

OA FOOT STEPS VIRTUAL INTERGROUP STANDING RULES AND MEETING PROCEDURES

ADOPTED {DATE OF ADOPTION WILL GO HERE}

ARTICLE I - GENERAL PRACTICE

1. These rules take precedence over Robert's Rules of Order, Newly Revised with which they may conflict.
2. The group conscience prevails over all motions.
3. Anyone who wishes to address the Intergroup Business Meeting must be recognised by the chair.
4. After being recognized, a person shall state their name, meeting or committee name and business.
5. The only recording allowed at the Intergroup Business Meeting will be by the secretary for the sole purpose of assistance with accuracy of minutes.
6. Any recordings shall be retained until minutes are approved, then erased or destroyed.
7. The use of recording devices such as personal computers and smartphones by any participant other than the secretary at the Intergroup Business Meeting are permitted but may not be used for recording purposes.
8. No screenshots or photographs of the Intergroup Business Meeting members will be taken.
9. Voting members may ask one question per report or motion (with a follow-up question if the initial response requires clarification by the chair).
 - a. If a representative has additional questions, they will raise their virtual hand again and the question can be addressed if there is sufficient time.
 - b. Preference will be given to representatives who have not asked a question on the report or motion.
10. A question on any motion or amendment will not be considered an objection.
11. The chair will remain verbally impartial at all times.

ARTICLE II - STANDARD MEETING PROCEDURES

1. The following will occur at the start of all OA Foot Steps Business Meetings:
 - a. Welcome to the [INSERT MONTH] group conscience meeting of the OA Foot Steps Virtual Intergroup of Overeaters Anonymous. My name is _____, and I am a compulsive eater and the chair (or acting chair) of this meeting.
 - b. Please refrain from eating or chewing gum on camera. If you are seen chewing on camera, your video will be turned off. Beverages are allowed.

- c. We will now be removing the ability to rename yourself and to start your video. If you would like your video on, please turn it on now and keep it on for the duration of the meeting.
 - d. Serenity Prayer
 - e. The Step, Tradition, and Concept of the month. With these noted exceptions.
 - i. All 12 Steps, 12 Traditions, and 12 Concepts of OA Service will be read under these conditions:
 - 1. The annual meeting or any other meeting where officers will be elected.
 - 2. The meeting where the conference agenda is presented.
 - ii. At the discretion of the Chair all 12 Steps, 12 Traditions, and 12 Concepts of OA Service will be read.
 - iii. At the discretion of the Chair any combination of the Steps, Traditions, and Concepts will be read as long as at least one (1) Step, one (1) Tradition and one (1) Concept is read.
 - f. Presentation on the Concept of the month.
 - g. The purpose of this meeting is to make decisions that affect our intergroup. All those who are eligible, which for today will be Intergroup Representatives including first time attendees, Board members, and Committee Chairs are encouraged to participate. We welcome everyone's viewpoint; we can all learn from one another. Please remember Tradition Five: 'Each group has but one primary purpose—to carry its message to the compulsive eater who still suffers.' Therefore, anything we decide at this meeting must reflect that purpose. No matter what we believe as individuals, we must be united in our purpose to carry our message as best we can to the compulsive overeater who still suffers. That person is our focus. May we do our best for them.
 - h. Please sign in to the meeting by using the link that has been posted in the chat. If you have any challenges, send a message to a member of the service team for assistance.
 - i. Please rename yourself by adding the appropriate letter before your name as outlined in the appendix. Send a message to a member of the service team for assistance.
2. Following the items of business in paragraph one (1) of this article, the following standard items of business will occur:
- a. The secretary will make a report to the intergroup on the number of voting members present.
 - b. The chair will declare if a quorum is present, with one of the following outcomes
 - i. If a quorum is present the meeting will continue.
 - ii. If no quorum is present the chair will declare the meeting closed.

- c. Remind people to review the Standing Rules before intergroup meetings.
- d. Welcome New Meeting Representatives.
- e. Adoption of the Agenda.
- f. Approval of previous minutes.
- g. Old Business.
- h. New Business.
- i. Questions on submitted reports.
- j. Announcements from Board Members and Committee Chairs (these will be submitted in advance and read by the secretary).

Note: Announcements may be sent directly to the secretary via the chat.

- k. Other announcements i.e. from Virtual Region, World Service, other Service Bodies and other announcements submitted by individual meetings (these will be submitted in advance and read by the secretary).

Note: Announcements may be sent directly to the secretary via the chat.

- l. Motion to adjourn.
- m. Serenity Prayer.

ARTICLE III - PARTICIPATION

1. Any voting member as defined in the Bylaws of OA Foot Steps Article III, Section 1 may participate in meeting 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. Only one person will speak out loud the words of a prayer or reading, while the rest of the participants remain muted.

ARTICLE IV - ELECTIONS

1. All elections will be held by poll.
2. Results of the election will include the number of votes cast, and number of yes or no votes.

ARTICLE V - MOTION AND DEBATE

1. During consideration of a motion, members who wish to speak will contact the center microphone monitor to be recognized.

2. There will be a maximum of three (3) pro and three (3) con speakers to each motion.
3. There will be a maximum of two (2) pro and two (2) con speakers to each amendment.
4. Debate on motions and amendments shall be limited to one (1) minute for each pro or con.
5. All remarks must be addressed to the chair.
6. The chair will ask the voting members if there is any objection to any motion or amendment. If there is no objection, the motion is changed to include the amendment.

Note: A single objection will be considered an objection.

7. The first speaker is always pro, and is usually the maker of the motion, unless they wish to have another voting member speak on their behalf.
8. There shall be at least one pro speaker before any question on the motion is taken.

ARTICLE VI - QUESTIONS ON THE MOTIONS

1. Following debate, discussion which consists of questions to the chair, is limited to five (5) minutes and may be extended by a majority vote.
2. A voting member is allowed one (1) question per motion, with one (1) follow up question if they require clarification.
3. A motion to close debate (Previous Question) is in order only after three (3) minutes have passed and requires a two-thirds vote.

ARTICLE VII - PROCEDURES FOR A MAIN MOTION

1. The member (proposer) raises their electronic hand.
2. The Chair recognizes the member.
3. The member makes the motion.

NOTE: Only one main motion can be on the floor at a time. The purpose of other motions, termed subsidiary motions, is to clear the road for action on the main motion.

4. The Chair asks if there are any remarks from the Bylaws Committee.
5. Another member seconds the motion unless either of the following apply to the motion.
 - a. The motion is coming from a committee.

- b. The motion includes a second and the second has been verified by the bylaws committee.

NOTE: Before an idea may be discussed, it must be seconded. A second merely implies that another person agrees that the motion should come before the meeting, not that they necessarily agree with it. After the motion is stated by the chair, persons entitled to vote may discuss it and decide whether to approve or defeat it.

6. The Chair states the motion
7. Members debate the motion in accordance with Article V of these standing rules.

NOTE: This process provides all members with an opportunity to discuss the pros (positive impact) and cons (negative impact) of the idea.

8. The Chair declares debate closed.
9. The Chair invites questions about the motion in accordance with Article VI of these standing rules,
10. The Chair puts the question before the intergroup and the members vote.
11. The Chair announces the result of the vote.

ARTICLE VIII - PROCEDURES FOR AMENDING THE MAIN MOTION

1. If a voting member wishes to add text to, substitute another motion for, or remove text from a motion that someone else has made, the voting member may submit their ideas to the group by amending the motion. A motion may be amended by any of the following methods:
 - a. Add text to the motion.
 - b. Remove text from the motion
 - c. Remove and add text to the motion
 - d. Substitute the motion (present a substantially different motion that produces the same intent that the original motion was attempting to address)
2. The process for amending a motion will be as follows:
 - a. The member of the amendment (proposer) raises their electronic hand.
 - b. The Chair recognizes the member.
 - c. The member states the amendment including what they wish to add, remove, or substitute.
 - d. The Chair will ask if there are any remarks from the Bylaws Chair or alternate.

- e. Another member seconds the motion unless either of the following apply to the amendment.
 - i. The amendment is coming from a committee.
 - ii. The amendment includes a second and the second has been verified by the bylaws committee.

NOTE: Before an amendment may be discussed, it must be seconded. A second merely implies that another person agrees that the amendment should come before the meeting, not that they necessarily agree with it. After the amendment is stated by the chair, persons entitled to vote may discuss it and decide whether to approve or defeat it.

- f. The Chair states the amendment.
- g. The Chair will ask the voting members if there is any objection to the amendment.
 - i. If there is no objection, the motion is changed to include the amendment.
 - ii. If there is an objection, members debate the amendment in accordance with Article V of these standing rules.

NOTE: This process provides all members with an opportunity to discuss the pros (positive impact) and cons (negative impact) of the amendment.

- h. The Chair declares debate closed.
- i. The Chair invites questions about the amendment in accordance with Article VI of these standing rules.
- j. The Chair puts the question and the members vote.
- k. The Chair announces the result of the vote.

ARTICLE VIII - AMENDMENTS

1. These standing rules will be published on the OA Foot Steps Website.
2. Any needed changes after these standing rules have been published shall not be amended except on the floor of the meeting as defined in Section 1 of this article at which time any corrections, amendments or additions can be made by any voting member of OA Foot Steps.
3. These rules may be suspended by a two-thirds vote using a Motion to Suspend the Rules.
4. The Standing Rules may be amended at any time during a meeting through a motion from the floor; requires a second and debate and two-thirds vote.

Appendix: Meeting Procedures

General Meeting Guidelines

Group Conscience: The informed Group Conscience prevails over all motions. Our Traditions & Concepts of Service, our Bylaws and Policies & Procedures, and the Principles of this program, will always take precedence over Robert's Rules.

Recordings: Our Intergroup Business Meeting may be recorded for the purpose of minutes and shall be erased once the minutes have been approved. Please do not use any other recording device at our meetings.

Accessibility: Members are asked to please refrain from eating or chewing gum on camera. If you are seen chewing on camera, your video will be turned off. Beverages are allowed. We will also ask only one person to speak out loud the words of a prayer or reading, while the rest of the participants remain muted. If you have any other accessibility concerns, please reach out to the Chair at chair@oafootsteps.com.

Security: Once the meeting has started, in the interest of security, the ability to rename yourself and to start video will be turned off. If you would like your video on, please turn it on at the beginning of the meeting, and keep it on for the duration of the meeting. You can use a piece of paper to cover your video if you need to get up or move around. If you need to rename yourself, please contact the support co-leader at the meeting.

Readings: We will read our Mission Statement: Voices of Recovery, April 14th followed by the Step, Tradition, and Concept of the month.

Concept of the Month: Each month we will be inviting a Trustee or other member of OA with considerable experience to speak to the Concept of the month.

Purpose: The purpose of this meeting is to make decisions that affect our group. All those who are eligible, which for today will be Intergroup Representatives including first time attendees, Board members, and Committee Chairs are encouraged to participate. We welcome everyone's viewpoint; we can all learn from one another. Please remember Tradition Five: *'Each group has but one primary purpose—to carry its message to the compulsive overeater who still suffers.'* Therefore, anything we decide at this meeting must reflect that purpose. No matter what we believe as individuals, we must be united in our purpose to carry our message as best we can to the compulsive overeater who still suffers. That person is our focus. May we do our best for them.

Sign-In: We ask all members to please sign in to the VIG Business meeting each month: <https://oafootsteps.com/sign-in/> The link will also be posted in the chat at the start of the meeting. If you have any challenges, send a message to a member of the service team for assistance.

Voting Member: Any voting member, which includes registered representatives or alternates, board members, and committee chairs are entitled to a vote.as defined in the Bylaws of OA Foot Steps may participate in meeting procedures, e.g., vote, make a motion, speak to a motion, etc.

Visitors: Visitors may have a voice at the discretion of the chair. 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.

Renaming: Please rename yourself by adding the appropriate letter before your name. For example: B - Renee D (Chair). If you have any challenges, send a message to a member of the service team for assistance.

Role	Initial + Name & (Details)	
Board Member	B -	Name (Position)
Committee Chair	C -	Name (Committee)
Meeting Representative	R -	Name (Meeting)
Security and/or Support	S -	Name
Visitor	V -	Name
2nd Device {for voting purpose}	Z -	Name

Quorum: At the start of the meeting the secretary will make a report to the intergroup on the number of voting members present. The chair will then declare if a quorum is present.

New Meeting Representatives: We will take time to welcome our new Representatives, and thank them for their service. They will also be invited to partake of the Intergroup Basics workshop that is provided regularly throughout the month.

Agenda: Meeting representatives are expected to review the agenda and associated reports and motions that will be available prior to each business meeting at: <https://oafootsteps.com/oa-foot-steps-vig-agenda/>

Previous Minutes: Meeting representatives are encouraged to review the previous minutes that are available prior to each business meeting at: <https://oafootsteps.com/previous-minutes/>

Reports: Meeting representatives are expected to review the Reports each month and come prepared with any questions for the committee or board officer:

Financial Report: <https://oafootsteps.com/financial-information/>

Committee Reports: <https://oafootsteps.com/committees/>

Meetings Reports: <https://oafootsteps.com/meetings-reports/>

Announcements: Announcements should be submitted in advance and read by the secretary. Announcements may be sent directly to the secretary via the chat. Announcements typically originate from Board members, Committee Chairs and also, from Virtual Region, World Service, other Service Bodies and other announcements submitted by individual meetings).

Consent Agenda: The chair may propose a consent agenda of routine, non-controversial matters. Any voting member may request that an item from the Consent Agenda be considered separately. The Consent Agenda shall require a two-thirds vote for adoption.

Old and New Business: Any remaining motions that need to be addressed, after the consent agenda is approved. Motions that were not completed at previous meetings that have been brought forward to the current meeting will be considered before New Business Motions.

Addressing the Chair: In order to be recognized by the chair to speak, please raise your virtual hand to be unmuted. State your name, meeting or committee name, before proceeding with your question or statement.

Questions: Voting members are invited to ask one question per report or motion (with a follow-up question if the initial response requires clarification by the chair). Additional questions will be addressed if there is sufficient time, but preference will be given to representatives who have not asked a question on the report or motion already. The chair will remain verbally impartial at all times.

Elections: All elections will be held by poll. Results of the election will include the number of votes cast, and number of yes or no votes.

Applying the Traditions, Concepts & Principles of this Program: Business meetings can sometimes be uncomfortable. Not everyone shares the same opinions. As such, they are an opportunity to learn and grow as we apply the Traditions, Concepts and Principles of our program to ensure that we are working in accordance with the best interests of our Intergroup and the OA Fellowship, as well as the will of our individual and collective Higher Power. When debating the motions, or asking questions, please listen to the other side. Focus on the issue itself, rather than the personalities, and avoid questioning motives. Above all, be polite and be kind.

Standing Rules: The board is committed to continuing to provide an easily read print-out of these basic meeting protocols, such as this appendix. This appendix will be also made into a standalone document.

Please Note: These instructions form part of our Standing Rules for our business meetings, and will be published on the OA Foot Steps Website. Any needed changes after these standing rules have been accepted, can be amended at any time during a meeting through a motion from the floor. Corrections, amendments or additions can be made by any voting member of OA Foot Steps. It requires a second, debate and two-thirds vote. These rules may be suspended by a two-thirds vote using a Motion to Suspend the Rules.

PROCEDURES FOR A MAIN MOTION

Submit a Motion: Click here to submit a motion: <https://oafootsteps.com/submit-a-motion/>

Meet the Maker: The Chair will ask the maker of the motion to raise their hand.

Please note: Only one main motion can be on the floor at a time. The purpose of other motions, termed subsidiary motions, is to clear the road for action on the main motion.

Recognize the Motion: The Chair recognizes the member who proposed the motion.

Bylaws: The Chair will ask if there are any remarks from the Bylaws Chair or alternate.

Second the Motion: Another member is then asked to second the motion unless the motion is coming from a committee, or the motion includes a second and the second has been verified by the Bylaws committee.

Stating the Motion: Chair states the motion and will ask the voting members if there is any objection to the motion or amendment. If there is no objection, the motion is passed or the motion is changed to include the amendment.

Please Note: A single objection will be considered an objection and the motion shall continue this process.

Speaking to a Motion: During consideration of a motion, members who wish to speak will contact the chat monitor to be recognized.

Debate: Debate on motions and amendments shall be limited to one (1) minute for each pro or con. All remarks must be addressed to the chair. This process provides all members with an opportunity to discuss the pros (positive impact) and cons (negative impact) of the idea. There will be a maximum of three (3) pro and three (3) con speakers to each motion, and a maximum of two (2) pro and two (2) con speakers to each amendment. The first speaker is always pro, and is typically the maker of the motion, unless they wish to have another voting member speak on their behalf. There shall be at least one pro speaker before any question on the motion is taken. Upon completion, the chair declares debate closed.

Questions on the Motion: Following debate, the Chair invites questions about the motion that are directed to the Chair. This period is limited to five (5) minutes and may be extended by a majority vote. A voting member is allowed one (1) question per motion, with one (1) follow up question if they require clarification. A motion to close debate (Previous Question) is in order only after three (3) minutes have passed and requires a two-thirds vote.

Poll: The Chair then asks voting members to vote on the motion in accordance with the Policy and Procedure Manual. Once completed, the Chair announces the result of the vote.

PROCEDURES FOR AMENDING THE MAIN MOTION

Amendment: If a voting member wishes to add text to, remove text from, remove and add text to the motion, or substitute another motion with the same intended outcome for a motion that someone else has made, the voting member may submit their ideas to the group by amending the motion.

Primary Amendment: The member proposing the amendment raises their electronic hand.

Secondary Amendment: An amendment can be carried one step further by another member asking to amend the amendment. At that point we have a primary amendment and a secondary amendment to the main motion. There may not be more than one primary amendment and one secondary amendment at any one time. Secondary amendments will be voted on before the primary amendment can be considered. If there are more secondary amendments these can be considered if there is not currently a secondary amendment on the floor. After all secondary amendments have been dispensed with, the primary amendment will be considered.

Meet the Maker: The Chair recognizes the member who proposed the primary amendment.

Recognize the Amendment: The member states the amendment including what they wish to add, remove, or substitute.

Bylaws: The Chair will ask if there are any remarks from the Bylaws Chair or alternate.

Second the Amendment: Another member will second the motion unless the amendment is coming from a committee, or the amendment includes a second and the second has been verified by the bylaws committee. Before an amendment may be discussed, it must be seconded.

Accepting the Amendment: The Chair states the amendment and will ask the voting members if there is any objection to the amendment. If there is no objection, the motion is changed to include the amendment.

Debate the Amendment: If there is an objection, members debate the amendment.

Please Note: This process provides all members with an opportunity to discuss the pros (positive impact) and cons (negative impact) of the amendment. The Chair declares debate closed.

Questions on the Amendment: The Chair invites questions about the amendment.

Poll: The Chair then asks voting members to vote on the motion in accordance with the Policy and Procedure Manual. Once completed, the Chair announces the result of the vote.

PROCEDURES FOR REQUESTING INFORMATION

Requesting Information: The following methods may be used to get clarification on a motion or amendment. If using any of these requests, you must type a private message to the center microphone monitor stating the name of the request and a brief explanation of what is being requested, for example:

Request for Information: Can the chair please confirm the amount we are committing to this piece of software for this calendar year.

The Chat monitor may then either read the question on your behalf or ask you to read it aloud.

Types of Requests:

- **Request for Information:** If issues or debate become obscure or involved, you can seek clarification by asking the chair for a “request for information.”
- **Motion to Divide the Question:** Motions often contain two or more parts. You can ask each part to be considered separately. Such consideration can help clarify an entire motion and salvage those portions that will benefit the group. Each part must stand on its own merits.
- **Point of Order:** A possible violation in parliamentary procedure can be checked by raising a “point of order.” The chair is obligated to recognize you and rule on the point of order.
- **Point of Information:** Questions may be asked regarding some of the facts under discussion.
- **Appeal Chair’s Decision:** If you disagree with a decision of the chair, you can appeal the decision of the chair to the whole Intergroup. When your appeal has been seconded, the chair must state the question at issue. The chair first defends their decision, and then three (3) delegates who support the appeal and three (3) who support the chair’s decision are allowed to speak to the issue for one (1) minute each. Then the delegates vote on whether they wish to sustain the rule of the chair. A tie vote sustains the rule of the chair.
- **Orders of the Day:** When the meeting goes off on a tangent and does not follow the agenda or the order of business, you may remind the chair of this by calling for “orders of the day.”
- **Refer:** When you think a proposal needs further study, you may move that it be referred to a committee for review.
- **The Previous Question:** If you feel an issue has been adequately discussed, you may move to end debate by saying, “Chair, I move the previous question.” This means you wish a vote

to be taken that will end discussion and open the way for a vote on the pending issue before the intergroup. This requires a two-thirds vote.

- **Lay on the Table/Take up from the Table:** To make a motion to “lay on the table” means to temporarily put aside one motion to consider other business. After a motion has been “laid on the table” it may be “taken from the table” at the same Intergroup Meeting (provided other business has intervened). Once the meeting closes, the motion is dead. The motion may be offered as a new main motion at a future Intergroup meeting if it is submitted by the deadline.
- **Postpone to a Certain Time:** You can propose that discussion of an issue, resolution, or report be postponed to a later time during the current Meeting.
- **Postpone Indefinitely:** This is primarily a strategic motion to kill the main motion. It can be used to defeat a main motion without risking a direct vote on it.
- **Adjourn:** It may be offered at any time. It is debatable if no other business is before the assembly. It is not debatable if it interrupts discussion or is made before the business of the day is completed. Any business that is not reached by the end of the Intergroup Meeting is gone. Add clarity
- **Motion to Extend:** It may be offered at any time. It is debatable. A time or length must be stated such as “I move to extend by 30 minutes” or “I move to extend until the current item is dispensed with.”
- **Item out of agenda order:** Any item of business can be taken out of its proper order by adopting a motion to “suspend the rules” by a two-thirds vote. A two thirds vote is required for adoption. This procedure can only be used for a single agenda item at a time.
- **Question of Personal Privilege:** A distraction, such as asking for Serenity Prayer or asking a member to speak up can be brought forth as a Question of Privilege at any point in the meeting. It takes precedence over all other business. It does not require a second, nor debate. The Chair will make a decision on the issue.
- **Propose Motion (Primary):** The maker of the motion, or an alternate, raises their hand to address the chair and propose the motion.
- **Second the Motion:** Any voting member can second a motion.

Please Note: Before a motion may be discussed, it must be seconded. A second merely implies that another person agrees that the motion should come before the meeting, not that they necessarily agree with it. After the motion is stated by the Chair, persons entitled to vote may discuss it and decide whether to approve or defeat it.

- **Amend a Motion:** Any voting member can propose an amendment.
- **Call the Question:** A motion to end debate and vote on the motion at hand. If seconded and passed, the main motion is then voted on. If no second or fails, discussion continues. The Chair can choose to end debate.