

# OA FOOT STEPS

VIRTUAL INTERGROUP #09670

**Motion:** Move to amend Article IX paragraphs 1 and 2 of the OA Foot Steps Policy Manual as shown in red and green:

CURRENT WORDING	PROPOSED WORDING
<p><b>Article IX - Committees</b></p>	<p><b>Article IX - Committees</b></p>
<ol style="list-style-type: none"> <li>1. OA Foot Steps will create committees, as the need arises.</li> <li>2. Approved Committees are:               <ol style="list-style-type: none"> <li>a. Digital to include                   <ol style="list-style-type: none"> <li>i. Announcements</li> <li>ii. Forms</li> <li>iii. Literature Development</li> <li>iv. Meeting Schedule</li> <li>v. Newsletter</li> <li>vi. Podcasts</li> <li>vii. Website</li> </ol> </li> <li>b. Finance</li> <li>c. Governance and Procedures to include                   <ol style="list-style-type: none"> <li>i. Bylaws</li> <li>ii. GDPR compliance</li> <li>iii. Governance</li> <li>iv. Policies and Procedures</li> <li>v. Standing Rules</li> <li>vi. Security</li> </ol> </li> <li>d. Meeting Resources to include:                   <ol style="list-style-type: none"> <li>i. Intergroup Representative Basics</li> <li>ii. Meeting Leadership</li> </ol> </li> <li>e. Member Resources to include:                   <ol style="list-style-type: none"> <li>i. Communication and Conflict Basics</li> <li>ii. Diversity</li> <li>iii. Fun and Fellowship</li> <li>iv. Inclusion</li> <li>v. Information</li> </ol> </li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. OA Foot Steps <del>will</del> <u>may</u> create <u>or remove</u> committees, as the need arises.               <ol style="list-style-type: none"> <li>a. <u>The creation of a new committee will require a motion to be submitted to the Intergroup in line with the amendment section of this Policy Manual.</u></li> <li>b. <u>The Intergroup may create ad-hoc committees for limited purposes, and such committees will be limited to no more than six months.</u> <ol style="list-style-type: none"> <li>i. <u>An ad-hoc committee may be extended for a second period of six months.</u></li> <li>ii. <u>After two terms of six months, an ad-hoc must be converted into a standing committee or be disbanded.</u></li> </ol> </li> </ol> </li> <li>2. <del>Approved Committees are:</del> <ol style="list-style-type: none"> <li>a. <del>Digital to include</del> <ol style="list-style-type: none"> <li>i. <del>Announcements</del></li> <li>ii. <del>Forms</del></li> <li>iii. <del>Literature Development</del></li> <li>iv. <del>Meeting Schedule</del></li> <li>v. <del>Newsletter</del></li> <li>vi. <del>Podcasts</del></li> <li>vii. <del>Website</del></li> </ol> </li> <li>b. <del>Finance</del></li> </ol> </li> </ol>

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<ul style="list-style-type: none"> <li>vi. Languages</li> <li>vii. Literature Services</li> <li>viii. Milestones</li> <li>ix. Newcomers</li> <li>x. Sponsorship</li> <li>f. Public Information and Professional Outreach</li> <li>g. Workshop</li> </ul> <ol style="list-style-type: none"> <li>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.</li> <li>4. Each committee will appoint a Committee Chair.</li> <li>5. The committee chair may serve for up to two terms of two years.</li> <li>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.</li> <li>7. OA Foot Steps Committees shall:             <ul style="list-style-type: none"> <li>a. File a report to the Board of activities ten (10) days prior to each business meeting.</li> <li>b. Maintain comprehensive files detailing committee activities using OA Foot Steps approved resources and technologies.</li> <li>c. Upon completion of term of office or resignation, information transfer shall be coordinated by the OA Foot Steps Secretary in consultation with the outgoing OA Foot Steps committee chair.</li> <li>d. May submit digital resources about the committee's work to the OA Foot Steps Digital Committee for publication.</li> <li>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).</li> </ul> </li> <li>8. The Committee Chair will review work of sub-committees and appoint chairs or program heads, as needed.</li> </ol>	<ul style="list-style-type: none"> <li>c. <b>Governance and Procedures to include</b> <ul style="list-style-type: none"> <li>i. <b>Bylaws</b></li> <li>ii. <b>GDPR compliance</b></li> <li>iii. <b>Governance</b></li> <li>iv. <b>Policies and Procedures</b></li> <li>v. <b>Standing Rules</b></li> <li>vi. <b>Security</b></li> </ul> </li> <li>d. <b>Meeting Resources to include:</b> <ul style="list-style-type: none"> <li>i. <b>Intergroup</b></li> <li>ii. <b>Representative Basics</b></li> <li>iii. <b>Meeting Leadership</b></li> </ul> </li> <li>e. <b>Member Resources to include:</b> <ul style="list-style-type: none"> <li>i. <b>Communication and Conflict Basics</b></li> <li>ii. <b>Diversity</b></li> <li>iii. <b>Fun and Fellowship</b></li> <li>iv. <b>Inclusion</b></li> <li>v. <b>Information</b></li> <li>vi. <b>Languages</b></li> <li>vii. <b>Literature Services</b></li> <li>viii. <b>Milestones</b></li> <li>ix. <b>Newcomers</b></li> <li>x. <b>Sponsorship</b></li> </ul> </li> <li>f. <b>Public Information and Professional Outreach</b></li> <li>g. <b>Workshop</b></li> </ul> <ol style="list-style-type: none"> <li>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.</li> <li>4. Each committee will appoint a Committee Chair.</li> <li>5. The committee chair may serve for up to two terms of two years.</li> <li>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.</li> <li>7. OA Foot Steps Committees shall:             <ul style="list-style-type: none"> <li>a. File a report to the Board of activities ten (10) days prior to each business meeting.</li> <li>b. Maintain comprehensive files detailing committee activities</li> </ul> </li> </ol>
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**SUBMITTED BY:**

Bylaws Committee  
[bylaws@oafootsteps.com](mailto:bylaws@oafootsteps.com)

**INTENT:** To update the policy manual to both remove the list of committees and also to add details of how a new committee is formed.

**COST:** 0

**RATIONALE:** The restructuring of the Policy Manual that the OA Foot Steps bylaws committee worked on over several months created a new structure for the committee structure of OA Foot Steps. This restructuring was created without due consideration of how this new policy would be implemented. The removal of paragraph 2 allows the OA Foot Steps bylaws committee and other interested persons including but not limited to the OA Foot Steps Board, Committee Chairs, and Committee Members the most appropriate way to conduct this restructure.

Additionally, the Policy Manual does not detail the process of how to create or disband committees; this motion addresses both of those issues.