



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>1. 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> <li>c. The minutes should contain a separate section for each subject matter and should show:           <ul style="list-style-type: none"> <li>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 adopted, defeated or referred. (If the motion was referred to whom it was referred).</li> <li>4. The report on the vote to include the number of votes on each side.</li> </ul> </li> <li>ii. All primary amendments and secondary amendments to any main motions that were voted on during the</li> </ul> </li> </ul>	<p>d. Secretary</p> <ul style="list-style-type: none"> <li><del>ii. 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>An ad hoc minutes review working group will be established by the Secretary.</u></li> <li>2. <u>The working group will create, maintain, and utilize a set of internal procedures to assist in the creation of all minutes.</u></li> <li>3. <u>The Internal Procedures document will be utilized in the preparation of all minutes.</u></li> <li>4. <u>The document will be included in the handover documentation when a new Secretary is elected.</u></li> <li>2. <del>The following guidelines will guide the preparation of the minutes:</del> <ul style="list-style-type: none"> <li><del>a. The minutes should generally contain a record of what was done at the meetings, not what was said by the members.</del></li> <li><del>b. The following should be included at the start of the minutes:</del> <ul style="list-style-type: none"> <li><del>i. The kind of meeting: regular or special.</del></li> <li><del>ii. The name of the organization Overeaters Anonymous Foot Steps Virtual Intergroup</del></li> <li><del>iii. The date and time of the meeting.</del></li> <li><del>iv. If the previous minutes were approved, and the date of the meeting to which the minutes pertain.</del></li> <li><del>v. No names will be included in the minutes.</del></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. <del>The items contained in paragraph 3 i-v above may be presented in paragraph, number or bullet form.</del></li> <li><del>c. The minutes should contain a separate section for each subject</del></li> </ul> </li></ul>

<p>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 attached to the minutes.</p> <p>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.</p> <p>iii. Create an archived digital copy of all OA Foot Steps documents for storage on an appropriate platform.</p> <p>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.</p> <p>v. Be responsible for keeping and giving out passwords for all digital platforms to those authorized by their position, unless restricted or otherwise assigned.</p> <p>vi. Be responsible for the preparation of business meeting related materials.</p>	<p><del>matter and should show:</del></p> <p><del>i.—i. All main motions that were voted on during the meeting limited to:</del></p> <ol style="list-style-type: none"> <li><del>1. The wording of the motion as it was adopted or otherwise voted on.</del></li> <li><del>2. That the motion was duly proposed and seconded.</del></li> <li><del>3. Whether the motion was adopted, defeated or referred. (If the motion was referred to whom it was referred).</del></li> <li><del>4. The report on the vote to include the number of votes on each side.</del></li> </ol> <p><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><del>1. The wording of the amendment as it was adopted or otherwise voted on.</del></li> <li><del>2. That the motion was duly proposed and seconded.</del></li> <li><del>3. Whether the amendment or defeated.</del></li> <li><del>4. The report on the vote to include the number of votes on each side.</del></li> </ol> <p><del>iii.—Secondary motions and their outcome to include:</del></p> <ol style="list-style-type: none"> <li><del>1. Motion to adjourn.</del></li> <li><del>2. Motion to suspend the rules.</del></li> <li><del>3. Motion to amend the rules.</del></li> </ol> <p><del>iv.—Any withdrawn motion, only stating that the motion was withdrawn.</del></p> <p><del>v.—Brief summary of oral reports.</del></p> <p><del>vi.—All points of order and appeals, whether sustained or lost, together with reasons for the ruling.</del></p> <p><del>vii.—The time of adjournmen.</del></p> <p><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><del>e. All other matters are recorded as occurring, but no further information is included.</del></p> <p><del>f. A copy of all Board Reports, Standing Committee Reports, and Ad-Hoc committee reports will be attached to the minutes.</del></p> <p>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.</p> <p>iii. Create an archived digital copy of all OA Foot Steps documents for storage on an appropriate platform.</p> <p>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</p>
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**SUBMITTED BY:**

Bylaws Committee  
bylaws@oafootsteps.com

**INTENT:** To give the OA Foot Steps Secretary greater scope to create minutes as they see fit, ensuring that they provide all the information the Intergroup may require to perform the function of minuting meetings, which is a significant part of their role.

**COST:** \$0

**RATIONALE:** The current policy on creation of minutes was adapted from the minutes' section of Robert's Rules of Order Newly Revised. While helpful, this depth of detail is not required at the Intergroup level. The motion ensures that the minutes are written according to a set of guidelines (prepared and maintained by the Secretary) which ensures that information is easily found if required, while providing sufficient scope for the Secretary to make changes in style and contents as required.