

The Overeaters Anonymous Foot Steps Virtual Intergroup Policy & Procedure Manual

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Article I - Introduction

1. This Policy and Procedure Manual (~~P&P~~) guides the business practices of ~~the~~ OA Foot Steps ~~Virtual Intergroup (OAFSVIG)~~.
2. All documents (such as expense reports, applications, Bylaws, this Policy and Procedure Manual, the Standing Rules and Meeting Procedures, etc.) will be found on the OA Foot Steps website.

~~III. Welcome to the Virtual Intergroup~~

3. ~~The OAFSVIG~~ OA Foot Steps includes all registered ~~virtual (non-geographic) real time and non-real-time~~ meetings (referred to as “groups”) who choose to affiliate with ~~the OAFSVIG~~ OA Foot Steps provided:
 - a. ~~Each group has a host/facilitator (or admin for non-real-time meetings)~~
 - i. ~~Each group, being autonomous, selects its host, facilitator or admin host in any manner it chooses, as long as it stays within the framework of the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service.~~
 - ii. ~~Changes in the host/leader should be reported to meeting@oafootsteps.com for the purpose of maintaining a list of name/phone/email of hosts/leaders/IRs. The list is for internal use only to provide intergroup updates.~~
 - b. ~~Each group may elect one (1) Intergroup Representative (IR).~~
 - i. ~~Each group, being autonomous, selects its representative in any manner it chooses, as long as it stays within the framework of the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service.~~
 - ii. ~~Changes in IR should be reported to meeting@oafootsteps.com.~~
4. ~~All members of OA are welcome at OAFSVIG business meetings. Only qualified members with voting rights as defined in the OAFSVIG service positions, Article VIII & Article IX of this P&P, may vote, but all members may participate in discussions.~~

Article II - Purpose of ~~OAFSVIG~~ OA Foot Steps

1. Carry the message virtually, globally, and in many languages - in keeping with our Unity with Diversity Policy
2. Encourage unity within ~~the Virtual~~ OA Foot Steps (~~VIG~~).
3. Communicate with all groups within OA Foot Steps
4. Offer assistance to groups as they form and function

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5. Carry the message to compulsive eaters within the **Overeaters Anonymous OA** World Services guidelines.
- ~~6. Communicate with groups and other intergroups all over the virtual world.~~
- ~~7. Support groups as they form and function.~~
8. **Provide a forum for the interchange of ideas and information among Registered Groups and Committees.**
9. Appoint Region Representative(s) **(RR)** and World Service Business Conference Delegate(s) from OA Foot Steps.

Article III - OA Foot Steps Logo

1. OA Foot Steps will have an official Logo that can be used in all OA Foot Steps publications and digital resources.
2. The OA Foot Steps Logo will be approved via the OA World Service Office as required.
3. Once approved the Logo may only be used by the OA Foot Steps Board, OA Foot Steps Committees, and OA Foot Steps Service members for use in or on any and all OA Foot Steps materials and may not be altered without board approval.

Article IV - Financial Policies

1. The fiscal year is January 1 through December 31.
- ~~2. A balanced budget shall be presented each month.~~
3. A balanced budget for the next fiscal year shall be proposed at the last business meeting of the calendar year.
 - a. The proposed budget is subject to ~~monthly approval~~ approval of the Voting Representatives.
 - b. Requests for budget increases ~~or new budget submissions~~ shall be **presented submitted** to the Treasurer at least 30 days prior to the ~~quarterly~~ business meeting where the budget will be approved.
4. The balance of the treasury will include the established prudent reserve.
5. Funding for Non-Travel Expenses
 - a. Expenses incurred in the performance of OA Foot Steps approved service work are reimbursable.
 - b. All funded expenses shall stay within budgeted allocations.
 - c. Requests for budget overrides, including reason(s) for such overrides, are to be submitted in writing to the OA Foot Steps Treasurer seven (7) days prior to the next Board meeting.
 - d. Requests for overrides will be approved by the board before the expense is incurred.
6. Funding for Travel Expenses
 - a. Positions that may be considered for travel expenses are:
 - i. OA Foot Steps Region Representative(s) to Virtual Region Assembly

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- ii. OA Foot Steps Virtual Intergroup Delegate(s) to World Service Business Conference
 - iii. Any other travel expense if agreed by a majority motion of the OA Foot Steps Board or an Intergroup meeting provided a quorum is present.
 - b. Reimbursement of travel expenses shall be limited to transportation, lodging (double occupancy), meals, registration and printed materials.
 - c. Reasonable adjustments can be accepted by a majority vote of the OA Foot Steps Board or a OA Foot Steps Intergroup Meeting provided a quorum is present.
- 7. An expense report and receipts must be properly completed, authorized, and submitted to the OA Foot Steps Treasurer prior to reimbursement or advance of any funds.
- 8. Requests for reimbursement shall follow these guidelines:
 - a. Each person shall complete and verify an expense report.
 - b. An expense report must accompany all receipts and any unused funds must be returned to the OA Foot Steps Treasurer within six (6) weeks of the expense.
 - c. The OA Foot Steps Treasurer shall make reimbursement or request additional information, within thirty (30) days of receipt of the request.
- ~~9. The Treasurer will maintain a prudent reserve of twelve (12) months of expenses to cover expected operational needs.~~
- ~~10. There shall be no accumulation of funds beyond current budgetary needs, allowance for future expenses, and a prudent reserve for contingencies.~~
- ~~11. Motions that include budget overrides, including reason(s), must follow Article XV, Section 6(a) of this document, and additionally be submitted in writing to the OAFSVIG Treasurer and Finance Committee ten (10) days prior to the monthly meeting at which approval is sought.~~
- ~~12. Reimbursement to Virtual Region representative(s) for expenses incurred for attending Business Assemblies shall be limited to registration fees.~~
- ~~13. The World Service delegate(s) shall be reimbursed for expenses incurred for attendance at the World Service Business Conference by the guidelines stated herein:
 - a. ~~Requests for reimbursement shall follow these guidelines:
 - i. ~~Receipts must be submitted to the Treasurer within six (6) weeks of acquired expense.~~
 - ii. ~~Treasurer shall reimburse each expense, or request additional information, within ten (10) days of receipt of request.~~~~~~
- 14. The OAFVIG
- 15. OA Foot Steps may accept designated monies only after a motion has been passed to establish a special fund.

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Note: A special fund is money designated for a specific purpose and cannot be used for any other project or expense.

16. Current special funds are limited to
 - a. Delegate Support Fund-Special
 - b. Literature FundThe Overeaters Anonymous Foot Steps Virtual Intergroup Policy & Procedure Manual
17. The OA Foot Steps Treasurer, ~~and~~ the OA Foot Steps Chair, and the OA Foot Steps Banker are authorized to withdraw funds from all ~~OA~~OA~~SVIG~~ OA Foot Steps ~~financial~~ accounts.
18. The OA Foot Steps Intergroup will appoint in addition to the Banker a minimum of two (2) signatories to the bank account.
19. When money is not adequate for full funding purposes, the OA Foot Steps Treasurer shall inform the OA Foot Steps Board, who will then set priorities based on the current financial position.
20. OA Foot Steps will establish a prudent reserve of no less than twelve (12) months expenses.
21. Any excess funds above the prudent reserve will be distributed as follows: seventy (70) percent to the Virtual Region and thirty (30) percent to World Service Office.
22. In addition to any line item in the annual budget for Virtual Region or World Service Office contributions, the OA Foot Steps Board shall send surplus funds as determined by and approved by the OA Foot Steps Board to the Virtual Region or World Service Office on a monthly basis.
23. OA Foot Steps shall support all World Service Business Conference Delegates as far as funds are available,
 - a. The limit of the money set aside shall be that of the Delegate Fund line in each year's annual budget.
 - b. Prior to the election, the Treasurer will inform ~~the OA~~the OA~~SVIG~~ OA Foot Steps of the funds available for these purposes.
 - i. ~~The maximum number of Delegates is determined in accordance with OA, Inc., Bylaws, Subpart B, Article X, Section 3 e).~~
- ~~24. The OA~~SVIG ~~guideline for 7th Tradition is to send monthly contribution based on net monthly income after expenses above the prudent reserve to retain by the 15th day of the following month in the following manner:~~
 - a. ~~70% to Virtual Region;~~
 - b. ~~30% to WSO.~~
- ~~25. Upon approval of the next year's budget any balance of funds above the prudent reserve shall be distributed in the following manner:~~
 - a. ~~70% to Virtual Region;~~~~30% to WSO.~~

Article V - Board Members

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1. General Duties

- a. Perform the duties of their offices in accordance with the OA Foot Steps Bylaws and this Policy and Procedure Manual and other governing documents the intergroup may adopt.
- b. Serve as guardian of OA Foot Steps funds.
- c. Participate in an annual financial audit.
- d. Take actions deemed in the best interests of OA Foot Steps and report such actions at the next OA Foot Steps regular or special business meeting.
- e. In accordance with OA Foot Steps Bylaws Article VII, the OA Foot Steps Board may recruit special workers on behalf of OA Foot Steps.
- f. A Board member will be appointed to act as liaison and supervisor of a special worker on behalf of OA Foot Steps.
- g. Attend all business meetings per term of office unless excused by the Chair of the OA Foot Steps Board.
- h. Become familiar with and assume responsibility for adherence to: ~~Articles of Incorporation,~~ OA Foot Steps, Virtual Region and World Service Office Bylaws, and the Policies and Procedures Manuals, and Standing Rules.
- i. Assists others in becoming familiar with the Twelve Traditions and Twelve Concepts of OA Service.
- j. Reports:
 - i. Submit a written report to ~~the Secretary~~ OA Foot Steps at least ten (10) days prior to the next business meeting, ~~as needed.~~
 - ~~ii. Presents an oral report at business meetings, as needed:~~
 - ~~1. Reports shall be a maximum of 5 minutes~~
 - ~~2. Followed by Q&A for a maximum of 5 minutes~~
 - ~~3. Total time for report and Q&A – 10 minutes~~
 - iii. At the Business Meeting, answer questions on their report for a maximum of 5 minutes.
 - ~~iv. Board members may select someone to give a report in their absence.~~
- k. Respond to all correspondence, phone calls, and questions in a timely manner.
- l. Upon completion of service term, provide their successor with any information and documents from their service period via either written or electronic media.
- m. Serve as board liaison to committees as determined by the Chair.
- n. Appoint assistants if required.

2. Duties by Position

~~IX. OAFSVIG Service Positions with Voting Rights~~

~~1. Board Members~~

- a. Chair

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- i. ~~Cultivates~~ **Is responsible for** unity and group conscience of ~~the~~ **OA FSVIG OA Foot Steps.**
 - ii. Establishes and maintains agendas for all Board Meetings and Business Meetings.
 - iii. Presides at all Board Meetings and Business Meetings.
 - iv. Is ex-officio member of all committees.
 - ~~v. Responds to all correspondence, phone calls, and questions in a timely manner.~~
 - ~~vi. Upon completion of service term, provides the succeeding Chair with any information from their service period via either written or electronic media.~~
 - vii. ~~May be~~ an authorized signer on all accounts.
 - viii. Other duties as required.
- b. ~~Vice-Chair~~ **Deputy Officer**
- i. Assumes all duties of the Chair, or other Board Members, in their absence.
 - ii. Acts as or appoints a coordinator for Representatives to Virtual Region Assembly.
 - iii. Acts as or appoints a coordinator for Delegates to World Service Business Conference.
 - iv. Maintains OA Foot Steps systems and policies for protecting and managing the personal data of all service members and OA Foot Steps visitors for the benefit of carrying the message, specifically:
 1. Oversees all outgoing mass emails from the intergroup.
 2. Ensures proper transfer storage and deletion (in required timeframes) of personal data.
 3. Seeks to review and understand global regulations from other OA service bodies that have conducted thorough reviews, and proposes updates to OA Foot Steps Governance Documents.
 4. Assesses and evaluates user-friendly and affordable technologies to align with global privacy and data protection practices.
 5. Trains service fellows in the use of global privacy and data protection practices and associated technologies.
 6. Oversees creative releases for submissions to OA Foot Steps digital outputs, speakers' releases, and other required resources.
 7. Oversees registration for OA Foot Steps events and ensures that there are appropriate releases for service volunteers and creative materials.
 - v. Other duties as assigned.
- c. Secretary

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- ~~i. During the Business Meetings the secretary shall:
 - ~~1. Admit people from the waiting room, if necessary;~~
 - ~~2. Rename people, if necessary;~~
 - ~~3. Take minutes.~~~~
- ii. **Takes minutes of all Business and Board Meetings.**
 - 1. The secretary will create a set of minutes for each business meeting and may appoint assistants if needed.
 - 1. The following guidelines will guide the preparation of the minutes:
 - a. The minutes should contain a record of what was done at the meetings, not what was said by the members.
 - b. The following should be included at the start of the minutes:
 - i. The kind of meeting: Regular or Special.
 - ii. The name of the organization: Overeaters Anonymous Foot Steps Virtual Intergroup
 - iii. The date and time of the meeting.
 - iv. If the previous minutes were approved, and the date of the meeting to which the minutes pertain.

Note: Any correction approved by the intergroup is made in the text of the minutes being approved. The minutes of the meeting making the correction merely states that they were approved “as corrected” without specifying the correction.
 - v. No names will be included in the minutes.
 - vi. The items contained in paragraph 3 i-v above may be presented in paragraph, number or bullet form.
 - c. The minutes should contain a separate section for each subject matter and should show:
 - i. All main motions that were voted on during the meeting limited to:

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1. The wording of the motion as it was adopted or otherwise voted on.
 2. That the motion was duly proposed and seconded.
 3. Whether the motion was adopted, defeated or referred. (If the motion was referred to whom it was referred).
 4. The report on the vote to include the number of votes on each side.
- ii. All primary amendments and secondary amendments to any main motions that were voted on during the meeting limited to:
 1. The wording of the amendment as it was adopted or otherwise voted on.
 2. That the motion was duly proposed and seconded.
 3. Whether the amendment was adopted or defeated.
 4. The report on the vote to include the number of votes on each side.
- iii. Secondary motions and their outcome to include:
 1. Motion to adjourn.
 2. Motion to suspend the rules.
 3. Motion to amend the rules.
- iv. Any withdrawn motion, only stating that the motion was withdrawn.
- v. Brief summary of oral reports.
- vi. All points of order and appeals, whether sustained or lost, together with reasons for the ruling.
- vii. The time of adjournment.

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- d. When a matter is considered informally, the same information is recorded in the minutes, since the only formality in proceedings is debate.
- e. All other matters are recorded as occurring but no further information is included.
- f. A copy of all Board Reports, Standing Committee Reports, and Ad-Hoc committee reports will be attached to the minutes.
- iii. ~~Should a vote to amend the Bylaws or Policy and Procedure manual be passed, the secretary shall forward a copy of the minutes to bylaws@oafootsteps.com.~~
- iv. ~~Following Business Meetings:~~ Ensures a copy of the unapproved minutes shall be posted on the VIG OA Foot Steps website within ten (10) days of the Business Meeting.
- ~~v. Additionally, the Secretary shall:~~
- vi. Creates an archived digital copy of all OA Foot Steps documents for storage on an appropriate platform.
- vii. ~~Serve as Archivist for all the OAFSVIG OA Foot Steps documents.~~
- viii. Coordinate with the ~~web team and meeting team~~ /meetings@oafootsteps.com appropriate committees to maintain a list of ~~name/phone/email of all meeting hosts/leaders/IRs~~ hosts, facilitators and admins including but not limited to their name, email, contact telephone as well as meeting leaders and Intergroup Representatives. ~~The list is for internal use only to provide intergroup updates.~~
- ix. Be responsible for keeping and giving out passwords for all digital platforms to those authorized by their position, unless restricted or otherwise assigned.
- x. Be responsible for the preparation of business meeting related materials.
- xi. Be responsible for updating credentials and roll call for and at OA Foot Steps Business Meetings.
- xii. Submits final reports to the OA Foot Steps Bylaws Committee within 25 days (or as soon as they are made available) of the OA Foot Steps Business Meeting, Virtual Region Assembly or World Service Business Conference.
- xiii. Other duties as assigned.
- ~~xiv. Responds to all correspondence, phone calls, and questions in a timely manner.~~
- d. Treasurer

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- i. Manages all ~~the OAFSVIG~~ OA Foot Steps funds according to Financial Policies ~~herein-stated~~ of the OA Foot Steps Bylaws, Policies and Procedures and any other governance documents
 - ii. Maintains financial records in alignment with accepted accounting practices.
 - iii. Maintains OA Foot Steps accounts (with the assistance of the OA Foot Steps Banker) for operational funds.
 - iv. Pays bills and reimburses expenses (with the assistance of the OA Foot Steps Banker) in a timely manner. ~~Treasurer shall reimburse each expense, or request additional information, within ten (10) days of receipt of request.~~
 - v. Reports the ~~OAFSVIG~~ OA Foot Steps financial status as follows:
 - ~~1. Sends monthly financial statements to Board members, showing balance on hand, and budgeted amounts compared to year-to-date expenditures.~~
 2. Current balance: monthly to the OA Foot Steps Board.
 3. Last month's contributions: monthly to the OA Foot Steps Board.
 4. Comparison of actuals to budget: quarterly to the OA Foot Steps Board.
 5. Itemized report showing all income and expenses year-to-date: quarterly to the OA Foot Steps Board.
 6. Contribution details: year to date: quarterly to the OA Foot Steps Board.
 7. Average monthly contributions for the preceding 12 months: quarterly to the OA Foot Steps Board.
 8. Quarterly reports listed above will also be provided for all OA Foot Steps Business Meetings.
 9. ~~Posts~~ Provides monthly financial statements to the OA Foot Steps intergroup via an approved platform ~~web team for posting to the including contributions on the OAFSVIG OA Foot Steps website.~~
 - ~~10. Provides each Business Meeting with a report of financial activity since last Business Meeting.~~
 - ~~11. Provides financial information for periodic audits.~~
 - ~~vi. Responds to all correspondence, phone calls, and questions in a timely manner.~~
 - vii. Provides financial information for an annual audit, to be conducted within the third quarter of each fiscal year.
 - viii. Other duties as assigned.
- e. Digital Coordinator
- i. Oversees all OA Foot Steps Digital Products.
 - ii. Ensures the OA Foot Steps website is maintained.

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- iii. Makes informed suggestions in order that all OA Foot Steps digital products function at their best.
- iv. With the assistance of the Deputy Officer, makes informed suggestions in order that all OA Foot Steps digital products are legally compliant.
- v. Is responsible for changes to all OA Foot Steps digital products in accordance with decisions made by appropriate OA Foot Steps Committees or the OA Foot Steps Intergroup.
- vi. Administers OA Foot Steps Meeting Platforms, 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 recordings on a routine basis.
- vii. Other duties as assigned.

~~2. Other Service Positions with a vote~~

~~a. Intergroup Representative (IR)~~

- ~~i. Each group, being autonomous, selects its representative in any manner it chooses, as long as it stays within the framework of the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service.~~
- ~~ii. The duty of the IR is to represent the group at OAFSVIG meetings and to serve as a contact to carry communications between the VIG and the represented group.~~
- ~~iii. The IR is responsible for updating the meeting registration information on OA.org~~
- ~~iv. The IR is responsible for being aware of all active motions posted on the OAFSVIG website and representing the group's best interest when voting.~~
- ~~v. A group may elect an alternate intergroup representative to vote on intergroup matters when the representative will be absent from the business meeting.~~
- ~~vi. Responds to all correspondence, phone calls, and questions in a timely manner.~~

~~b. Committee Chairs (CC)~~

- ~~i. CC will be selected by the group conscience of the group they represent.~~
- ~~ii. The duty of the CC is to represent the group at OAFSVIG meetings and to serve as a contact to carry communications between the VIG and the represented committee.~~

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- iii. ~~The CC is responsible for being aware of all active motions posted to the OAFSVIG website and representing the committee's best interest when voting.~~
- iv. ~~Responds to all correspondence, phone calls, and questions in a timely manner.~~

X. Elections of Board Members

1. ~~Nominations must be made from the floor at the time of the election.~~
 - a. ~~A member may nominate themselves.~~
 - b. ~~All nominations must receive a second.~~
2. ~~Elections will be held annually, at the December Business Meeting.~~
3. ~~Each Board member is elected for a one (1) year term.~~
4. ~~Board members shall serve no more than two (2) consecutive terms in the same position, whenever possible.~~
5. ~~After an interval of one (1) year, Board members may again be eligible for election to their prior office.~~
6. ~~In the event that there is no candidate for a vacant office, the current officer may serve an additional one (1) month until the next scheduled OAFSVIG business meeting, at which point an additional election will be held to fill the position.~~
7. ~~In the case that any officer position becomes vacant between elections, a special business meeting may be called for the purpose of a group conscience to establish an existing OAFSVIG member as a temporary officer in the position until the next scheduled business meeting.~~
 - a. ~~A person chosen to fill any vacancy on the board shall meet the qualifications as defined in Article IV, Section 3 of the OAFSVIG Bylaws, and Article VIII and IX of this Policy & Procedure Manual.~~
8. ~~Voting will be by ballot defined as follows for the purpose of Zoom:~~
 - a. ~~Use of the "polling" function by the Chair or Host of the meeting or, if unavailable;~~
 - b. ~~"Raised hand" function to be counted for 3 categories for each vote to include "In Favor", "Against", "Abstaining".~~
9. ~~Candidates must be present for election.~~
10. ~~For election, the candidate must receive a majority vote (more than half) of ballots cast.~~
11. ~~If no candidate receives a majority vote due to a tie, voting will continue until a majority is reached.~~
12. ~~Candidates may remove themselves from the ballot at any time during the election.~~
13. ~~Newly elected officers will begin service immediately following the close of the business meeting in which they are elected.~~

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~~14. Upon election to the Board, members shall cease to serve as an IR and/or CC and that meeting and/or committee shall elect a new IR and/or CC.~~

Article VI - Duties and Responsibilities of Other Voting Service Roles at OA Foot Steps

1. ~~XIV. Duties of the WSBC~~ World Service Business Conference Delegate

- a. Follows ~~WSBC~~ World Service Business Conference guidelines for registration.
 - ~~i. Qualifications for Delegate must be in accordance with OA, Inc., Bylaws, Subpart B, Article X, Section 3 a) 1, and 3 c).~~
- b. Represents OA Foot Steps at all meetings of The World Service Business Conference.
- c. Works with the World Service Business Conference Coordinator and other Representatives in preparing to be an active participant at the Conference.
- d. Ensures that all communications pertaining to The World Service Business Conference and The World Service Office are made available to OA Foot Steps.
- e. Service on a World Service committee is part of the role and the commitment is maintained throughout the full year of office.
- ~~f. Delegate elections will take place at the January Business Meeting which precedes the WSBC application deadline, in accordance with OAFSVIG voting procedures.~~
 - ~~i. In addition, voting procedures will be as follows:
 1. Each nominee name shall be listed on the ballot alphabetically.
 2. Voting members shall be instructed to vote for no more than the number of delegate positions determined to be available.
 3. Nominees receiving the highest number of votes shall be elected as the OAFSVIG Delegates to serve at the WSBC following the election.~~
- g. In consultation with the World Service Business Conference Coordinator and other Delegates, submits and presents a combined report to ~~the OAFSVIG~~ OA Foot Steps at ~~the a~~ Business Meeting ~~after following~~ the ~~WSBC~~ World Service Business Conference.

2. ~~XIII. Duties of Virtual Region Representatives (RR)~~

- a. ~~Follows Virtual Region (VR) guidelines for registration.~~
- b. Works with the Virtual Region Assembly Coordinator and other Representatives in preparing for, attending and taking an active part in each ~~VR~~ Virtual Region Business Meeting Session Assembly.
- c. Qualifications for ~~RR~~ Virtual Region Representative must be in accordance with ~~VR~~ The Virtual Region Bylaws, Article III, Section 2.2.
- d. Informs ~~OAFSVIG~~ OA Foot Steps of happenings events and other communications pertaining to ~~in the VR and OA~~ Virtual Region as a whole.

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- e. Studies and practices the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service.
 - ~~f. If Traditions concerns occur in OAFSVIG, they are to discuss the incident with Trustee and/or any VR Board Member.~~
3. Intergroup Representatives and Committee Chairs
- a. Represents their meeting or committee at all meetings of OA Foot Steps Intergroup.
 - b. Acts as a liaison between OA Foot Steps and their respective Meeting or Committee.
 - c. Ensures that all communications pertaining to OA Foot Steps, The Virtual Region and The World Service Office are made available to their Meeting or Committee.
 - d. Service on a OA Foot Steps Committee is strongly encouraged and the commitment is maintained throughout the term of office.

Article VII - Duties and Responsibilities of OA Foot Steps Parliamentarian and Center Microphone Monitor

1. The parliamentarian will:
- a. Act as an independent and unbiased advisor to the OA Foot Steps Chair.
 - b. Assist the OA Foot Steps Chair to manage meetings and advises on parliamentary procedure.
 - c. Acts as advisor to the OA Foot Steps Bylaws Committee.
 - d. Trains an OA Foot Steps member to act in their absence.
 - e. The OA Foot Steps Parliamentarian will be appointed by the chair.
 - f. Performs such other duties as may be assigned to the OA Foot Steps Parliamentarian.
2. If not combined with the role of Parliamentarian, the OA Foot Steps Center Microphone Monitor will be appointed by the Board and will:
- a. Acts as an independent and unbiased liaison between the OA Foot Steps members and the OA Foot Steps Chair and will be trained by the Parliamentarian.
 - b. Trains an OA Foot Steps member to act in their absence.
 - c. The OA Foot Steps Center Microphone Monitor will be appointed by the Board.
 - d. Performs such other duties as may be assigned to the OA Foot Steps Center Microphone Monitor.

Article VIII - Duties and Responsibilities of OA Foot Steps Banker

1. The OA Foot Steps Banker is not a voting position.

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2. The role of the OA Foot Steps Banker is designated exclusively to a member who is a Canadian resident, due to the requirements of the Canadian bank account and Canadian law.
3. The duties of the OA Foot Steps Banker may be undertaken by the OA Foot Steps Treasurer if they reside in Canada.
4. The OA Foot Steps Banker's service is overseen by the OA Foot Steps Treasurer
5. The OA Foot Steps Banker role is as follows:
 - a. Receives all OA Foot Steps 7th Tradition Contributions that are paid directly into the OA Foot Steps bank account, and sends notification to the OA Foot Steps Treasurer.
 - b. Arranges OA Foot Steps authorized payments to be made after instruction from the OA Foot Steps Treasurer.
 - c. Will be a signatory and the signing authority for the OA Foot Steps bank account.
 - d. Sends lists of all incoming and outgoing financial transactions of the OA Foot Steps bank account(s) to the OA Foot Steps Treasurer.
 - e. Forwards monthly bank statements to the OA Foot Steps Treasurer.
 - f. The OA Foot Steps Banker is authorized to conduct electronic banking transactions after instruction from the OA Foot Steps Treasurer, on an ongoing or ad-hoc basis.
 - g. Payments over \$250 (Canadian) require approval of two OA Foot Steps board members.
 - h. Written approval must be filed with other relevant payment documents.
 - i. If the OA Foot Steps Treasurer is also the OA Foot Steps Banker, approval will be required by another OA Foot Steps Board member for all payments regardless of amount.

Article IX - Committees

1. ~~The OAFSVIG OA Foot Steps~~ will create committees, as the need arises:
 - a. ~~A motion to form a committee may be submitted in advance or made on the floor of the business meeting and is subject to approval by Group Conscience.~~
 - b. ~~Making a motion for the formation of a committee implies intent to serve on the committee.~~
2. Approved Committees are:
 - a. Digital to include
 - i. Announcements
 - ii. Forms
 - iii. Literature Development
 - iv. Meeting Schedule
 - v. Newsletter
 - vi. Podcasts

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- vii. Website
 - b. Finance
 - c. Governance and Procedures to include
 - i. Bylaws
 - ii. GDPR compliance
 - iii. Governance
 - iv. Policies and Procedures
 - v. Standing Rules
 - vi. Security
 - d. Meeting Resources to include:
 - i. Intergroup Representative Basics
 - ii. Meeting Leadership
 - e. Member Resources to include:
 - i. Communication and Conflict Basics
 - ii. Diversity
 - iii. Fun and Fellowship
 - iv. Inclusion
 - v. Information
 - vi. Languages
 - vii. Literature Services
 - viii. Milestones
 - ix. Newcomers
 - x. Sponsorship
 - f. Public Information and Professional Outreach
 - g. Workshop
 - 3. OA Foot Steps Committee Guidelines are created and maintained by the committee, approved by the board, and documented separately on the OA Foot Steps website.
 - 4. Each committee will **affirm** appoint a Committee Chair ~~(CC)~~.
 - 5. The committee chair may serve for up to two terms of two years.
 - 6. Should a vacancy occur within a committee, the Board will be notified, and the committee will appoint a new chair to complete the term.
 - 7. OA Foot Steps Committees shall:
 - a. File a report to the Board of activities ten **(10)** days prior to ~~each quarterly~~ each business meetings **as needed**.
 - b. Maintain comprehensive ~~committee~~ files detailing committee activities **and functions** using OA Foot Steps approved resources and technologies.
 - c. Upon completion of term of office or resignation, information **shall be given to the OAFSVIG-Foot Steps Secretary** transfer shall be coordinated by the OA Foot Steps Secretary in consultation with the outgoing OA Foot Steps committee chair.
 - d. May submit digital resources about the committee's work to the OA Foot Steps Digital Committee for publication.

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- e. Submit a proposed annual budget to the Treasurer at least 30 days prior to the last quarterly business meeting of the preceding fiscal year (the 3rd Sunday of October).
8. The ~~CC~~ Committee Chair will review work of sub-committees and appoint chairs or program heads, as needed.

Article X - OA Foot Steps Meeting Platform Guidelines and Usage Procedures

1. Use of the OA Foot Steps Meeting Platform is managed by the Digital Coordinator and limited to: OA Foot Steps Board Meetings, Intergroup Meetings, Committees, Sub-Committees and working groups, and OA Foot Steps registered meetings.
2. Administrative access to the meeting platform will be limited to the OA Foot Steps Chair, Treasure and Digital Coordinator and other access must be agreed by a majority of the board and such access can be rescinded at any time.
3. Any available space on the OA Foot Steps meeting platform may be used for informal fellowship and quiet meditation.
4. Any other use of the platform will be at the discretion of the OA Foot Steps Digital Officer or the OA Footsteps Board.
5. Meeting Platform availability will be on a first-come, first-serve basis with booked meetings taking precedence.
6. No member or group shall use the room for any purpose other than OA business, OA recovery events, OA meetings, or for fellowship as defined in paragraph 2 of this Article.
7. If misuse of the room occurs, the code will immediately be changed, and all registered users will be notified.
8. Any misuse of any room or of the OA Foot Steps Meeting Platform will be brought before the Board, whereupon the Board will consider appropriate action.
9. Scheduling
 - a. All requests for usage and training for the OA Foot Steps Meeting Platform will go to the OA Foot Steps Digital Coordinator.
 - b. Each request requires advance notice to be scheduled on the OA Foot Steps Meeting Platform calendar via the online form. For more information about this policy contact meetings@oafootsteps.com.
 - c. Emergency usage will be scheduled by a member of the board or the meetings committee if possible.
 - d. Technical training will be provided by an OA Foot Steps committee upon receiving a request from the OA Foot Steps Digital Coordinator.
10. Protocol
 - a. Scheduled meetings on the OA Foot Steps platform will provide trained Zoom operators.
 - i. Each meeting will confirm via the registration form that they have at least two (2) members who will serve as zoom operators.

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- ii. Such operators do not have to provide their name or any other details but may choose to do so.
- iii. Each meeting will provide at least one email point of contact. For anonymity purposes, this may be a generic email address.

Note: Any group upon request will be given an OA Foot Steps email address.

- iv. If a group does not respond to three consecutive emails from OA Foot Steps, and at least two members of the meeting resources committee have attempted to attend the meeting without success, the meeting may, at the discretion of the board or a committee, sub-committee or working group appointed for that purpose, be removed from the OA Foot Steps platform.
 - v. A meeting removed under clause 9(a)(iv) above can request to be added to the platform again if space is available.
- b. OA Foot Steps business meeting recordings, including conventions, board meetings and committee meetings may be saved to the cloud.
11. Any fundamental changes to Zoom settings (e.g. mandatory waiting room, restrictions for recording location etc.,) must be passed by a motion at a ~~regularly-scheduled~~ regular or special business meeting.
 12. OA Foot Steps will not permanently remove or report any participants, not even intruders.
 13. ~~The Security protocol will be used to secure meetings in the event of bombers.~~

Article XI - Locally Produced Literature

1. Any ~~documents~~ literature produced by ~~the VIG~~ OA Foot Steps must be approved by ~~GC~~ in a regular or Special business meeting ~~before being used~~.
2. ~~The OAFSVIG~~ OA Foot Steps will defer to OA approved literature for guidance and will only offer locally produced ~~documents~~ literature if no OA approved literature addresses a specific need.

NOTE: A newsletter and blog do not qualify as locally produced literature.

Article XII - Revisions Amendments

1. ~~Motions to amend the policies and procedures in this Manual must be submitted at least 30 days prior to any business meeting and approved by a 2/3 majority vote of the members present at the time of the vote.~~
2. Amendments to this Policy and Procedure Manual or Creation of New Business Motions may be proposed by any registered meeting of OA Foot Steps, the OA Foot Steps Board or a OA Foot Steps Committee.

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3. Except as otherwise specified by this Policy and Procedure Manual or the OA Foot Steps Bylaws, amendments to this Policy and Procedure Manual or the creation of New Business Motions may be adopted by a majority of those persons present and voting at any regular or special business meeting of OA Foot Steps provided a quorum is present.
4. Amendments shall be submitted electronically to OA Foot Steps.

Note: The method of submission will be determined by the OA Foot Steps Board.

5. The OA Foot Steps Bylaws Committee will review the amendment and request the motion maker to make any requested changes.
6. The Bylaws Committee will submit the completed motion in order to be published on the Website.
7. All proposed amendments to this Policy and Procedure Manual must be communicated in writing on the OA Foot Steps website or by electronic mail at least thirty (30) days prior to the Business Meeting at which it will be considered.
8. All proposed New Business Motions must be communicated in writing on the OA Foot Steps website or by electronic mail at least seven (7) days prior to the Business Meeting at which it will be considered.
9. Any changes to the World Service or Virtual Region Bylaws or Policy Manual upon notice from the World Service Office, or Virtual Region shall be made in this Policy and Procedure Manual, and such change will be communicated to OA Foot Steps at the next Business Meeting.

~~V. The Twelve Steps of Overeaters Anonymous~~

- ~~1. We admitted we were powerless over food—that our lives had become unmanageable.~~
- ~~2. Came to believe that a Power greater than ourselves could restore us to sanity.~~
- ~~3. Made a decision to turn our will and our lives over to the care of God as we understood Him.~~
- ~~4. Made a searching and fearless moral inventory of ourselves.~~
- ~~5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.~~
- ~~6. Were entirely ready to have God remove all these defects of character.~~
- ~~7. Humbly asked Him to remove our shortcomings.~~
- ~~8. Made a list of all persons we had harmed and became willing to make amends to them all.~~
- ~~9. Made direct amends to such people wherever possible, except when to do so would injure them or others.~~
- ~~10. Continued to take personal inventory and when we were wrong, promptly admitted it.~~

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- ~~11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.~~
- ~~12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to compulsive overeaters and to practice these principles in all our affairs.~~

~~Permission to use the Twelve Steps of Alcoholics Anonymous for adaptation granted by AA World Services, Inc. (Reprinted with permission of Overeaters Anonymous, Inc.)~~

~~VI. The Twelve Traditions of Overeaters Anonymous~~

- ~~1. Our common welfare should come first; personal recovery depends upon OA unity.~~
- ~~2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.~~
- ~~3. The only requirement for OA membership is a desire to stop eating compulsively.~~
- ~~4. Each group should be autonomous except in matters affecting other groups or OA as a whole.~~
- ~~5. Each group has but one primary purpose—to carry its message to the compulsive overeater who still suffers.~~
- ~~6. An OA group ought never endorse, finance, or lend the OA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.~~
- ~~7. Every OA group ought to be fully self-supporting, declining outside contributions.~~
- ~~8. Overeaters Anonymous should remain forever nonprofessional, but our service centers may employ special workers.~~
- ~~9. OA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.~~
- ~~10. Overeaters Anonymous has no opinion on outside issues; hence the OA name ought never be drawn into public controversy.~~
- ~~11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television, and other public media of communication.~~
- ~~12. Anonymity is the spiritual foundation of all these Traditions, ever reminding us to place principles before personalities.~~

~~Permission to use the Twelve Traditions of Alcoholics Anonymous for adaptation granted by AA World Services, Inc. (Reprinted with permission of Overeaters Anonymous, Inc.)~~

~~VII. The Twelve Concepts of Overeaters Anonymous Service~~

- ~~1. The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.~~

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- ~~2. The OA groups have delegated to World Service Business Conference the active maintenance of our world services; thus, World Service Business Conference is the voice, authority and effective conscience of OA as a whole.~~
- ~~3. The right of decision, based on trust, makes effective leadership possible.~~
- ~~4. The right of participation ensures equality of opportunity for all in the decision-making process.~~
- ~~5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.~~
- ~~6. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.~~
- ~~7. The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws, Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws, Subpart B.~~
- ~~8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the World Service Office.~~
- ~~9. Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.~~
- ~~10. Service responsibility is balanced by carefully defined service authority; therefore duplication of efforts is avoided.~~
- ~~11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executive, staffs and consultants.~~
- ~~12. The spiritual foundation for OA service ensures that:
 - ~~a. No OA committee or service body shall ever become the seat of perilous wealth or power;~~
 - ~~b. Sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;~~
 - ~~c. No OA member shall ever be placed in a position of unqualified authority;~~
 - ~~d. All important decisions shall be reached by discussion, vote and, whenever possible, by substantial unanimity;~~
 - ~~e. No service action shall ever be personally punitive or an incitement to public controversy; and~~
 - ~~f. No OA service committee or service board shall ever perform any acts of government, and each shall always remain democratic in thought and action.~~~~

~~Bylaws of Overeaters Anonymous, Subpart B (Copyright 1999. Reprinted by permission of Overeaters Anonymous, Inc.)~~

~~VIII. Qualifications for OAFSVIG Service Positions~~

- ~~1. Be working the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service to the best of his/her ability.~~
- ~~2. Abstinence requirements are as follows:
 - ~~a. Each person shall be the sole judge of his or her abstinence as defined in OA.~~~~

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- ~~b. Board Members shall have one (1) year of current abstinence.~~
 - ~~c. Intergroup Representatives (IR) shall have 30 days of current abstinence.~~
 - ~~d. Committee Chairs shall have 30 days of current abstinence.~~
 - ~~e. World Service Business Conference delegate(s) must comply with the srdabstinence and length of service requirements in the OA, Inc. Bylaws, Subpart B, Article X, Section 3e-1).~~
 - ~~f. Region representative(s) must comply with the abstinence and length of service specified in the region's Bylaws.~~
- ~~3. Be a regular member of an affiliated group.~~
- ~~4. No one person may hold two voting positions at the same time, as defined in Article IX.~~

~~XV. Business Meeting Procedures~~

- ~~1. Basic Principles~~
 - ~~a. The Group Conscience prevails over all motions.~~
 - ~~b. Quarterly Meetings shall be held the third Sunday in the months of January, April, July, and October.~~
 - ~~c. Monthly Meetings shall be held the 3rd Sunday of every month~~
 - ~~i. Should a scheduling conflict arise between regular meetings, a Special Meeting (as defined in Article V Section 3 of the OAFSVIG Bylaws) will be held on Zoom for the purpose of taking a group conscience to establish an appropriate meeting date.~~
 - ~~d. Parliamentary procedure according to Robert's Rules of Order will be followed.~~
 - ~~e. In accordance with the Bylaws of the OAFSVIG, Article V, Section 6- Quorum, the voting quorum shall be at a minimum of two (2) officers and five (5) intergroup representatives.~~
 - ~~f. Anyone who wishes to address the OAFSVIG must first be recognized by the Chair.~~
 - ~~g. After being recognized, the person shall state name, group, and business.~~
 - ~~h. When a motion is presented by the chair, they will first ask if anyone is against the motion.~~
 - ~~i. If not, motion passes with consensus.~~
 - ~~ii. When necessary, debate on motions and amendments shall be limited to one (1) minute for each pro and con.~~
 - ~~iii. When necessary, discussion is limited to seven (7) minutes and may be extended by a majority vote.~~
 - ~~i. Request for inclusions in the agenda must be submitted to the Secretary at least ten (10) days prior to the business meeting.~~

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- ~~j.—A motion to amend the Bylaws must be submitted to the Secretary at least thirty (30) days prior to the business meeting at which the motion is to be presented.~~
- ~~k.—Intergroup Representatives, Board Members, and Committee Chairs are entitled to a vote; all others may have a voice but not a vote.
 - ~~i.—The OAFSVIG Chair votes only to break a tie.~~~~
- ~~l.—The only recording allowed at business meetings will be by the Secretary for the sole purpose of assistance with accuracy of minutes. Recordings shall be retained until minutes are approved, then erased or destroyed.~~
- ~~m.—The use of video/audio recording devices is not allowed in the meeting at any time other than as defined elsewhere for the OAFSVIG Secretary.
 - ~~i.—Devices such as PCs and smart phones with recording devices are permitted for attendance but may not be used to record.~~~~
- ~~2.—Standing Rules
 - ~~a.—These rules take precedence over Robert’s Rules of Order. They may be suspended by a 2/3 vote using a Motion to Suspend the Rules.~~~~
- ~~3.—Participation in an OAFSVIG Business Meeting
 - ~~a.—At the meeting, methods of identification shall be visual, e.g. renaming with representative position.~~
 - ~~b.—Voting members participate in meeting procedures, e.g. vote, make a motion, speak to a motion, etc.~~
 - ~~c.—Non-voting members have a voice when recognized by the Chair.~~
 - ~~d.—Participation order in pro/con debates on motions or amendments to any motions will be determined by the order of “raised hand” symbols.~~
 - ~~e.—There will be a consent agenda consisting of routine non-controversial matters.
 - ~~i.—The Chair will determine the matters that will be placed on the consent agenda.~~
 - ~~ii.—Any voting members may request that an item from the consent agenda be considered as a separate motion.~~
 - ~~iii.—Once the consent agenda is established, it shall require a 2/3 vote for adoption.~~~~~~
- ~~4.—Voting Procedures
 - ~~a.—Voting will be by ballot defined as follows for the purpose of Zoom:
 - ~~i.—Use of the “polling” function by the Chair or Host of the meeting or, if unavailable;~~
 - ~~ii.—“Raised hand” function to be counted for 3 categories for each vote to include “In Favor”, “Against”, “Abstaining”.~~~~
 - ~~b.—A voting member may request a more accurate vote count by simply calling out ‘Division’. The Chair may then use a voting method which assures an exact count.~~
 - ~~c.—The Chair may also call for division by stating The Chair is in doubt.~~~~

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- ~~d. In accordance with Article III, Section 4, item D of the OAFSVIG Bylaws, in the absence of the elected Intergroup Representative (IR), an elected alternate may be present and will have all rights of a regular voting member.~~
- ~~e. The method of voting for elections is defined as the following for the purpose of Zoom:
 - ~~i. Use of the “polling” function by the Chair or Host of the meeting or, if unavailable;~~
 - ~~ii. “Raised hand” function to be counted for 3 categories for each vote to include “In Favor”, “Against”, “Abstaining”.~~~~
- ~~5. Recognition for Members
 - ~~a. Members who wish to speak shall use the “raise hand” function.~~
 - ~~b. Members will give their name and group, and wait for recognition from the Chair.
 - ~~i. If necessary to get the Chair’s attention, the voting member may say —Chairperson, but may not speak further until recognized by the Chair.~~~~
 - ~~c. For certain procedures, the member may communicate in the “chat” function to gain recognition from the Chair (e.g., Point of Order, Point of Information, Parliamentary Inquiry, etc.).~~~~
- ~~6. Motions and Debate
 - ~~a. Process for New Business Motions
 - ~~i. The Secretary will distribute minutes of the Business Meeting to the OAFSVIG electronically no later than ten (10) days after the close of the Business Meeting.~~
 - ~~ii. New motions shall be submitted to the Secretary at least ten (10) days prior to the next the OAFSVIG Business Meeting or special meeting at which action is to be taken on the proposed motion.~~
 - ~~iii. Motions must be formatted using the “Motion Template” available on the OAFSVIG website to contain:
 - ~~1. the intent, the proposed motion, any possible effects (costs, time, etc.), date of changes to be made to the Policy & Procedure Manual or Bylaws for consistency or congruity, and preferred contact information for receiving questions.~~~~
 - ~~iv. Motions will be reviewed by the Board for inclusion in the agenda which then will be made available on the OAFSVIG website no later than seven (7) days prior to the Business Meeting.~~
 - ~~v. The Chair has the discretion to accept motions made from the floor of the meeting, including but not limited to:
 - ~~1. The formation of new committees,~~
 - ~~2. Adjustment of meeting times outside the typical one (1) hour format,~~
 - ~~3. Emergency motions.~~~~~~~~

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- ~~b. There will be a maximum of three (3) pro and three (3) con speakers to each motion.
 - ~~i. Each speaker may speak for a maximum of one (1) minute.~~~~
- ~~c. If a friendly amendment is proposed, there will be a maximum of two (2) pro and two (2) con speakers to the amendment.
 - ~~i. Each speaker may speak for a maximum of one (1) minute.~~~~
- ~~d. A voting member may not speak on two consecutive motions or amendments unless the maximum number of speakers has not been reached.~~
- ~~e. The first speaker is always pro, and is usually the maker of the motion, unless they wish to have another voting member speak.~~
- ~~f. If more than the maximum number of speakers wishes to speak to a motion, participation order will be determined by the order of “raised hand” symbols.~~
- ~~g. There shall be at least one pro and one con speaker before any discussion on the motion is taken.
 - ~~i. Voting members who wish to speak shall follow the recognition procedure outlined above.~~~~
- ~~h. If raised, a motion to close debate or limit debate requires a 2/3 vote to pass.~~
- ~~i. To save time on a simple amendment to a motion, the Chair may ask the maker of the motion if they would be willing to accept a friendly amendment.
 - ~~i. If the maker of the motion agrees and there is no objection from voting members, the motion is changed to include the amendment.~~~~
- ~~j. To pass, a motion must receive substantial unanimity, defined as a minimum 2/3 vote in favor.~~
- ~~k. Miscellaneous Rules
 - ~~i. No smoking or vaping is allowed in any Business Meeting.~~
 - ~~ii. No eating food or chewing gum is allowed in any Business Meeting.~~
 - ~~iii. Beverages are permitted.~~~~

~~7. Meeting Guidelines~~

- ~~a. Quarterly Meetings will follow the following suggested meeting outline:
 - ~~i. Serenity Prayer, readings of the 12 Steps, 12 Traditions, and 12 Concepts;~~
 - ~~ii. Establishment of ground rules as per the OA document “Guidelines for a Group Conscience Meeting;”~~
 - ~~iii. Approval of the minutes from the previous meetings;~~
 - ~~iv. Setting up the agenda, to include:
 - ~~1. Treasurer and Secretary reports;~~~~
 - ~~v. Committee Chair and Board Member reports as needed.~~
 - ~~vi. Making Decisions
 - ~~1. Voting in new Board Officers (Chair, Vice-Chair, Treasurer, Secretary;)~~
 - ~~2. Group conscience or voting on active motions.~~~~~~

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- ~~vii. Closing.~~
- ~~b. Monthly Meetings will follow the following suggested meeting outline:~~
 - ~~i. Serenity Prayer;~~
 - ~~ii. Establishment of ground rules as per the OA document “Guidelines for a Group Conscience Meeting;”~~
 - ~~iii. Approval of the minutes from the previous meeting;~~
 - ~~iv. Setting up the agenda, to include:~~
 - ~~1. Treasurer and Secretary reports;~~
 - ~~2. Committee Chair and Board Member reports as needed.~~
 - ~~v. Making Decisions~~
 - ~~1. Group conscience or voting on active motion~~
 - ~~vi. Closing.~~
- ~~8. Participation and process in a Business Meeting will be determined as the VIG evolves.~~

~~XVII. Miscellaneous~~

- ~~1. All documents (such as vouchers, certificate of eligibility, applications, bylaws, articles of Incorporation, this Policy & Procedure Manual, etc.) will be found on the OAFSVIG Foot Steps Website.~~
- ~~2. Security protocols shall be available on the OAFSVIG website.~~

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Appendix 1: Continuing Effective Motions

CEM01: Any of the motions contained within Appendix 1 of the OA Foot Steps Policy and Procedure Manual may be amended or rescinded from the floor of any regular or special meeting of OA Foot Steps without notice, provided a quorum is present, as long as such amendment or rescission is approved by a majority vote of the members present at the time of the vote.

CEM02: Motions that rescind any of the policies contained within Appendix 1 of the Policy and Procedure Manual of OA Foot Steps will be placed in Appendix 2 of the aforementioned Policy Manual and may be reconsidered by a motion to reconsider in line with period of notification.

CEM03: OA Foot Steps will make use of WhatsApp as a means of communication for OA Foot Steps Meetings, OA Foot Steps Committees and the OA Foot Steps Board.

CEM04: OA Foot Steps may provide email accounts on an OA Foot Steps approved platform for OA Foot Steps Committee Chairs, OA Foot Steps Meetings, OA Foot Steps Board Members and Service Volunteers.

CEM05: OA Foot Steps will purchase Seriously Simple Podcast Plug-in.

CEM06: OA Foot Steps will create and maintain a Podcast Speaker Release Form.

CEM07: Motion Rescinded.

CEM08: Motion Rescinded.

CEM09: OA Foot Steps will purchase and maintain Zoom Licenses as required as determined by the Meetings Resources Committee and the OA Foot Steps Board.

CEM10: OA Foot Steps will include in the registration forms for new meetings a question certifying that such meeting will not Screen Share OA Literature unless permission by the World Service Office has been granted.

CEM11: OA Foot Steps will permit any meeting a maximum time limit of ninety (90) minutes.

CEM12: OA Foot Steps will set aside a Zoom platform for seven (7) days a week meetings (held on the even hours at Eastern Standard Time).

CEM13: Motion Rescinded.

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CEM14: OA Foot Steps will authorize the OA Foot Steps Treasurer to pay software license fee expenses annually rather than monthly.

CEM15: OA Foot Steps will authorize the OA Foot Steps Treasurer to pay any requested payments via their own account, and be reimbursed, until such times as a Debit or Credit card can be authorized for the OA Foot Steps Bank Account.

CEM16: OA Foot Steps will create within the annual budget a fund of \$200 (Canadian) for the purpose of creation and maintenance of a Newsletter.

CEM17: Motion Rescinded.

CEM18: Motion Rescinded.

CEM19: Motion Rescinded.

CEM20: OA Foot Steps will enable the Zoom settings for Live Transcription on all OA Foot Steps Zoom platforms, and the ability to save the transcript will be turned off.

CEM22: OA Foot Steps will amend the 7th tradition page on the website to include “Your contributions go towards this group's expenses: Zoom account access, web hosting, chips, pamphlets and postage. We welcome contributions of any amount. Paypal charges a set fee for each donation, so larger and less frequent donations go further”.

CEM23: OA Foot Steps will open and maintain a P.O. Box in order to receive correspondence.

CEM24: Motion Rescinded.

CEM25: Motion Rescinded.

CEM26: OA Foot Steps will establish an ad hoc committee on the creation of an OA Foot Steps phone number.

CEM27: OA Foot Steps will purchase Canva Pro for \$120 USD/\$150 CAD a year. The use of Canva will be limited to OA Foot Steps Virtual Intergroup Board Members and OA Foot Steps Virtual Intergroup committees.

CEM28: OA Foot Steps will investigate incorporating OA Foot Steps Intergroup under Canadian federal law as a Non-Profit allowing up to \$1500 CAD discretionary fund as needed for professional and filing fees.

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CEM29: OA Foot Steps will avoid the use of non gendered language in all resources of OA Foot Steps.

CEM30: OA Foot Steps will avoid the use of acronyms and short forms in all resources and communications with the exception of “OA”.

CEM31: OA Foot Steps will draw up a contract and appoint an appropriate person. OA Foot Steps will also add a clause to such a contract that ensures GDPR compliance. Such contract will be on the basis of a retainer of Fifty (\$50) United States Dollars per month for basic updates, and up to an additional five (5) hours at Fifty (\$50) United States Dollars per hour for a total of no more than three hundred (\$300) United States Dollars per month.

CEM32: Any motion recorded in the minutes as approved by group conscience will be sent to the Bylaws committee for the purpose of updating of the Bylaws, Policy Manual or Standing Rules.

CEM33: OA Foot Steps will assign to a board member, committee, sub-committee or working group the creation and maintenance of a monthly document, that will include highlights from the board to include but not limited to Minutes, and Key points from the Intergroup meeting and other Intergroup activities.

CEM34: OA Foot Steps will assign to a committee, sub-committee or working group the creation and maintenance of guidelines for the purpose of assisting OA Foot Steps Meetings, OA Foot Steps Committees and the OA Foot Steps board in ensuring meetings are conducted, so as to ensure that they are secure and that all have the possibility to participate fully.

CEM35: OA Foot Steps will establish within the budget a fund of five hundred (\$500) United States Dollars for the purpose of providing OA literature to all those who need it. The delivery of these funds will be determined by a committee, sub-committee or working group created for that purpose.

CEM36: OA Foot Steps will establish within the budget a fund of five thousand (\$5000) United States Dollars for the purpose of providing services inline with the mission statement of the PIPO committee. The delivery of these funds will be determined by a committee, sub-committee or working group created for that purpose.

CEM37: OA Foot Steps will purchase Constant Contact at the Core level membership account of thirteen dollars (\$13) per month with an option to increase the level of account to accommodate future membership growth.

CEM38: OA Foot Steps will establish within the budget a fund of two hundred and fifty United States Dollars (\$250) for the purpose of discretionary items not otherwise covered in

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the budget. If this fund is used further funds will be allocated so that the fund always remains at two hundred and fifty United States Dollars (\$250).

CEM39: OA Foot Steps will not use the name of any individual with the minutes or website resources.

CEM40: OA Foot Steps will maintain a list of all officers present at any board or business meeting. This record will be kept on a password protected platform and will only be accessible to current board members and the bylaws committee chair.

CEM41: OA Foot Steps will purchase and maintain a Digital Telephone Number.

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Appendix 2: Rescinded Motions

CEM07: OA Foot Steps will create and maintain a Standardized Podcast Introduction Statement.

CEM08: OA Foot Steps will purchase and maintain a SignUp Genius account.

CEM13: OA Foot Steps will appoint an ad hoc committee to explore what is needed for a professional webmaster to maintain the OA Foot Steps website as a Special Worker.

CEM17: OA Foot Steps will create an ad hoc committee to explore the possibility of giving OA creative reprieve access to five (5) Zoom Licenses to purchase their own license for their meetings.

CEM18: OA Foot Steps will purchase Zoom cloud storage of 100 Gigabytes.

CEM19: OA Foot Steps will establish OA Foot Steps Virtual Intergroup as a US-based Registered Nonprofit Corporation under regulation (501 c 3).

CEM24: OA Foot Steps will permit the board to have the authority to approve any future World Service Business Conference delegates without the need to vote them in at a VIG meeting.

CEM25: OA Foot Steps will place an icon on the OA Foot Steps Website that will link directly to Creative Reprieve's TikTok account.