

# Policy Manual Amendment Motion - Article V Paragraph 2.c



**Motion:** Move to amend the OA Foot Steps Policy and Procedure manual Article V paragraph 2 sub-paragraph C as shown in red and green.

CURRENT WORDING	PROPOSED WORDING
<p>c. Secretary</p> <ul style="list-style-type: none"> <li>i. Takes minutes of all Business and Board Meetings. <ul style="list-style-type: none"> <li>1. The secretary will create a set of minutes for each business meeting and may appoint assistants if needed. <ul style="list-style-type: none"> <li><del>1.</del> The following guidelines will guide the preparation of the minutes: <ul style="list-style-type: none"> <li>a. The minutes should generally contain a record of what was done at the meetings, not what was said by the members.</li> <li>b. The following should be included at the start of the minutes: <ul style="list-style-type: none"> <li>i. The kind of meeting: regular or special.</li> <li>ii. The name of the organization Overeaters Anonymous Foot Steps Virtual Intergroup</li> <li>iii. The date and time of the meeting.</li> <li>iv. If the previous minutes were approved, and the date of the meeting to which the minutes pertain.</li> <li>v. No names will be included in the minutes.</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>i. The items contained in paragraph 3 i-v above may be presented in paragraph, number or bullet form.</li> </ul> <ul style="list-style-type: none"> <li>c. The minutes should contain a separate section for each subject matter and should show: <ul style="list-style-type: none"> <li>i. i. All main motions that were voted on during the meeting limited to: <ul style="list-style-type: none"> <li>1. The wording of the motion as it was adopted or otherwise voted on.</li> <li>2. That the motion was duly proposed and seconded.</li> <li>3. Whether the motion was</li> </ul> </li> </ul> </li> </ul>	<p>d. Secretary</p> <ul style="list-style-type: none"> <li><del>ii.</del> <del>Takes minutes of all Business and Board Meetings.</del></li> <li>2. The secretary will create a set of minutes for each business meeting and may appoint assistants if needed. <ul style="list-style-type: none"> <li>1. <u>The Secretary can create, maintain, and utilize a set of internal procedures to assist in the creation of all minutes.</u></li> <li>2. <del>The following guidelines will guide the preparation of the minutes:</del> <ul style="list-style-type: none"> <li>a. <del>The minutes should generally contain a record of what was done at the meetings, not what was said by the members.</del></li> <li>b. <del>The following should be included at the start of the minutes:</del> <ul style="list-style-type: none"> <li>i. <del>The kind of meeting: regular or special.</del></li> <li>ii. <del>The name of the organization Overeaters Anonymous Foot Steps Virtual Intergroup</del></li> <li>iii. <del>The date and time of the meeting.</del></li> <li>iv. <del>If the previous minutes were approved, and the date of the meeting to which the minutes pertain.</del></li> <li>v. <del>No names will be included in the minutes.</del></li> </ul> </li> </ul> </li> </ul> <p><del>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.</del></p> <ul style="list-style-type: none"> <li>i. <del>The items contained in paragraph 3 i-v above may be presented in paragraph, number or bullet form.</del></li> </ul> <ul style="list-style-type: none"> <li>c. <del>The minutes should contain a separate section for each subject matter and should show:</del> <ul style="list-style-type: none"> <li>i. <del>i. All main motions that were voted on during the meeting limited to:</del> <ul style="list-style-type: none"> <li>1. <del>The wording of the motion as it was adopted or otherwise voted on.</del></li> <li>2. <del>That the motion was duly proposed and seconded.</del></li> <li>2. <del>That the motion was duly proposed and</del></li> </ul> </li> </ul> </li> </ul> </li></ul>

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<p>adopted, defeated or referred. (If the motion was referred to whom it was referred).</p> <p>4. The report on the vote to include the number of votes on each side.</p> <p>ii. All primary amendments and secondary amendments to any main motions that were voted on during the meeting limited to:</p> <ol style="list-style-type: none"> <li>1. The wording of the amendment as it was adopted or otherwise voted on.</li> <li>2. That the motion was duly proposed and seconded.</li> <li>3. Whether the amendment or defeated.</li> <li>4. The report on the vote to include the number of votes on each side.</li> </ol> <p>iii. Secondary motions and their outcome to include:</p> <ol style="list-style-type: none"> <li>1. Motion to adjourn.</li> <li>2. Motion to suspend the rules.</li> <li>3. Motion to amend the rules.</li> </ol> <p>iv. Any withdrawn motion, only stating that the motion was withdrawn.</p> <p>v. Brief summary of oral reports.</p> <p>vi. All points of order and appeals, whether sustained or lost, together with reasons for the ruling.</p> <p>vii. The time of adjournmen.</p> <p>d. When a matter is considered informally, the same information is recorded in the minutes, since the only formality in proceedings is debate.</p> <p>e. All other matters are recorded as occurring, but no further information is included.</p> <p>f. A copy of all Board Reports, Standing Committee Reports, and Ad-Hoc committee reports will be</p>	<p style="text-align: right;"><del>seconded:</del></p> <p style="text-align: right;"><del>3.—Whether the motion was adopted, defeated or referred.—(If the motion was referred to whom it was referred):</del></p> <p style="text-align: right;"><del>4.—The report on the vote to include the number of votes on each side:</del></p> <p style="text-align: right;"><del>ii.—All primary amendments and secondary amendments to any main motions that were voted on during the meeting limited to:</del></p> <ol style="list-style-type: none"> <li style="text-align: right;"><del>1.—The wording of the amendment as it was adopted or otherwise voted on:</del></li> <li style="text-align: right;"><del>2.—That the motion was duly proposed and seconded:</del></li> <li style="text-align: right;"><del>3.—Whether the amendment or defeated:</del></li> <li style="text-align: right;"><del>4.—The report on the vote to include the number of votes on each side:</del></li> </ol> <p style="text-align: right;"><del>iii.—Secondary motions and their outcome to include:</del></p> <ol style="list-style-type: none"> <li style="text-align: right;"><del>1.—Motion to adjourn:</del></li> <li style="text-align: right;"><del>2.—Motion to suspend the rules:</del></li> <li style="text-align: right;"><del>3.—Motion to amend the rules:</del></li> </ol> <p style="text-align: right;"><del>iv.—Any withdrawn motion, only stating that the motion was withdrawn.</del></p> <p style="text-align: right;"><del>v.—Brief summary of oral reports:</del></p> <p style="text-align: right;"><del>vi.—All points of order and appeals, whether sustained or lost, together with reasons for the ruling:</del></p> <p style="text-align: right;"><del>vii.—The time of adjournmen:</del></p> <p style="text-align: right;"><del>d.—When a matter is considered informally, the same information is recorded in the minutes, since the only formality in proceedings is debate:</del></p> <p style="text-align: right;"><del>e.—All other matters are recorded as occurring, but no further information is included:</del></p> <p style="text-align: right;"><del>f.—A copy of all Board Reports, Standing Committee Reports, and Ad-Hoc committee reports will be attached to the minutes:</del></p>
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<p style="text-align: center;">attached to the minutes.</p> <ul style="list-style-type: none"> <li>ii. Ensures a copy of the unapproved minutes shall be posted on the OA Foot Steps website within ten (10) days of the Business Meeting.</li> <li>iii. Create an archived digital copy of all OA Foot Steps documents for storage on an appropriate platform.</li> <li>iv. Coordinate with the appropriate committees to maintain a list of hosts, facilitators and admins including but not limited to their name, email, contact telephone as well as meeting leaders and Intergroup Representatives.</li> <li>v. Be responsible for keeping and giving out passwords for all digital platforms to those authorized by their position, unless restricted or otherwise assigned.</li> <li>vi. Be responsible for the preparation of business meeting related materials.</li> </ul>	<ul style="list-style-type: none"> <li>ii. Ensures a copy of the unapproved minutes shall be posted on the OA Foot Steps website within ten (10) days of the Business Meeting.</li> <li>iii. Create an archived digital copy of all OA Foot Steps documents for storage on an appropriate platform.</li> <li>iv. Coordinate with the appropriate committees to maintain a list of hosts, facilitators and admins including but not limited to their name, email, contact telephone as well as meeting leaders and Intergroup Representatives.</li> <li>v. Be responsible for keeping <del>and giving out</del> passwords for all digital platforms <del>to those authorized by their position, unless restricted or otherwise assigned.</del></li> <li>vi. Be responsible for the preparation of business meeting related materials.</li> </ul>
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**SUBMITTED BY:**  
 OA Foot Steps Board  
 board@oafosteps.com

**INTENT:** To allow the secretary to develop, maintain and utilize their own set of internal procedures with the appointment of assistance as needed, as we would afford any board member or committee the ability to develop their own methods and procedures without enforcing an ad hoc committee's support. And to lessen the burden on the OA Foot Steps Secretary by not assigning duties that are already handled by appropriate committees such as the Meetings Scheduling or Digital, who currently give out passwords for digital platforms as required.