

OVEREATERS ANONYMOUS FOOT STEPS VIRTUAL INTERGROUP - SPECIAL REVISIONS MEETING

Date: 28th July 2024

Time: 7 pm UTC

Chair: Renee D – OA Foot Steps Chair followed by Sharlotte G - Secretary

OPENING

SERENITY STATEMENT, SERENITY PRAYER, AND OPENING READINGS

The Serenity Statement was read, followed by the Serenity Statement and Serenity Prayer. The opening readings were then read.

RECOGNITION OF NEW REPRESENTATIVES

The chair warmly welcomed the first-time representatives, emphasizing their significant role in the Foot Steps Intergroup.

QUORUM

The secretary announced the voting members: 4 board members and 14 other voting members. The chair declared that a quorum was present.

APPOINTMENT OF SHARLOTTE G AS PRESIDING OFFICER

The Chair asked if there was any objection to Sharlotte leading the rest of the meeting. No objection.

ADOPTION OF AGENDA

The agenda was adopted without objection.

ADOPTION OF MEETING GUIDELINES

The [meeting guidelines](#) were read in full, after which Lisa T presented the motion to adopt the guidelines.

Amendment 1

Motion: Move to amend Article III - Main Motion Procedure, 1 Debate:

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| <p>1. Debate:</p> <p>1. After all consent motions have been addressed (See Article II), the remaining motions will be debated as follows:</p> <ul style="list-style-type: none">i. Debate is limited to six speakers: no more than three in favour (including the maker who speaks first) and three against.ii. Each speaker is limited to one minute. | <p>1. Debate:</p> <p>1. After all consent motions have been addressed (See Article II), the remaining motions will be debated as follows:</p> <ul style="list-style-type: none">i. Debate is limited to six speakers: no more than three in favour (including the maker who speaks first) and three against.ii. <u>If more than six speakers raise their hands, both those in favour and those against, a breakout room for the duration of no longer than five minutes, will be offered to both Pro's and Con's to deliberate their points to bring back to the floor.</u>iii. Each speaker is limited to one minute. |
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The amendment was proposed and seconded. Alix S presented the motion. There was no debate; time was then provided for questions. An amendment was received to the amendment.

Amendment 1-1

Motion: Move to amend Amendment 1:

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| <p>1. Debate:</p> <p>1. After all consent motions have been addressed (See Article II), the remaining motions will be debated as follows:</p> <ul style="list-style-type: none">i. Debate is limited to six speakers: no more than three in favour (including the maker who speaks first) and three against.ii. If more than six speakers raise their hands, both those in favour and those against, a breakout room for the duration of no longer than five minutes, will be offered to both Pro's and Con's to deliberate their points to bring back to the floor.iii. Each speaker is limited to one minute. | <p>1. Debate:</p> <p>1. After all consent motions have been addressed (See Article II), the remaining motions will be debated as follows:</p> <ul style="list-style-type: none">i. Debate is limited to six speakers: no more than three in favour (including the maker who speaks first) and three against.ii. If more than six speakers raise their hands, both those in favour and those against, a <u>two</u> breakout room for the duration of no longer than five minutes, will be offered to both Pro's and Con's to deliberate their points to bring back to the floor.iii. Each speaker is limited to one minute. |
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The amendment was proposed and seconded. Alix S presented the motion. There was no debate. The Chair called for questions; no questions were received. The Chair called the vote. 17 votes were cast, 12 yes and 5 no. The amendment was adopted.

Amendment 1 As Amended

Motion: Move to amend Article III - Main Motion Procedure, 1 Debate:

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| <p>1. Debate:</p> <p>1. After all consent motions have been addressed (See Article II), the remaining motions will be debated as follows:</p> <ul style="list-style-type: none">i. Debate is limited to six speakers: no more than three in favour (including the maker who speaks first) and three against.ii. Each speaker is limited to one minute. | <p>1. Debate:</p> <p>1. After all consent motions have been addressed (See Article II), the remaining motions will be debated as follows:</p> <ul style="list-style-type: none">i. Debate is limited to six speakers: no more than three in favour (including the maker who speaks first) and three against.ii. <u>If more than six speakers raise their hands, both those in favour and those against, two breakout room for the duration of no longer than five minutes, will be offered to both Pro's and Con's to deliberate their points to bring back to the floor.</u>iii. Each speaker is limited to one minute. |
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The Chair called for further questions; no questions were received. The Chair called the vote. 19 votes were cast, 15 yes and 4 no. The amendment was adopted.

Amendment 2

Motion: Move to amend Article III - Amendment Procedure, Paragraph 1

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| <p>1. Submission of Amendments:</p> <ol style="list-style-type: none">1. Proposed amendments must be sent to the Deputy Officer via email or Zoom private chat.2. Amendments that are not written clearly and concisely will be ruled out of order. Members will be advised to contact the bylaws committee for assistance crafting a proper motion for a future meeting. | <p>1. Submission of Amendments:</p> <ol style="list-style-type: none">1. Proposed amendments must be sent to the Deputy Officer via email or Zoom private chat.2. Amendments that are not written clearly and concisely will be ruled out of order. Members will be advised to contact the bylaws committee for assistance crafting a proper motion for a future meeting.3. <u>Upon receipt of a valid third amendment, the main motion will automatically be referred to the Bylaws Committee for further consideration at a later date. An amended motion can then be presented at a future general intergroup meeting, or special meeting designated for this purpose.</u> |
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The amendment was proposed and seconded. Alix S presented the motion. There was no debate. The Chair called for questions; no questions were received. The Chair called the vote. 19 votes were cast, 13 yes and 6 no. The amendment was adopted.

Meeting Guidelines as Amended

Motion: Move to adopt the meeting guidelines:

OA FOOT STEPS VIRTUAL INTERGROUP MEETING GUIDELINES

TO BE USED WHEN CONSIDERING MOTIONS

Revised: July 12th, 2024

ARTICLE I - GENERAL PRACTICE

1. **Precedence:** These rules take precedence over Robert's Rules of Order, Newly Revised, in case of any conflict.
2. **Recognition by the Chair:** Anyone wishing to address the Intergroup Business Meeting must first be recognized by the chair.
3. **Recording Restrictions:**
 1. The only recording allowed at the Intergroup Business Meeting is by the secretary, solely for the purpose of ensuring accuracy in the minutes.
 2. All recordings must be retained until the minutes are approved, after which they must be erased or destroyed.
4. **Question Procedures:**
 1. Voting members may ask one question per report or motion, with a follow-up question if clarification is needed from the chair.
 2. If a representative has additional questions, they must raise their virtual hand again. These questions will be addressed if time permits.
 3. Preference will be given to representatives who have not yet asked a question on the report or motion.
5. **Addressing Remarks:**
 1. All remarks must be addressed to the chair.
 2. All questions will be answered through the chair.
6. **Meeting Conduct:** The meeting will be conducted according to the procedures for a small meeting outlined in Robert's Rules of Order, Newly Revised.

ARTICLE II - CONSENT MOTION PROCEDURE

1. **Introduction and Seconding of the Motion:**
 1. A motion must be seconded before it can be considered.
 2. The motion maker will introduce the motion for a maximum of 1

minute, but will not debate the motion.

2. Question Period:

1. After the motion is presented, there will be 5 minutes allotted for questions from the voting members.

3. Adoption or Objection:

1. Following the question period, the chair will ask, "Is there any objection to the adoption of this motion?"
 - i. If there is no objection, the motion is adopted, and the meeting proceeds to the next motion.
 - ii. If there is any objection, the motion is tabled until after the consideration of all other motions are considered under Article II.

ARTICLE III - MAIN MOTION PROCEDURE

1. Debate:

1. After all consent motions have been addressed (See Article II), the remaining motions will be debated as follows:
 - i. Debate is limited to six speakers: no more than three in favour (including the maker who speaks first) and three against.
 - ii. If more than six speakers raise their hands, both those in favour and those against, a breakout room for the duration of no longer than five minutes, will be offered to both Pro's and Con's to deliberate their points to bring back to the floor.
 - iii. Each speaker is limited to one minute.

2. Question Period: After the debate, there will be 7 minutes allotted for questions from the voting members.

3. Voting:

1. A vote will be taken via a Zoom poll.
2. During the voting period, no member will be recognized to speak.

ARTICLE III - AMENDMENT PROCEDURE

1. Submission of Amendments:

1. Proposed amendments must be sent to the Deputy Officer via email or Zoom private chat.
2. Amendments that are not written clearly and concisely will be ruled out of order. Members will be advised to contact the bylaws committee for assistance crafting a proper motion for a future meeting.
3. Upon receipt of a valid third amendment, the main motion will automatically be referred to the Bylaws Committee for further

consideration at a later date. An amended motion can then be presented at a future general intergroup meeting, or special meeting designated for this purpose.

2. Consideration of the Amendment:

1. Amendments will be considered in the order once the chair announces them and another voting member seconded them.
2. Amendments can be proposed until the chair announces it is time to vote on the main motion.

3. Debate on Amendments:

1. Debate on an amendment is limited to four speakers: no more than two in favor (including the maker who speaks first and begins by reading the amendment) and two against.
2. Each speaker is limited to one minute.

ARTICLE IV - CHANGING THESE GUIDELINES

Any voting member can suggest changes to these Guidelines, which may be amended at any time during a meeting, requiring a second discussion, question time, and a two-thirds vote.

There was no further debate. The Chair called for questions, but no questions were received. The Chair called the vote. 19 votes were cast, 17 yes and 2 no. The motion was adopted.

ANNOUNCEMENT OF WITHDRAWAL OF BYLAWS AMENDMENT 19 AND POLICY MANUAL AMENDMENT 12

The Chair announced that Bylaws Amendment 19 and Policy Manual Amendment 12 had been withdrawn.

CONSENT AGENDA

The Chair announced the consent agenda.

- Housekeeping Motion 1
- Bylaws Amendment 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18
- Policy Manual Amendment 1, 3, 7, 8, 9, 10
- Continuing Effective Motion 1, 2, 5, 6, 8

The Chair called for any items to be removed from the consent agenda. Continuing Effective Motion 6 was removed, and so the chair called the vote on the consent agenda as amended:

- Housekeeping Motion 1
- Bylaws Amendment 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18
- Policy Manual Amendment 1, 3, 7, 8, 9, 10
- Continuing Effective Motion 1, 2, 5, 8

The consent agenda was adopted without objection.

HOUSEKEEPING MOTION

The motion was adopted on the consent agenda.

Move to replace "OA Foot Steps" with the term "the 'intergroup', "intergroup", "intergroup business meeting" or remove it depending on the context.

BYLAWS AMENDMENT 1

The amendment was proposed and seconded. Renee D presented the motion. The motion was debated.

Motion to Commit

Alix S made a motion to refer the motion to the bylaws committee. The motion to commit was debated. The chair called for and answered questions. The Chair called the vote. 15 votes cast, 9 yes and 6 no. Motion to commit passed.

BYLAWS AMENDMENT 2

The amendment was proposed and seconded. Alan P. presented the motion. The motion was debated. The Chair called for questions; questions were asked and answered. The Chair called the vote. 16 votes cast, 13 yes and 3 no. Amendment adopted.

The specific and primary purpose of OA Foot Steps is to ~~aid those with the problem of~~ assist individuals struggling with compulsive eating and compulsive food behaviors ~~to in overcome~~ overcoming that problem these challenges through a Twelve Step program of recovery.

This is accomplished through the practice of the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of Overeaters Anonymous Service; and to serve and represent member groups.

The general purpose and authority are to promote public health, ~~to work with and furnish~~ provide charitable and cultural assistance to ~~those with problems of individuals struggling with~~ compulsive eating and ~~to conduct such~~ undertake other activities as ~~are appropriate to~~ aligned with these objectives.

BYLAWS AMENDMENT 3

The motion was adopted on the consent agenda.

Section 1 – Elected Voting Membership

1. Elected Voting Membership of OA Foot Steps Intergroup with voice and vote is limited to the following:
 - a. OA Foot Steps Board Members Officers
 - i. ~~No Board Member may hold two officer positions at the same time~~
 - ii. ~~No Board Member will be permitted to serve as an Intergroup Representative or Committee Chair.~~
 - b. One (1) elected Intergroup Representatives from each registered meeting
 - c. Committee chairs
 - i. ~~Each OA Foot Steps committee will be entitled to one voting member.~~
 - ii. ~~This member should be the committee chair in the first instance.~~
 - iii. ~~If the OA Foot Steps committee chair is unavailable, another OA Foot Steps committee member may attend on behalf of the committee.~~
 - iv. ~~No committee chair will be permitted to serve as an Intergroup Representative or Board Member.~~
 - d. Region representative(s)
 - e. World Service Business Conference delegate(s)

Note: Duties of the above positions are defined in the Policy and Procedures Manual.

2. Individuals with no voice or vote but who may address the Intergroup on behalf of the membership will be limited to ~~the following~~
 - a. ~~Parliamentarian~~
 - b. ~~Center Microphone Monitor~~
 - c. ~~Special Workers~~
3. Any elected member of the fellowship who is not a duly elected representative may attend all meetings of ~~OA Foot Steps~~ the Intergroup as a visitor and, at the discretion of the Chair, may have a voice, but no vote.
4. Each member will have one (1) vote even if serving in more than one position within the Intergroup.

BYLAWS AMENDMENT 4

The motion was adopted on the consent agenda.

1. The Board consists of the following officers:
 - a. Chair
 - b. ~~Deputy Officer~~ Vice Chair
 - c. Secretary
 - d. Treasurer
 - e. Digital Coordinator
2. Meetings shall be ~~chaired~~ led by the Chair of the Board.
3. In the event the Chair is unable to ~~chair~~ lead any meeting, the order of succession ~~of leadership~~ will be: ~~Deputy Officer~~ Vice Chair, Treasurer, and Digital Coordinator.

BYLAWS AMENDMENT 5

The amendment was proposed and seconded. Lisa T presented the motion. The motion was debated. The Chair called for questions; there were no questions. The Chair called the vote. 16 votes were cast: 11 yes and 5 no. The amendment was adopted.

Qualifications for the OA Foot Steps Board are:

1. Regular attendance at an OA Foot Steps affiliated meeting.
2. One (1) year of continuous recovery in Overeaters Anonymous as evidenced by one (1) year of current abstinence.
3. It shall be a requirement that the officer shall demonstrate continued

recovery, in accordance with the Overeaters Anonymous definition of 'abstinence and recovery' throughout the entire term of office.

4. Each person shall be the judge of their own recovery.
5. Have worked the Twelve Steps and have an working understanding of the Twelve Traditions and an awareness of the Twelve Concepts of OA Service.
6. Have attended at least three (3) prior OA Foot Steps business meetings within the past twelve (12) months ~~as a voting member~~.
7. When a board position cannot be filled in line with these qualifications, the qualifications may be set aside by a two-thirds majority of a regular or special business meeting of OA Foot Steps ~~provided a quorum is present~~.
- 8.

BYLAWS AMENDMENT 6

The amendment was proposed and seconded. Renee D presented the motion. The motion was debated. The Chair called for questions; there were no questions. The Chair called the vote. 18 votes cast, 14 yes and 4 no. Amendment adopted.

Article IV – The OA Foot Steps Board

Section 3 – Nominations to the Board

1. Nominations ~~should~~ may be sent in advance via the approved website form at least ~~thirty (30)~~ seven (7) days before the election meeting will be held. A member may also nominate themselves or another person from the floor at the Intergroup.

~~Note: The Board will communicate the location and manner of the submission of the form at least 14 days before the deadline.~~

- ~~2. A nominating committee may be formed at the discretion of the Intergroup Board.~~
2. Candidates must meet all qualifications.
3. If there is no nominee for Chair, the ~~Deputy Officer~~ Vice Chair will fill the role of chair until the next meeting when a new ~~selection~~ election for the position of Chair will take place.
4. In the event that no one applies for or is elected to an open position, the Board will follow the rules for vacancies in Section 8.

BYLAWS AMENDMENT 7

The motion was adopted on the consent agenda.

Section 4 – Election

1. An annual meeting will be held during the month of December, or at any other point deemed necessary by a majority of the Board for the election of Board ~~Members~~ Officers or other service volunteers.
 - a. The positions of Chair, Secretary, and Digital Coordinator will be elected in even years.
 - b. The positions of ~~Deputy Officer~~ Vice-Chair and Treasurer will be elected in odd years.
2. Nominees must be present at the election meeting.
3. For election, the candidate must receive a majority vote of ballots cast.
4. Nominees will have five minutes to address the Intergroup and up to five minutes for questions. Each answer will be limited to one (1) minute.
5. Voting will be by ballot.
6. If there are more than two nominees and no nominee receives a majority, the candidate receiving the lowest number of votes will be dropped from consideration and another vote will be taken.
7. If there are two candidates and neither receives a majority, a second ballot will be taken.
8. In the case of a tie after the second ballot, the chair shall announce that the choice will be made by lot.

BYLAWS AMENDMENT 8

The motion was adopted on the consent agenda.

Section 5 – Term of Office

1. Board members may serve no more than two (2) complete consecutive terms.
2. The term of office is two (2) years starting on the 3rd Sunday of January.
3. A member may serve again on the board after a leave of one (1) year.
4. Once elected as a Board member, that member may not serve in another voting role with the exception of Region Representative and World Service Delegate.

BYLAWS AMENDMENT 9

The motion was adopted on the consent agenda.

Section 6 – Resignation or Removal

- ~~1. If a Board member is absent without due cause from a Board or Business meeting more than four (4) times in a term of office they may be removed from the position by a majority vote of the ballots cast either at a regular or special meeting announced for that purpose.~~
- ~~2. An absence (due cause) is excused if a majority of the other OA Foot Steps Board members vote to excuse the absence.~~
1. Where necessary, a Board meeting may be called for the removal of an officer.
2. Any Board member may be removed from office for due cause by a two-thirds vote of the ballots cast at a regular or special meeting of the Board or Intergroup meeting that has been announced for that purpose.
3. Any Board officer who advises the Board that they have broken their abstinence will be deemed to have resigned as of the time of receipt of such notice by at least three (3) OA Foot Steps Board members.
4. Any Board member may resign at any time for any reason by giving OA Foot Steps written notice by emailing at minimum the chair (or acting chair) and two other OA Foot Steps Board members.

BYLAWS AMENDMENT 10

The motion was adopted on the consent agenda.

Section 8 ~~7~~ – Filling Vacancies

- ~~1. A vacancy after the resignation or removal of any Board member will be filled, as far as practicable, within 45 days of notification to OA Foot Steps the Intergroup Board of the vacancy.~~
- ~~2. Any vacant position may be temporarily filled until an election meeting can be held.~~
- ~~2. An announcement will be sent to all OA Foot Steps Registered Meetings.~~
- ~~3. A regular or special will be called for the election of any vacant role.~~
3. The member will fill the role on the OA Foot Steps Board and shall meet the qualifications as defined in Article V, Section 2.
4. The OA Foot Steps Board member will participate fully as a member of the OA Foot Steps Board.

5. Once elected the position is filled for the remainder of the term.

BYLAWS AMENDMENT 11

The motion was adopted on the consent agenda.

~~ARTICLE V OA FOOT STEPS WORLD SERVICE BUSINESS CONFERENCE DELEGATES~~

- ~~1. Delegate elections will take place at the January Business Meeting which precedes the World Service Business Conference application deadline, and shall be in accordance with OA Foot Steps voting procedures.~~
- ~~2. In the event of a delegate being disqualified or if not enough delegates are elected within clause 1 of this article a regular or special meeting may be called for election of vacant delegate positions.~~
- ~~3. When insufficient delegates are selected by meetings held in accordance with paragraph two (2) of the article, the OA Foot Steps Board may select members for any remaining delegate positions, provided they meet the qualifications.~~
- ~~4. OA Foot Steps may send one delegate for every fifteen (15) meetings or part thereof.~~
- ~~5. Applications must be submitted no later than three (3) days before the meeting at which the election will be held.~~
- ~~6. The World Service Business Conference delegate(s) will have full responsibility for attending on the behalf of OA Foot Steps.~~
- ~~7. Delegate(s) will participate in all World Service Business Conference activities and submit a report to OA Foot Steps following the World Service Business Conference.~~

BYLAWS AMENDMENT 12

The amendment was proposed and seconded. Alan P. presented the motion, which was debated. The Chair called for questions, but there were no questions. The motion was adopted without objection.

ARTICLE VI V THE OA FOOT STEPS BANKER

Section 1 – Qualifications

1. The Board of OA Foot Steps may appoint a banker to assist the

Treasurer.

- a. The Banker will have one (1) year of continuous recovery in Overeaters Anonymous as evidenced by one (1) year of current abstinence.
 - b. It is necessary that the Banker demonstrates ongoing recovery for the entirety of their term in office
 - c. The banker must be able to demonstrate prior service to Overeaters Anonymous.
2. These qualifications may be set aside by a two thirds majority of the Board.

~~Qualifications for the OA Foot Steps Banker are:~~

- ~~1. Regular attendance at an OA Foot Steps affiliated meeting[s]group.~~
- ~~2. One (1) year of continuous recovery in Overeaters Anonymous as evidenced by one (1) year of current abstinence.~~
 - ~~a. It shall be a requirement that the Banker shall demonstrate continued recovery, in accordance with the Overeaters Anonymous definition of 'recovery and abstinence' throughout the entire term of office.~~
 - ~~b. Each person shall be the judge of their recovery.~~
- ~~3. Have worked the Twelve Steps and have a working understanding of the Twelve Traditions and Twelve Concepts of OA Service.~~
- ~~4. Have attended at least three (3) prior OA Foot Steps Business Meetings within the past twelve (12) months as a voting member.~~
- ~~5. When the Banker position cannot be filled in line with these qualifications the qualifications may be set aside by a two-thirds majority of a regular or special business meeting of OA Foot Steps provided a quorum is present.~~

Section 2 – Nominations for OA Foot Steps Banker

- ~~1. Nominations should be sent in advance via the approved website form, at least seven (7) thirty (30) days before the election meeting.~~

~~Note: The Board will communicate the location and manner of the submission of the form.~~

- ~~2. Candidates must meet all qualifications.~~
- ~~3. In the event that no one applies for or is elected to the Banker Position, the Board will follow the rules for vacancies in Section 7.~~

Section 3 – Election of OA Foot Steps Banker

- ~~1. A meeting will be held during the month of December.~~
- ~~2. Such a meeting may be held at the same time as the Board elections, or at any other point deemed necessary by a majority of the Board for the election of the OA Foot Steps Banker.~~
- ~~3. Nominees must be present at the election meeting.~~
- ~~4. For election, the candidate must receive a majority vote of ballots cast.~~
- ~~5. Nominees will have five minutes to address the Intergroup and five minutes for questions.~~
- ~~6. Voting will be by ballot.~~
- ~~7. If there are more than two nominees and no nominee receives a majority, the candidate receiving the lowest number of votes will be dropped from consideration and another vote will be taken.~~
- ~~8. If there are two candidates and neither receives a majority, a second ballot will be taken.~~

~~Section 4 – Term of Office~~

- ~~1. The term of office is two (2) years starting on the 3rd Sunday of January.~~
- ~~2. The OA Foot Steps Banker may serve no more than two (2) complete consecutive terms.~~
- ~~3. A member elected as Banker after serving two complete terms may serve again after a leave from the position of at least one (1) year two (2) years.~~
- ~~4. Any member elected as the OA Foot Steps Banker may also serve as a group Representative, Committee member, Committee Chair, or Board member.~~

~~Section 5 – Resignation or Removal of the OA Foot Steps Banker~~

- ~~1. The OA Foot Steps Banker may be removed from office for due cause by a two-thirds vote of the ballots cast at a regular or special meeting of the Board or Intergroup that has been announced for that purpose.~~
- ~~2. Where necessary, a Board meeting may be called for the removal of the OA Foot Steps Banker, if deemed in the best interests of the Intergroup.~~
- ~~3. If the OA Foot Steps Banker advises the Board that they have broken their abstinence they will be deemed to have resigned as of the time of receipt of such notice by the Board.~~
- ~~4. The OA Foot Steps Banker may resign at any time for any reason by giving the Chair of OA Foot Steps written notice by email.~~

~~Section 6 – Filling an OA Foot Steps Banker vacancy~~

- ~~1. A vacancy after the resignation or removal of the OA Foot Steps Banker will be filled, as far as practicable, within 45 days of notification to OA Foot Steps of the vacancy.~~
- ~~2. An announcement will be sent to all OA Foot Steps Registered Meetings.~~
- ~~3. The member chosen to fill any vacancy of the OA Foot Steps Banker shall meet the qualification as defined in Article V, Section 2.~~
- ~~4. The new OA Foot Steps Banker will carry out all the duties of the Banker, and the position will be filled for the remainder of the term.~~

BYLAWS AMENDMENT 13

The amendment was proposed and seconded. Lisa T presented the motion. The motion was debated. The Chair called for questions; there were no questions. The Chair called the vote. 15 votes were cast: 12 yes and 3 no. The amendment was adopted.

ARTICLE VII – SPECIAL WORKERS

~~In accordance with Overeaters Anonymous Tradition eight, OA Foot Steps may employ special workers if deemed necessary by a two-thirds majority of the voting members at any regular or special business meeting as long as a quorum is present.~~

BYLAWS AMENDMENT 14

The motion was adopted on the consent agenda.

Section 4 – Method of Notification

- ~~1. The OA Foot Steps Board will provide at least seven (7) days' notice in writing of any regular meeting via any OA Foot Steps Approved communication Platform channels. Seven (7) days' notice is defined as seven (7) twenty-four (24) hour periods prior to the commencement of the business meeting.~~
- ~~2. The OA Foot Steps Board will provide as far as practicable at least seven (7) days' notice in writing of any special meeting via any OA Foot Steps Approved Communication Platform.~~

~~Note: Seven (7) days' notice is defined as seven (7) twenty four (24) hour periods prior to the commencement of the business meeting.~~

BYLAWS AMENDMENT 15

The motion was adopted on the consent agenda.

Section 5 – Quorum

The quorum for voting purposes shall be, at a minimum, fifty percent (50%) of active Board Members and five percent (5%) of all OA Foot Steps Intergroup members as defined in Article III-Elected Voting Members.

BYLAWS AMENDMENT 16

The motion was adopted on the consent agenda.

Article XI – Parliamentary Procedure

OA Foot Steps will be conducted in accordance with the following hierarchy of governing document:

1. Canadian non-profit law
2. OA Steps, Traditions and Concepts
3. Bylaws
4. Policies and Procedures
5. ~~Standing Rules and Meeting Procedures~~ Guidelines
6. Roberts Rules of Order, Newly Revised ~~when not in conflict with the law, these Bylaws or special rules that delegates may adopt.~~

BYLAWS AMENDMENT 17

The motion was adopted on the consent agenda.

Article XII – Amendments

1. Amendments to these Bylaws may be proposed by any registered meeting of OA Foot Steps, the OA Foot Steps Board or an OA Foot Steps Committee.
2. Except as otherwise specified by these Bylaws, amendments to these Bylaws may be adopted by a two-thirds majority of those persons present and voting at any regular or special business meeting of OA Foot Steps

provided a quorum is present.

3. Amendments shall be submitted electronically to OA Foot Steps.

~~Note: The method of submission will be determined by the Board.~~

- ~~4. The Bylaws Governance and Procedures Committee will review the amendment and suggest changes if necessary.~~
- ~~5. The Bylaws Committee will submit the completed motion in order to be published on the Website.~~
4. Upon receiving any motion, the OA Foot Steps Board will determine if the motion needs to be discussed immediately; if so, it will be considered at the next meeting. Otherwise, it will be transferred to the next amendments meeting.
5. All proposed amendments must be communicated in writing on the OA Foot Steps website or by electronic mail at least thirty (30) days prior to the voting meeting.
6. Amendments to the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service may only be made as per OA, Inc. Bylaws, Subpart B, Article XII, Section 1e.
7. Such changes made in accordance with the Overeaters Anonymous Inc., Bylaws to the Twelve Steps, Twelve Traditions or Twelve Concepts of OA Service will be automatically adopted in these Bylaws without the need for any further vote or action by OA Foot Steps.
8. Any changes to the World Service or Virtual Region Bylaws upon notice from the World Service Office, or Virtual Region shall be made in these Bylaws, and such change will be communicated to OA Foot Steps at the next business meeting.

BYLAWS AMENDMENT 18

The motion was adopted on the consent agenda.

ARTICLE XIII – DISSOLUTION

1. In order to deregister, an intergroup must submit a written notice to the World Service Office, Region Chair and Region Trustee Liaison.
2. Upon dissolution of OA Foot Steps and after paying and adequately providing for the debts and obligations of OA Foot Steps, the remaining assets shall be distributed to a non-profit fund, association foundation, or corporation which is organized and operated exclusively for charitable, educational and/or scientific purposes.

3. In accordance with Overeaters Anonymous Traditions, such a non-profit fund, association foundation, or corporation should be either the Overeaters Anonymous World Service Office or another Overeaters Anonymous service body.
4. No part of the funds of OA Foot Steps shall ever inure to or be used for the benefit of or be distributed to, its members, trustees, officers, or private persons, except that OA Foot Steps shall be empowered to pay reasonable compensation for services rendered and to make payment and distribution in furtherance of the express purposes for which it is formed.

POLICY MANUAL AMENDMENT 1

The motion was adopted on the consent agenda.

~~Article II – Purpose of 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 OA Foot Steps.~~
- ~~3. Communicate with all groups within OA Foot Steps.~~
- ~~4. Offer assistance to groups as they form and function.~~
- ~~5. Carry the message to compulsive eaters within the Overeaters Anonymous World Services guidelines.~~
- ~~6. Provide a forum for the interchange of ideas and information among Registered Groups and Committees.~~
- ~~7. Appoint Region Representative(s) and World Service Business Conference Delegate(s) from OA Foot Steps.~~

POLICY MANUAL AMENDMENT 2

The amendment was proposed and seconded. Renee D presented the motion.

Amendment 1

Motion: Move to amend Amendment 1:

The amendment was proposed and seconded. Alix S presented the motion. The motion was debated. The Chair called for questions; there were no questions. The Chair called the vote. 15 votes were cast: 6 yes and 8 no. The amendment failed.

Article V - Board Members (only proposed amendment sections shown for brevity)

1. General Duties
 - a. ~~The Chair will be responsible for overseeing this work.~~ Ensure that the Intergroup is General Data Protection Regulation compliant.
2. Duties by Position
 - a. Chair
 - v. Assigns board members as liaisons to the intergroup committees.

Policy Manual Amendment 2

As the amendment failed, the Chair resumed debate on the main motion. There was no debate. The Chair called for questions, but there were no questions. The Chair called the vote. 14 votes were cast: 12 yes and 2 no. The amendment was adopted.

Article V - Board Members

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. Each officer will be responsible for maintaining a document of duties and best practices to be handed on after their service term ends.
 - c. Serve as guardian of ~~OA Foot Steps~~ intergroup funds.
 - d. Participate in an annual financial audit.
 - e. Take actions deemed in the best interests of ~~OA Foot Steps~~ the Intergroup and report such actions at the next ~~OA Foot Steps~~ regular or special business meeting.
 - f. In accordance with ~~OA Foot Steps~~ the Bylaws Article VII 7, the ~~OA Foot Steps~~ Board may recruit special workers on behalf of ~~OA Foot Steps~~ the Intergroup.
 - g. A Board member will be appointed to act as liaison and supervisor of a special worker on behalf of ~~OA Foot Steps~~ the Intergroup.
 - h. ~~Oversee the creation and maintenance of a digital platform for the interchange of ideas and information among Members and the OA~~

~~Foot Steps Board:~~

- h. Attend all business meetings per term of office unless excused by the Chair ~~of the OA Foot Steps Board~~. Board members absent without cause over four times in a term will be removed by majority vote of the board.
 - i. Become familiar with and assume responsibility for adherence to: OA Foot Steps, Virtual Region and World Service Office Bylaws, Policies and Procedures Manuals, and Standing Rules.
 - j. Ensure that the Intergroup is General Data Protection Regulation compliant. The Chair will be responsible for overseeing this work.
 - ~~k. Assists others in becoming familiar with the Twelve Traditions and Twelve Concepts of OA Service.~~
 - ~~l. Reports:~~
 - ~~i. Submit a written report to OA Foot Steps at least ten (10) days prior to the next business meeting;~~
 - ~~ii. At the Business Meeting, answer questions on their report for a maximum of 5 minutes.~~
 - 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. Appoints assistants if required.
2. Duties by Position
- a. Chair
 - i. Cultivates unity and group conscience of ~~OA Foot Steps~~ the Intergroup.
 - 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. May be an authorized signer on all accounts.
 - vi. Other duties as required.
 - b. ~~Deputy Officer~~ Vice-Chair
 - 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:

- i. Oversees all outgoing mass emails from the intergroup.
- ii. Ensures proper transfer storage and deletion (in required timeframes) of personal data.
- iii. 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.
- iv. Assesses and evaluates user-friendly and affordable technologies to align with global privacy and data protection practices.
- v. Trains service fellows in the use of global privacy and data protection practices and associated technologies.
- vi. Oversees creative releases for submissions to OA Foot Steps digital outputs, speakers' releases, and other required resources.
- vii. Oversees registration for OA Foot Steps events and ensures that there are appropriate releases for service volunteers and creative materials.

iv. Other duties as assigned.

c. Secretary

- i. The secretary will create a set of minutes for each business meeting. Takes minutes of all Business and Board Meetings 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. OA service titles will be included, personal names will be omitted.~~
- ~~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:
 - ~~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.~~
- 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.~~
- ii. Ensures a copy of the unapproved minutes shall be is posted on the OA Foot Steps website within ten (10) days of the Business Meeting.
- iii. ~~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.~~
- iv. ~~Be responsible for keeping and giving out passwords for all digital platforms to those authorized by their position, unless restricted or otherwise assigned.~~
- v. ~~Creates an archived digital copy of all OA Foot Steps documents for storage an appropriate platform.~~
- vi. Be responsible for the preparation of business meeting related materials.
- vii. Be responsible for updating credentials and roll call ~~for and~~ at OA Foot Steps Business Meetings.
- viii. ~~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.~~
- ix. Other duties as assigned.
- d. Treasurer
 - i. Manages all ~~OA Foot Steps~~ funds according to Financial Policies 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.
- v. Reports the ~~OA Foot Steps~~ financial status of the intergroup on a monthly basis as follows:
 - i. ~~Current balance: monthly to the OA Foot Steps Board.~~
 - ii. ~~Last month's contributions: monthly to the OA Foot Steps Board.~~
 - iii. ~~Comparison of actuals to budget: quarterly to the OA Foot Steps Board.~~
 - iv. ~~Itemized report showing all income and expenses~~
 - v. ~~year to date: quarterly to the OA Foot Steps Board.~~
 - vi. ~~Contribution details: year to date: quarterly to the OA Foot Steps Board.~~
 - vii. ~~Average monthly contributions for the preceding 12 months: quarterly to the OA Foot Steps Board.~~
 - viii. ~~Quarterly reports listed above will also be provided for all OA Foot Steps Business Meetings.~~
 - ix. ~~Provides monthly financial statements to the OA Foot Steps intergroup via an approved platform.~~
- vi. Provides financial information for an annual audit, to be conducted each fiscal year.
- vii. Other duties as assigned.
- e. Digital Coordinator
 - i. Oversees all ~~OA Foot Steps~~ Digital Products.
 - ii. Ensures the ~~OA Foot Steps~~ website is maintained.
 - 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:~~
 - i. ~~Approval and signing off on persons receiving administrative features such as the host code.~~
 - ii. ~~Maintains an email list of all registered users with administrative features.~~
 - iii. ~~Changes access to administrative features as necessary and notifies the users.~~
 - iv. ~~Deletes recordings on a routine basis.~~

- vii. Be responsible for giving out passwords for all digital platforms with the exception of cloud storage platform.
- viii. Act as administrator for the cloud storage platform.
- ix. Creates an archived digital copy of all Intergroup documents on the cloud storage platform.
- x. Other duties as assigned.

POLICY MANUAL AMENDMENT 3

The motion was adopted on the consent agenda.

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

- ~~1. World Service Business Conference Delegate~~
 - ~~a. Follows World Service Business Conference guidelines for registration.~~
 - ~~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. In consultation with the World Service Business Conference Coordinator and other Delegates, submits and presents a combined report to OA Foot Steps at a Business Meeting following the World Service Business Conference.~~
 - ~~g. Follows World Service Business Conference guidelines for registration.~~
- ~~2. Virtual Region Representatives~~
 - ~~a. Works with the Virtual Region Assembly Coordinator and other Representatives in preparing for, attending and taking an active part in each Virtual Region Business Meeting Session.~~
 - ~~b. Qualifications for Virtual Region Representative must be in accordance with Tthe Virtual Region Bylaws.~~
 - ~~c. Informs OA Foot Steps of events and other communications pertaining to the OA Virtual Region.~~

- ~~d. Follows World Service Business Conference guidelines for registration.~~
- ~~3. Intergroup Representatives~~
 - ~~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.~~

POLICY MANUAL AMENDMENT 4

The amendment was proposed and seconded. Claire H presented the motion.

Amendment 1

The amendment was proposed and seconded. Claire H presented the amendment. There was no debate. The Chair called for questions; there were no questions. The Chair called the vote. 15 votes were cast, 14 yes and 1 no. The amendment was adopted.

Section 2 - Requirements and Term of Office

1. Candidates must meet the requirements outlined in the OA Bylaws Subpart B for World Service Business Conference delegates. Abstinance requirements shall be interpreted as abstinance while in OA.
2. Candidates must have attended at least one Region Assembly within the last five years as a representative.
3. Candidates must apply at least seven days in advance of the election meeting.
4. Candidates must specify their preferred World Service Business Conference Committee on their application.
5. Nominees need to attend the election meeting to be considered.
6. Delegates serve a two-year term and can stand for re-election for another two years.
7. An elected delegate will be reaffirmed in the second year of their term. The Vice-Chair will present a report for each affirmation based on the

responsibilities (section 3) of this article.

8. A previous delegate must take a two-year break after four years of service. This qualification may be set aside by a two-thirds majority of the intergroup voting members.
9. Candidates must show prior service by attending at least two Intergroup meetings in the last six months prior to the January deadline.

Amendment 2

The amendment was proposed and seconded. Alix S presented the amendment. The amendment was debated. The Chair called for questions; there were no questions. The Chair called the vote. 14 votes were cast, 10 yes and 4 no. The amendment was adopted.

Section 3 - Responsibilities

1. As far as possible, delegates should attend OA Foot Steps Intergroup meetings throughout the entire term of office and give verbal updates to the intergroup.
2. Delegates will:
 - a. Represent OA Foot Steps at all World Service Business Conference meetings.
 - b. Actively engage in a designated World Service Business Conference committee throughout their term.
 - c. Work with the World Service Business Conference Coordinator and Representatives to prepare for active participation.
 - d. Present a joint report to OA Foot Steps at a Business Meeting following the World Service Business Conference.
 - e. Abide by the financial policies of the Intergroup as set out in our Policies & Procedures Manual: Article IV - Financial Policies.
 - f. Ensure all communications about The World Service Business Conference and The World Service Office are shared with OA Foot Steps.

Policy Manual Amendment 4 as Amended

The Chair called for further debate, but there was no debate. The Chair called for questions, but there were no questions. The Chair called the vote. 15 votes were cast, 15 yes, and 0 no. The amendment was adopted.

Article VI - World Service Business Conference Delegate

Section 1 - Delegate Elections Process

1. Elections will occur at the January Business Meeting before the World Service Business Conference application deadline, following OA Foot Steps voting procedures.
2. If a delegate is disqualified or insufficient delegates are elected, a regular or special meeting may be called to elect vacant positions.
3. If a meeting is not possible, the OA Foot Steps Board may appoint qualified members to fill the remaining delegate positions.
4. Preference will be given to applicants who have not served a full term (2 years).

Section 2 - Requirements and Term of Office

1. Candidates must meet the requirements outlined in the OA Bylaws Subpart B for World Service Business Conference delegates. Abstinance requirements shall be interpreted as abstinance while in OA.
2. Candidates must have attended at least one Region Assembly within the last five years as a representative.
3. Candidates must apply at least seven days in advance of the election meeting.
4. Candidates must specify their preferred World Service Business Conference Committee on their application.
5. Nominees need to attend the election meeting to be considered.
6. Delegates serve a two-year term and can stand for re-election for another two years.
7. An elected delegate will be reaffirmed in the second year of their term. The Vice-Chair will present a report for each affirmation based on the responsibilities (section 3) of this article.
8. A previous delegate must take a two-year break after four years of service. This qualification may be set aside by a two-thirds majority of the intergroup voting members.
9. Candidates must show prior service by attending at least two Intergroup meetings in the last six months prior to the January deadline.

Section 3 - Responsibilities

1. As far as possible, delegates should attend OA Foot Steps Intergroup meetings throughout the entire term of office and give verbal updates to

- the intergroup.
2. Delegates will:
 - a. Represent OA Foot Steps at all World Service Business Conference meetings.
 - b. Actively engage in a designated World Service Business Conference committee throughout their term.
 - c. Work with the World Service Business Conference Coordinator and Representatives to prepare for active participation.
 - d. Present a joint report to OA Foot Steps at a Business Meeting following the World Service Business Conference.
 - e. Abide by the financial policies of the Intergroup as set out in our Policies & Procedures Manual: Article IV - Financial Policies.
 - f. Ensure all communications about The World Service Business Conference and The World Service Office are shared with OA Foot Steps.

POLICY MANUAL AMENDMENT 5

The amendment was proposed and seconded. Claire H presented the motion.

Amendment 1

The amendment was proposed and seconded. Claire H presented the amendment. There was no debate. The Chair called for questions; there were no questions. The Chair called the vote. 15 votes were cast: 13 yes and 2 no. The amendment was adopted.

Section 2 - Requirements and Term of Office

1. Candidates must meet the requirements outlined in the Virtual Region Bylaws for Region Representatives. Abstinance requirements shall be interpreted as abstinence while in OA.
2. Candidates must have attended at least one Intergroup meeting within the last two years as a representative.
3. Candidates must apply at least seven days in advance of the election meeting.
4. Candidates must specify their preferred Region Committee on their application.
5. Nominees need to attend the election meeting to be considered.
6. Representatives serve a one-year term and can stand for re-election for another year.

7. A previous representative must take a one-year break after two years of service. This qualification may be set aside by a two-thirds majority of the intergroup voting members.
8. Candidates must show prior service by attending at least two Intergroup meetings in the last six months.

Policy Manual Amendment 5 as Amended

The Chair called for further debate, but there was no debate. The Chair called for questions, but there were no questions. The Chair called the vote. 13 votes were cast, 13 yes, and 0 no. The motion, as amended, was adopted.

Article 7 - Virtual Region Representatives

Section 1 - Representative Election Process

1. Elections will occur at the business meeting before the Region application deadline, following the Intergroup voting procedures.
2. If a representative is disqualified or insufficient representatives are elected, a regular or special meeting may be called to elect vacant positions.
3. If a meeting is not possible, the Intergroup Board may appoint qualified members to fill the remaining representatives positions.
4. Preference will be given to applicants who have not served a full term (1 year).

Section 2 - Requirements and Term of Office

1. Candidates must meet the requirements outlined in the Virtual Region Bylaws for Region Representatives. Abstinance requirements shall be interpreted as abstinance while in OA.
2. Candidates must have attended at least one Intergroup meeting within the last two years as a representative.
3. Candidates must apply at least seven days in advance of the election meeting.
4. Candidates must specify their preferred Region Committee on their application.
5. Nominees need to attend the election meeting to be considered.
6. Representatives serve a one-year term and can stand for re-election for another year.
7. A previous representative must take a one-year break after two years of

service. This qualification may be set aside by a two-thirds majority of the intergroup voting members.

8. Candidates must show prior service by attending at least two Intergroup meetings in the last six months.

Section 3 - Responsibilities

1. As far as possible, representatives should attend the Intergroup meetings throughout the entire term of office and give verbal updates to the intergroup.
2. Representatives will:
 - a. Represent the Intergroup at all Region Assemblies.
 - b. Actively engage in a Region committee throughout their term.
 - c. Work with the Region Assembly Coordinator and Representatives to prepare for active participation.
 - d. Present a joint report to OA Foot Steps at a Business Meeting following each Region Assembly.
 - e. Ensure all communications about the Region are shared with the Intergroup.

POLICY MANUAL AMENDMENT 6

The amendment was proposed and seconded. Claire H presented the motion.

Amendment 1

The amendment was proposed and seconded. Alix S presented the amendment. The amendment was debated. The Chair called for questions; there were no questions. The Chair called the vote. 16 votes cast, 4 yes and 12 no. Amendment failed.

Article VIII 8 - Intergroup Representatives

1. Representatives will be selected by the group conscience of the group they represent.
2. Represent their meeting at all meetings of the Intergroup.
3. Representatives shall have a minimum of thirty (30) days of current abstinence.
4. Representatives may resign at any time.
5. An alternate Intergroup representative may be appointed to vote on Intergroup matters when the representative will be absent from the

business meeting.

6. Acts as a liaison between the Intergroup and their respective Meeting group, by reviewing and discussing all materials (such as the agenda and motions) for the Intergroup meeting.
7. Ensures that all communications pertaining to the Intergroup, The Virtual Region and The World Service Office are made available to their Meeting group.
8. Service on an Intergroup Committee is ~~strongly encouraged~~ expected and the commitment is maintained throughout the term of office.

Policy Manual Amendment 6

The Chair called for further debate. There was no debate. The Chair called for questions; questions were asked and answered. The Chair called the vote. 14 votes cast, 13 yes and 1 no. Motion adopted.

Article 8 - Intergroup Representatives

1. Representatives will be selected by the group conscience of the group they represent.
2. Represent their meeting at all meetings of the Intergroup.
3. Representatives shall have a minimum of thirty (30) days of current abstinence.
4. Representatives may resign at any time.
5. An alternate Intergroup representative may be appointed to vote on Intergroup matters when the representative will be absent from the business meeting.
6. Acts as a liaison between the Intergroup and their respective Meeting group, by reviewing and discussing all materials (such as the agenda and motions) for the Intergroup meeting.
7. Ensures that all communications pertaining to the Intergroup, The Virtual Region and The World Service Office are made available to their Meeting group.
8. Service on a Committee is strongly encouraged and the commitment is maintained throughout the term of office.

MOTION: MOVE TO SUSPEND THE RULES AND ADOPT ALL REMAINING BUSINESS WITHOUT OBJECTION.

The amendment was proposed and seconded. The Chair called the vote. 16 votes were cast: 12 yes and 4 no. The move to suspend the rules was adopted.

Secretary Note: From this point on, the block of motion will be referred to as ‘the combined motion.’

**Policy Manual Amendment 11
Continuing Effective Motion 3, 4, 6, 7**

THE COMBINED MOTION

The motion to adopt the combined motion was proposed and seconded. The Chair called the vote. 17 votes cast, 12 yes and 5 no. The Combined Motion was adopted.

POLICY MANUAL AMENDMENT 7

The motion was adopted on the consent agenda.

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

- ~~1. If required, OA Foot Steps will utilize a Parliamentarian and Center Microphone Monitor.~~
- ~~2. 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.~~~~
- ~~3. 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.

POLICY MANUAL AMENDMENT 8

The motion was adopted on the consent agenda.

Article VIII - ~~Duties and Responsibilities of OA Foot Steps Banker~~

- ~~1. The OA Foot Steps Banker is not a voting position.~~
1. 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.
2. The duties of the OA Foot Steps Banker may be undertaken by the OA Foot Steps Treasurer if they reside in Canada.
- ~~3. The OA Foot Steps Banker's service is overseen by the OA Foot Steps Treasurer.~~
3. The Treasurer oversees the Bankers service and assigns duties as required.
4. ~~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.~~

POLICY MANUAL AMENDMENT 9

The motion was adopted on the consent agenda.

Article XII – Locally Produced Literature

- ~~1. Any literature produced by OA Foot Steps must be approved in a regular or Special business meeting.~~
- ~~2. OA Foot Steps will defer to OA approved literature for guidance and will only offer locally produced literature if no OA approved literature addresses a specific need.~~

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

POLICY MANUAL AMENDMENT 10

The motion was adopted on the consent agenda.

Article XII - Amendments

- ~~1. 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.~~
- ~~2. Upon the receipt of any motion the OA Foot Steps Board will determine if the motion meets immediate effects that it will be considered at the next voting meeting, otherwise it will be transferred to the revisions meeting.~~
- ~~2. Upon receiving any motion, the Board will determine if the motion needs to be discussed immediately; if so, it will be considered at the next voting meeting. Otherwise, it will be transferred to the next amendments meeting.~~
- ~~3. The Bylaws committee or the Parliamentarian can be asked to may assist the OA Foot Steps meetings, committees, including and the Board, to write in preparing motions, as needed, for regular operations throughout the year.~~
- ~~4. 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.~~
5. 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.
6. Proposed amendments or new business motions may be adopted by a simple majority.
7. 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.

POLICY MANUAL AMENDMENT 11

The motion was adopted on the combined motion.

Article 13 - Communication **Section 1 - General Communication**

1. The intergroup will:
 - a. Establish guidelines on preferred communication apps such as emails and shared drives, with reminders for honoring anonymity and data guidelines.
 - b. Establish a dedicated telephone number.
 - c. Establish a designated PO box for written communication.
 - d. Refrain from using gendered language in all resources of OA Foot Steps in order to enhance inclusivity and clarity.
 - e. Limit the use of acronyms and short forms in communications, except for "OA."
2. Individuals will be referenced by first name and last initial. Upon request members can choose to be identified as 'anonymous' or not identified at all.

Section 2 - Inventory and Feedback

1. The Board will conduct an intergroup group conscience inventory every two years on or around the OA Foot Steps Birthday.
 - a. The inventory will adhere to OA's guidelines or an approved alternative method.
 - b. Experienced and neutral OA members selected by the board will lead the inventory and submit a report with recommendations to the intergroup board.
 - c. The report, containing the findings and suggestions, will be published on the website for easy access.
2. The board will establish a platform for open dialogue, facilitating the sharing of ideas, concerns, or questions. This platform will allow for anonymous submissions, ensuring a safe space for individuals to express concerns or feedback.

CONTINUING EFFECTIVE MOTION 1

The motion was adopted on the consent agenda.

~~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.~~

CONTINUING EFFECTIVE MOTION 2

The motion was adopted on the consent agenda.

~~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 Policy Manual of the aforementioned and may be reconsidered by a motion to reconsider in line with period of notification.~~

CONTINUING EFFECTIVE MOTION 3

The motion was adopted on the combined motion.

~~CEM04: The OA Foot Steps board may provide email accounts, distribution lists, and Shared Drives on an OA Foot Steps approved platform an appropriate cloud storage platform for OA Foot Steps committee chairs, committees, OA Foot Steps meetings, OA Foot Steps board members and service volunteers.~~

CONTINUING EFFECTIVE MOTION 4

The motion was adopted on the combined motion.

~~GEM 043: It was adopted that OA Foot Steps will add to the OA Foot Steps Teamup calendar:~~

- ~~1. Meetings from focus intergroups (according to the meetings categories identified on oa.org)~~
- ~~2. Meetings from language intergroups (other than English).~~

~~This would apply solely to meetings that are associated with intergroups that are registered with the Virtual Region (OAVR). (April 2023)~~

CONTINUING EFFECTIVE MOTION 5

The motion was adopted on the consent agenda.

~~GEM 44: In addition to the requirements in the OA Foot Steps Policy Manual and OA Bylaws Subpart B, each applicant for OA Foot Steps World Service Business Conference Delegate will:~~

- ~~1. Demonstrate prior service to OA Foot Steps Intergroup by attending at least two Intergroup meetings in the last six months.~~
- ~~2. Attend OA Foot Steps Intergroup meetings throughout the entire term of office.~~
- ~~3. Designate on their application which World Service Business Conference Committee they would prefer to serve on.~~

CONTINUING EFFECTIVE MOTION 6

The motion was adopted on the combined motion.

~~GEM23: OA Foot Steps will open and maintain a P.O. Box in order to receive correspondence.~~

~~GEM29: OA Foot Steps will avoid the use of gendered language in all resources of OA Foot Steps.~~

~~GEM30: OA Foot Steps will avoid the use of acronyms and short forms in all resources and communications with the exception of "OA".~~

~~GEM39: OA Foot Steps can use the name of an individual within the minutes or website resources using the first name and the last initial only. If requested, a member can be identified as 'anonymous' or not at all.~~

~~GEM45: The OA Foot Steps Board will plan an intergroup group conscience inventory every two years, adhering to OA's guidelines or an approved alternative method. Experienced and neutral OA members chosen by the board will lead the inventory and submit a report with recommendations to the intergroup board. The report will be published on the website for everyone to access.~~

~~GEM46: The OA Foot Steps board will create a platform for open dialogue where ideas, concerns, or questions can be shared anonymously.~~

CONTINUING EFFECTIVE MOTION 7

The motion was adopted on the combined motion.

~~GEM05: OA Foot Steps will purchase Seriously Simple Podcast Plug-in.~~

~~GEM09: OA Foot Steps will purchase and maintain Zoom Licenses as required as determined by the Meetings Resources Committee and the OA Foot Steps Board.~~

~~GEM16: OA Foot Steps will create within the annual budget a fund of \$200 (Canadian) for the purpose of creation and maintenance of a Newsletter.~~

~~GEM27: 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.~~

~~GEM31: 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.~~

~~GEM35: 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.~~

~~GEM36: 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.~~

~~GEM37: 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.~~

~~GEM38: OA Foot Steps will establish within the budget a fund of five hundred United States Dollars (\$250) for the purpose of discretionary items not otherwise covered in the budget. If this fund is used further funds will be allocated so that the fund always remains at five hundred United States Dollars (\$250).~~

CONTINUING EFFECTIVE MOTION 8

The motion was adopted on the consent agenda.

~~GEM06: OA Foot Steps will create and maintain a Podcast Speaker Release Form.~~

~~GEM15: OA Foot Steps will authorize the OA Foot Steps Treasurer to pay any~~

~~July 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.~~

~~GEM22: 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".~~

~~GEM26: OA Foot Steps will establish an ad hoc committee on the creation of an OA Foot Steps phone number.~~

~~GEM28: 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.~~

~~GEM32: 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.~~

~~GEM34: 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.~~

~~GEM40: 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.~~

~~GEM41: OA Foot Steps will purchase and maintain a Digital Telephone Number.~~

~~GEM42: Revisions of the current Bylaws and Policies and Procedure documents take place annually, at the regular December OA Foot Steps virtual intergroup business meeting, or a Special Meeting designated for this purpose. The bylaws committee shall determine what revisions are required annually, and present them at this meeting, unless it is deemed an emergency motion.~~

~~OA Foot Steps committees, including the board, may request revisions or~~

~~submit motions, affecting daily operations of the intergroup as required, to support the ongoing activities of the intergroup, which shall be incorporated into the Bylaws or Policies and Procedures documents, once approved, at any time throughout the year.~~

~~The bylaws committee can be asked to assist the OA Foot Steps committees, including the board, to write motions, as needed, for regular operations throughout the year. (March 2023)~~

CLOSING

The meeting ended with the Serenity Prayer.