherwise would be unable to send a representative.
   4. Service bodies applying for and receiving WSBC scholarships from the Region must have:
      1. At least one registered region representative.
      2. At least one alternate representative.
      3. These representatives must be in place for each assembly before and after the WSBC for which funds are received.
      4. The registered representative and alternate must be recorded at the assembly.
      5. They or another representative from the service body must actively serve on a Region committee.

Service bodies in their first year of registration are exempt from this policy.

The chair resumed the debate on the main motion. There was no debate.

The chair asked if there were any questions. Questions were asked and answered.

New Business Motion 3, as amended, was **adopted** without objection.

# New Business Motion 5 - Zoom Platform

**PROPOSED WORDING**

**IX. ~~Virtual Region Meeting Platform~~ Zoom Account Guidelines and Usage Procedures**

1. Use of the Virtual Region ~~Meeting Platform is~~ Zoom Accounts are managed by the Virtual Region Board and limited to: Virtual Region board, committees, subcommittees, service bodies and registered meetings for the purpose of conducting OA business or OA recovery events.
2. The Virtual Region board shall appoint a Zoom Administrator to manage Zoom room scheduling and Zoom settings. The Zoom Administrator will maintain the Virtual Region Calendar with links to the scheduled Zoom meetings.
3. Any other use of the ~~platform~~ Zoom account will be at the discretion of the chair and Virtual Region Board. Non-Virtual Region Service Bodies may request use of the ~~platform~~ Zoom accounts; such use will be at the discretion of the Virtual Region Board.
4. Non-Virtual Region service bodies given access to the Virtual Region ~~Meeting Platform~~ Zoom accounts will be asked to give a contribution for the use of the meeting space.
5. Virtual Region ~~Meeting Platform~~ Zoom account availability will be on a first come, first served basis with the Virtual Region Board and Virtual Region committee meetings taking precedence.
6. No member or group shall use the ~~room~~ Zoom accounts for any purpose other than OA business or OA recovery events.
7. If misuse of the ~~room~~ Zoom accounts occurs, the code will immediately be changed, and all registered users will be notified.
8. Any misuse of ~~any room or of the Virtual Region Meeting Platform~~ the Zoom accounts will be brought before the Board, whereupon the Board will consider appropriate action which may include the removal of service permissions and service access to the ~~Virtual Meeting Platform~~ Zoom accounts, which may also include the need to attend training on the proper use of the Virtual Region ~~Meeting Platform~~ Zoom accounts.

**~~VRMP Protocol~~ Zoom Policies and Procedures**

1. ~~Scheduled meetings will provide trained, approved Dashboard operators.~~
2. At least two trained ~~dashboard operators~~ Zoom hosts/co-hosts must be present at all scheduled meetings, one of whom will be designated as lead host.
3. If the meeting is large, three or more ~~dashboard operators~~ Zoom hosts/co-hosts are preferred.
4. After using the Virtual Region ~~Meeting Platform~~ Zoom accounts, the meeting must be closed by the ~~lead~~ Zoom host selecting “end meeting for all.”
5. ~~Before any~~ Recordings may be permitted only if, the ~~lead host~~ Zoom hosts/co-hosts ~~must~~ have received data protection training from the Data Coordinator ~~or committee and have signed a release stating that they understand the implications of recording surrounding data protection and other such issues~~. The Zoom Administrator and team are responsible for organizing with the Data Coordinator the storage and distribution of recordings.
6. ~~Virtual Region business meeting recordings, including assemblies, conventions, board meetings and committee meetings may be saved to the cloud by notifying the data coordinator.~~

The Virtual Region Digital Committee Chair presented the motion.

There was no debate.

The chair called for questions. Questions were asked and answered.

The motion was **adopted** without objection.

# New Business Motion 6 - Data Coordinator Role

**PROPOSED WORDING**

1. Data Coordinator
   1. ~~Maintains the region systems and policies for protecting and managing the personal data of all service members and region visitors for the benefit of carrying the message, specifically:~~
      1. ~~Will oversee service volunteers to manage all outgoing mass emails from the region.~~
      2. ~~Ensure proper transfer storage and deletion (in required timeframes) of large amounts of personal data such as from the region’s convention.~~
      3. ~~Review global regulations with a committee and propose updates to the Virtual Regions Policies and Procedures.~~
      4. ~~Assess and evaluate user-friendly and affordable technologies to align with global privacy and data protection practices.~~
      5. ~~Train committee chairs and committee service fellows in use of global privacy and data protection practices and associated technologies.~~
      6. ~~Oversee creative releases for submissions to the region’s digital outputs, speakers’ releases, and other new forms that may be developed.~~
      7. ~~Oversee the global privacy and data protection of digital technologies and train new users on the use of secured systems and associated accounts.~~
      8. ~~Oversee registration for all Virtual Region events and ensure that there are appropriate speaker releases, service volunteer releases and releases for creative materials.~~
      9. ~~Administers the Virtual Region Meeting Platform, this includes but is not limited to~~
         1. ~~Approval and signing off on persons receiving administrative features such as the host code.~~
         2. ~~Maintains an email list of all registered users with administrative features.~~
         3. ~~Changes access to administrative features as necessary and notifies the users.~~
         4. ~~Deletes all recordings on a routine basis.~~
         5. ~~May appoint assistants as needed.~~
   2. ~~Manage collection and archiving of executed documents and act as a liaison with the Virtual Region Board where needed.~~
   3. ~~Oversees compliance with all procedures outlined in the global policy data and data protection practices that have been approved. These documents are located on the Virtual Region website at~~ [~~https://oavirtualregion.org/vr-privacy-data-protection/~~](https://oavirtualregion.org/vr-privacy-data-protection/)
   4. ~~Coordinates with the board secretary as needed.~~
   5. Reviews and understands the core principles underlying the current regulations that protect the personal data of OA members; these principles to be applied by the Data Coordinator as the foundation and focus of their work.
   6. Works with the Data Protection Committee to update the Region’s data protection and information security policies and procedures in line with regulations affecting the Region.
   7. Works with the Data Protection Committee to oversee and ensure the proper management of the personal data that is collected on behalf of the Region, including the limited processing, the storage, archiving, and deletion of such personal data.
   8. Evaluates and oversees the technologies used by the VR to align with data protection principles and with the OA principle of Anonymity.
   9. Administers training protocols concerning data protection procedures and practices, and the use of associated technologies.
   10. Coordinates and works with other officers and with the Data Protection Committee.
   11. Other duties as assigned.

This motion was adopted on the consent agenda.

# New Business Motion 7 - Secretary Role

**PROPOSED WORDING**

**V. Board Members Duties by Position**

C. Secretary

1. Additionally, secretary shall:
   1. ~~Maintain a contact list of all representatives, intergroup chairs, committee chairs and board members including but not limited to their name, phone, email and time zone.~~
   2. Have access through the Data Coordinator to contact listings of all representatives, intergroup chairs, committee chairs and board members including but not limited to their name, phone, email and time zone.

This motion was adopted on the consent agenda.

# New Business Motion 8 - Quorum

**PROPOSED WORDING**

**ARTICLE VII –BUSINESS MEETINGS**

**Section 4– Quorum**

At the Virtual Region business assembly attendance of one quarter of those who are entitled to participate and have registered to vote in the assembly with the Secretary (as listed in these Bylaws Article III, Section 1) will be necessary to hold an assembly.

This motion was adopted on the consent agenda.

**PLEASE NOTE: This motion was adopted as an amendment to the Policy Manual; it was, however an amendment to the Bylaws. The incorrect categorisation has been identified and acknowledged. This correction is essential for maintaining the accuracy and integrity of our records, ensuring that all members are informed.**

# New Business Motion 4 - Vice Chair Role

**PROPOSED WORDING**

**V. Board Members Duties by Position**

1. Vice-Chair
   1. Assumes all duties of chair in their absence.
   2. ~~Maintains the Virtual Region Calendar and reports on usage of the Virtual Region Media Platform.~~
   3. Other duties as assigned.

This motion was pulled from the Consent agenda.

The Virtual Region Vice-Chair presented the motion.

**Amendment to New Business Motion 4 (Amendment 1)**

An amendment was presented as follows:

**AMENDMENT WORDING**

1. Vice-Chair
   1. **~~Maintains the Virtual Region Calendar and reports on usage of the Virtual Region Media Platform.~~**
   2. **The Vice Chair's primary role is to promote community, collaboration, and unity among members, service bodies, and the Region.**
   3. Assumes all duties of chair in their absence.
   4. Other duties as assigned.

An OA Foot Steps rep proposed the motion, which another OA Foot Steps rep seconded.

The motion was debated.

**Point of Order: Is the motion in order**

An OA Foot Steps rep asked if the amendment was in order.

The Chair consulted with the parliamentarian and ruled that the motion was in order.

**Amendment to New Business Motion 4 (Amendment 1)**

The Chair continued the debate on the amendment.

The Chair called for questions; there were no questions.

The Chair called the vote. 19 yes votes. 16 no votes. Motion 4 (Amendment 1) **Adopted**

**New Business Motion 4 as Amended**

**MOTION AS AMENDMENT**

1. Vice-Chair
   1. **The Vice Chair's primary role is to promote community, collaboration, and unity among members, service bodies, and the Region.**
   2. Assumes all duties of chair in their absence.
   3. Other duties as assigned.

The chair resumed the debate on the main motion. There was no further debate on the motion.

The chair asked for and answered questions.

**Motion to Extend**

An OA Foot Steps rep moved to extend the meeting by 30 minutes. The Chair ruled this out of order as the meeting was scheduled until 4 p.m. Eastern Time.

**New Business Motion 4 as Amended**

**MOTION AS AMENDMENT**

1. Vice-Chair
   1. **The Vice Chair's primary role is to promote community, collaboration, and unity among members, service bodies, and the Region.**
   2. Assumes all duties of chair in their absence.
   3. Other duties as assigned.

The chair continued answering questions.

The Chair called the vote. 23 yes votes. 11 no votes. Motion 4 as Amended **Adopted**

# Nominations for Secretary

The Chair resumed the nomination process for Secretary.

An OA Foot Steps rep declined the earlier nomination.

The Chair called for further nominations.

The Virtual Region Secretary nominated a rep from the Mens Virtual Intergroup. Nomination was declined.

The Virtual Region Treasure nominated one of the Translators. They asked for time to consult their sponsor.

The Virtual Region Secretary nominated someone from the Virtual Region Convention Committee. Nomination was declined.

An OA Foot Steps rep ) nominated the Virtual Region Bylaws Committee chair. Nomination was declined.

The VR Vice Chair nominated a rep from OA Rainbow. Nomination was declined

# Bylaws Amendment 1

# The Virtual Region Bylaws Committee Chair presented the motion.

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# The motion was debated.

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# The chair called for and answered questions.

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The Chair called the vote. 10 yes votes. 22 no votes. Bylaws Amendment 1 **Defeated**

# Bylaws Amendment 1a

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# Virtual Region Bylaws Committee chair withdrew Bylaws Amendment 1a due to the defeat of Bylaws Amendment 1.

# Nominations for Secretary

The Chair asked translator nominee if she was willing to accept the nomination. She said she was.

The Chair invited her to speak to the assembly, followed by questions from the floor.

She was elected without objection.

The Chair called the vote. 32 yes votes. 0 no votes. She was **Elected.**

# Green Dot Ceronomy

A ceremony recognising green dots was conducted.

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# Closing

The assembly was closed with announcements and the serenity prayer.