

The Overeaters Anonymous Foot Steps Virtual Intergroup Policy & Procedure Manual

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Article 1 - Introduction

1. This Policy and Procedure Manual guides the business practices of the Intergroup.
2. All documents (such as expense reports, applications, Bylaws, this Policy and Procedure Manual, the Standing Rules and Meeting Procedures, etc.) will be found on the website.
3. The Intergroup includes all registered meetings (referred to as “groups”) who choose to affiliate with the Intergroup.

Article 2 - Logo

1. The Intergroup will have an official logo that can be used in all publications and digital resources.
2. The Logo will be approved via the OA World Service Office as required.
3. Once approved, the Logo may only be used by the board, committees, and service members for use in or on any and all materials and may not be altered without board approval.

Article 3 - Financial Policies

1. The fiscal year is January 1 through December 31.
2. A balanced budget for the next fiscal year shall be proposed at the last business meeting of the calendar year.
 - a. The proposed budget is subject to approval of the voting representatives.
 - b. Requests for budget increases shall be submitted to the Treasurer at least 30 days prior to the business meeting where the budget will be approved.
3. The balance of the treasury will include the established prudent reserve.
4. Funding for Non-Travel Expenses
 - a. Expenses incurred in the performance of approved service work are reimbursable.
 - b. All funded expenses shall stay within budgeted allocations.
 - c. Requests for budget overrides, including reason(s) for such overrides, are to be submitted in writing to the Treasurer seven (7) days prior to the next board meeting.
 - d. Requests for overrides will be approved by the board before the expense is incurred.
5. Funding for Travel Expenses
 - a. Positions that may be considered for travel expenses are:
 - i. Region Representative(s) to Virtual Region Assembly
 - ii. Virtual Intergroup Delegate(s) to World Service Business Conference
 - iii. Any other travel expense if agreed by a majority motion of the Board or an Intergroup meeting, provided a quorum is present.
 - b. Reimbursement of travel expenses shall be limited to transportation, lodging (double occupancy), meals, registration, and printed materials.
 - c. Reasonable adjustments can be accepted by a majority vote of the Board or an Intergroup Meeting provided a quorum is present.
6. An expense report and receipts must be properly completed, authorized, and submitted to the Treasurer prior to reimbursement or advance of any funds.
7. Requests for reimbursement shall follow these guidelines:
 - a. Each person shall complete and verify an expense report.
 - b. An expense report must accompany all receipts and any unused funds must be returned to the Treasurer within six (6) weeks of the expense.
 - c. The Treasurer shall make reimbursement or request additional information within thirty (30) days of receipt of the request.
8. The Intergroup may accept designated monies only after a motion has been passed to establish a special fund.

Note: A special fund is money designated for a specific purpose and cannot be used for any other project or expense.

9. Current special funds are limited to
 - a. Delegate Support Fund-Special
 - b. Literature Fund
10. The Treasurer, the Chair, and the Banker are authorized to withdraw funds from all accounts.
11. The Intergroup will appoint, in addition to the Banker, a minimum of two (2) signatories to the bank account.
12. Any spending in excess of the adopted budget (including the discretionary fund) must be passed by motion at a Regular or Special Intergroup Meeting, receive a two-thirds majority and can only be considered if a quorum is present.

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13. When money is not adequate for full funding purposes, the Treasurer shall inform the Board, who will then set priorities based on the current financial position.
14. The spiritual foundation for OA Foot Steps ensures that sufficient operating funds, plus an ample reserve, shall be the Intergroup's prudent financial principle.
 - a. The Intergroup will establish sufficient operating funds of no less than twelve (12) months' expenses.
 - b. Any funds beyond the prudent reserve will be distributed as follows:
 - i. thirty (30) percent to the Virtual Region,
 - ii. sixty-five (65) percent to the World Service Office and
 - iii. five (5) percent divided equally among the service boards we have voted to support.
15. In addition to any line item in the annual budget for Virtual Region or World Service Office contributions, the Board shall send surplus funds as determined by and approved by the Board to the Virtual Region or World Service Office on a monthly basis.
16. The Intergroup shall support all World Service Business Conference Delegates as far as funds are available.
 - a. The limit of the money set aside shall be that of the Delegate Fund line in each year's annual budget.
 - b. Prior to the election, the Treasurer will inform the Intergroup of the funds available for these purposes.

Article 4 - Board Members

1. General Duties

- a. Perform the duties of their offices in accordance with the 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 Intergroup funds.
- d. Participate in an annual financial audit.
- e. Take actions deemed in the best interests of the Intergroup and report such actions at the next business meeting.
- f. In accordance with the Bylaws Article 7, the Board may recruit special workers on behalf of the Intergroup.
- g. A Board member will be appointed to act as liaison and supervisor of a special worker on behalf of the Intergroup.
- h. Oversee the creation and maintenance of a digital platform for the interchange of ideas and information among members and the Board.
- i. Attend all business meetings per term of office unless excused by the Chair. Board members absent without cause over four times in a term will be removed by majority vote of the board.
- j. 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.
- k. Ensure that the Intergroup is General Data Protection Regulation compliant. The Chair will be responsible for overseeing this work.
- l. Respond to all correspondence, phone calls, and questions in a timely manner.
- m. Upon completion of their service term, provide their successor with any information and documents from their service period via either written or electronic media.
- n. Serve as board liaison to committees as determined by the Chair.

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o. Appoints assistants if required.

2. Duties by Position

a. Chair

- i. Cultivates unity and group conscience of 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 an ex officio member of all committees.
- v. May be an authorized signer on all accounts.
- vi. Other duties as required.

b. Vice Chair

- i. Assumes all duties of the Chair 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. Other duties as assigned.

c. Secretary

- i. Takes minutes of all Business and Board Meetings and may appoint assistants if needed.
- ii. Ensures a copy of the unapproved minutes is posted on the website within ten (10) days of the Business Meeting.
- iii. Be responsible for the preparation of business meeting-related materials.
- iv. Be responsible for updating credentials and roll call at Business Meetings.
- v. Other duties as assigned.

d. Treasurer

- i. Manages all funds according to Financial Policies of the Bylaws, Policies and Procedures and any other governance documents.
- ii. Maintains financial records in alignment with accepted accounting practices.
- iii. Maintains accounts (with the assistance of the Banker) for operational funds.
- iv. Pays bills and reimburses expenses (with the assistance of the Banker) in a timely manner.
- v. Reports the financial status.
- 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 Digital Products.
- ii. Ensures the website is maintained.
- iii. Makes informed suggestions in order that all digital products function at their best.
- iv. Be responsible for giving out passwords for all digital platforms with the exception of cloud storage platform.
- v. Act as administrator for the cloud storage platform.
- vi. Creates an archived digital copy of all Intergroup documents on the cloud storage platform.
- vii. Other duties as assigned.

Article 5 - 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 the Intergroup voting procedures.

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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 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 -**

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. Abstinence requirements shall be interpreted as abstinence 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 Intergroup meetings throughout the entire term of office and give verbal updates to the Intergroup.
2. Delegates will:
 - a. Represent the Intergroup 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 the Intergroup 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 3 - Financial Policies.
 - f. Ensure all communications about The World Service Business Conference and The World Service Office are shared with the Intergroup.

Article 6 - 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.

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4. Preference will be given to applicants who have not served a full term (1 year). 5

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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 the Intergroup at a Business Meeting following each Region Assembly.
 - e. Ensure all communications about the Region are shared with the Intergroup.

Article 7 - 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 abstinance. 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.

Article 8 - Banker

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1. The role of the 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 Banker may be undertaken by the Treasurer if they reside in Canada.
3. The Banker's service is overseen by the Treasurer.

Article 9 - Committees

1. Committee guidelines and job descriptions are created and maintained by the committee, reviewed by the board, and documented separately.
2. Any new committee will be discussed by the board and the joint committee chairs meeting. They may form or dissolve committees as the need arises.
3. The committees are:
 - a. Bylaws and Communication
 - b. Digital
 - c. Experience, Strength and Hope
 - d. Finance
 - e. Meeting Support
 - f. Outreach
 - g. Security
 - h. Twelve Step Within
4. Election of Committee Chair
 - a. The committee will elect their chair from the serving members.
 - b. Each chair shall have a minimum of thirty (30) days of current continuous abstinence as defined by OA.
 - c. Each chair shall be the sole judge of their abstinence from compulsive eating and compulsive food behaviors.
 - d. Have attended at least one (1) previous meeting of the committee they wish to chair in the last 12 months.
5. Term of Office and Vacancy
 - a. The term of office is two (2) years.
 - b. Chairs may serve no more than two (2) complete terms.
 - c. A member may serve again as Chair on the same Committee after a leave of one (1) year.
 - d. Should a vacancy occur within a committee, the Board will be notified, and the committee will elect a new chair.

Article 10 - Meeting Platform Guidelines and Usage Procedures

1. Use of the Meeting Platform is managed by the Digital Coordinator and limited to: Board Meetings, Intergroup Meetings, Committees, Sub-Committees, working groups, and registered meetings.
2. Administrative access to the meeting platform will be limited to the Chair, Treasure and Digital Coordinator and other access must be agreed by a majority of the Board and such access can be

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rescinded at any time.

3. Any available space on the meeting platform may be used for informal fellowship and quiet meditation.
4. Any other use of the platform will be at the discretion of the Digital Officer or the OA Footsteps Board.
5. Meeting platform availability will be on a first-come, first-serve basis with booked meetings taking precedence.
6. No member or group shall use the room for any purpose other than OA business, OA recovery events, OA meetings, or for fellowship as defined in paragraph 2 of this Article.
7. If misuse of the room occurs, the code will immediately be changed, and all registered users will be notified.
8. Any misuse of any room or of the Meeting Platform will be brought before the Board, whereupon the Board will consider appropriate action.
9. Scheduling
 - a. All requests for usage and training for the Meeting Platform will go to the Digital Coordinator.
 - b. Each request requires advance notice to be scheduled on the Meeting Platform calendar via the online form. For more information about this policy contact meetings@oafootsteps.com.
 - c. Emergency usage will be scheduled by a member of the board or the meetings committee if possible.
 - d. Technical training will be provided by a committee upon receiving a request from the Digital Coordinator.
10. Protocol
 - a. Scheduled meetings on the platform will provide trained Zoom operators.
 - i. Each meeting will confirm via the registration form that they have at least two (2) members who will serve as Zoom operators.
 - ii. Such operators do not have to provide their name or any other details but may choose to do so.
 - iii. Each meeting will provide at least one email point of contact. For anonymity purposes, this may be a generic email address. Note: Any group upon request will be given an Intergroup email address.
 - iv. If a group does not respond to three consecutive emails from the Intergroup, and at least two members of the meeting resources committee have attempted to attend the meeting without success, the meeting may, at the discretion of the board or a committee, sub-committee or working group appointed for that purpose, be removed from the platform.
 - v. A meeting removed under clause 9(a)(iv) above can request to be added to the platform again if space is available.
 - b. Business meeting recordings, including conventions, board meetings and committee meetings may be saved to the cloud.
11. Any fundamental changes to Zoom settings (e.g. mandatory waiting room, restrictions for recording location etc.,) must be passed by a motion at a regular or special business meeting.
12. OA Foot Steps suggests that meetings address any disruptive members or intruders in accordance with security protocols (either those recommended by the Security Committee or established by meeting group conscience decision).
 - a. These actions may include “removing” them until the meeting session is closed by the host.
 - b. Individuals displaying particularly inappropriate behavior may be “removed and reported” to Zoom, which may result in their suspension from the platform.

This action should be taken with great care as it may result in the person being blocked by

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Zoom. Reporting an innocent person may well have significant consequences for them.

A Detailed Zoom Intruder Policy is available in Appendix 3 of the Policy Manual

Article 11 - 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 the Intergroup 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 Intergroup 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.

Article 12 - Amendments

1. Amendments to this Policy and Procedure Manual or Creation of New Business Motions may be proposed by any registered meeting, the Board or a Committee.
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 may assist meetings, committees, and the board in preparing motions.
4. Amendments shall be submitted electronically to the Intergroup. Note: The method of submission will be determined by the Board.
5. All proposed amendments to this Policy and Procedure Manual must be communicated in writing on the website or by electronic mail at least twenty (20) days prior to the Business Meeting at which it will be considered.

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6. All proposed New Business Motions must be communicated in writing on the website or by electronic mail at least seven (7) days prior to the Business Meeting at which it will be considered.
7. Proposed amendments or new business motions may be adopted by a simple majority.
8. 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 at the next Business Meeting.

Appendix 1: Continuing Effective Motions

CEM01: Any of the motions contained within Appendix 1 may be amended or rescinded from the floor of any regular or special meeting without notice.

CEM02: Motions that rescind any of the policies contained within Appendix 1 will be placed in Appendix 2.

CEM03: The Intergroup will make use of WhatsApp as a means of communication for Meetings, Committees and the Board.

CEM04: The board may provide email accounts, distribution lists, and Shared Drives on an appropriate cloud storage platform for Committee Chairs, Committees, Meetings, Board Members and Service Volunteers.

CEM10: OA Foot Steps will include in the registration forms for new meetings a question certifying that such meeting will not Screen Share OA Literature unless permission by the World Service Office has been granted.

CEM11: The Intergroup will permit any meeting a maximum meeting time limit of 3-½ hours following approval by the Meeting Support Committee.

CEM12: The Meetings Support Committee manages the TeamUp calendars showing the Zoom meeting details and documenting them in the Meeting Support Committee Guidelines.

CEM14: The Intergroup will authorize the Treasurer to pay software license fee expenses annually rather than monthly.

CEM20: The Intergroup will enable the Zoom settings for Live Transcription on all Zoom platforms, and the ability to save the transcript will be turned off.

CEM23: The Intergroup will open and maintain a P.O. Box in order to receive correspondence.

CEM33: The Intergroup will assign to a board member, committee, sub-committee or working group the creation and maintenance of a monthly document, that will include highlights from the board to include but not limited to Minutes, and Key points from the Intergroup meeting and other Intergroup activities.

CEM47: It was agreed a committee be formed to gather information and return a report in 60 days with ideas about how to manage intruders, and possible changes to Article X, item 12.

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Appendix 2: Rescinded Motions

~~CEM05: OA Foot Steps will purchase Seriously Simple Podcast Plug-in.~~

~~CEM06: OA Foot Steps will create and maintain a Podcast Speaker Release Form. CEM07: OA Foot Steps will create and maintain a Standardized Podcast Introduction Statement. CEM08: OA Foot Steps will purchase and maintain a SignUp Genius account.~~

~~CEM09: OA Foot Steps will purchase and maintain Zoom Licenses as required as determined by the Meetings Resources Committee and the OA Foot Steps Board.~~

~~CEM13: OA Foot Steps will appoint an ad hoc committee to explore what is needed for a professional webmaster to maintain the OA Foot Steps website as a Special Worker.~~

~~CEM16: OA Foot Steps will create within the annual budget a fund of \$200 (Canadian) for the purpose of creation and maintenance of a Newsletter.~~

~~CEM17: OA Foot Steps will create an ad hoc committee to explore the possibility of giving OA creative reprieve access to five (5) Zoom Licenses to purchase their own license for their meetings.~~

~~CEM18: OA Foot Steps will purchase Zoom cloud storage of 100 Gigabytes.~~

~~CEM19: OA Foot Steps will establish OA Foot Steps Virtual Intergroup as a US-based Registered Nonprofit Corporation under regulation (501 c 3).~~

~~CEM15: OA Foot Steps will authorize the OA Foot Steps Treasurer to pay any 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.~~

~~CEM22: 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".~~

~~CEM24: OA Foot Steps will permit the board to have the authority to approve any future World Service Business Conference delegates without the need to vote them in at a VIG meeting.~~

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~~CEM25: OA Foot Steps will place an icon on the OA Foot Steps Website that will link directly to Creative Reprieve's TikTok account.~~

~~CEM26: OA Foot Steps will establish an ad hoc committee on the creation of an OA Foot Steps phone number.~~

~~CEM27: 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.~~

~~CEM28: 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.~~

~~CEM29: OA Foot Steps will avoid the use of gendered language in all resources of OA Foot Steps.~~

~~CEM30: OA Foot Steps will avoid the use of acronyms and short forms in all resources and communications with the exception of "OA".~~

~~CEM31: 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.~~

~~CEM32: 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.~~

~~CEM34: 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.~~

~~CEM35: 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.~~

~~CEM36: 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 PPO committee. The delivery of these funds will be determined by a committee, sub-committee or working group created for that purpose.~~

~~CEM37: 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.~~

~~CEM38: 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).~~

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~~CEM39: 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. (March 2023)~~

~~CEM40: 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.~~

~~CEM41: OA Foot Steps will purchase and maintain a Digital Telephone Number.~~

~~CEM42: 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 Add Headings (Format > Paragraph styles) and they will appear in your table of contents.~~

~~t 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. (March 2023)~~

~~The bylaws committee can be asked to assist the OA Foot Steps committees, including the board, to write Add Headings (Format > Paragraph styles) and they will appear in your table of contents.~~

~~motions, as needed, for regular operations throughout the year.~~

~~CEM43: 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)~~

~~CEM44: 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.~~
- ~~4. Attend designated World Service Business Conference committee meetings throughout their entire term of office.~~

~~CEM45: 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.~~

~~CEM46: The OA Foot Steps board will create a platform for open dialogue where ideas, concerns, or questions~~

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~~can be shared anonymously.~~

Appendix 3: Zoom Intruder Policy

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	WAITING ROOM	REMOVE	REMOVE & REPORT	SUSPEND ACTIVITY FOR ALL	OTHER
Disruptive OA Members	Yes	Yes	No		
Annoying (interrupts meeting but does not do direct harm) protect meeting	Yes	Yes			
Disruptive OA Members	Yes	Yes	No		
Harmful (slurs, flashing lights, people gorging)	Yes	Yes	Yes		
Criminal (were it to occur in a face to face meeting, (you would call the authorities)	Yes	Yes	Yes		
Meeting out of control (attack by multiple intruders)				Yes	
Post Meeting Harassment					Block contact; Use Zoom Portal to report.

An explanation of this chart is offered below for use at a Group Conscience meeting.

BACKGROUND ON ZOOM ACTIONS

There are a number of different ways participants can intrude on a meeting. We will outline how each class can be handled below. First, let's define some Zoom terms:

- **Put in WAITING ROOM:** This moves the participant from the meeting and puts them in the Waiting Room, unable to see or interact with anyone, even other people in the waiting room. In fact, putting a single intruder into the waiting room is a recommended first step. The success of this action depends upon having good control of the waiting room.

- **REMOVE:** This “ejects” the person from the meeting such that they are not able to rejoin this session of this meeting using the same Zoom account. They would be able to enter other meetings or future Zoom sessions of this meeting.

- **REMOVE AND REPORT:**
If Remove is chosen, the option to also REPORT is given. When selected (by default), the reporter will be prompted for more information about the incident.

This action should be taken with great care as it may result in the person being blocked by Zoom. Reporting an innocent person may well have significant consequences for them.

- **POST MEETING HARASSMENT:** Some intruders use information shared at a meeting to target meeting participants. These can be blocked on your phone and reported using the Zoom Portal. (Security protocol recommends *not* displaying your phone number with your name).

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OA.ORG also offers resources for handling online intruders in [Videoconference Meeting Training and Security/Preventive Measures](#).

It is highly recommended that two or more people from your meeting

- Attend the Security Committee's Training Session.
 - Periodically repeat this training.. The current schedule is every two months; see the OA Foot Steps Calendar.
- Note: OA Foot Steps Intergroup requires that two members of each group be willing to serve as Zoom security.
- Join the Intruder Alerts WhatsApp group to remain aware of current intruder activity.

INTRUDER TYPE	WAITING ROOM	REMOVE	REMOVE & REPORT	SUSPEND ACTIVITY FOR ALL	OTHER
Disruptive OA Members	Yes, but GC may specify a warning is required first	Yes, but GC may specify a warning is required first When removing, it is IMPORTANT TO UNCHECK THE "REPORT" OPTION.	No because this action is permanent		See Note

DISRUPTIVE OA MEMBERS:

These people disturb the serenity of the meeting, perhaps by interrupting the moderator, engaging in cross talk, or ignoring the timer. Our OA literature directly addresses this situation.

The OA Twelve Steps and Twelve Traditions, Second Edition, p. 109

Occasionally groups are plagued by members who disrupt the harmony of meetings. Of course, groups must protect their members from violence or harassment. Groups have been known to confront a person acting in an abusive manner and asking her or him to leave the meeting. Even these people are not permanently banned from the group and are denied the chance to recover

OA offers other resources: [Guidelines for Addressing Disruptive Behavior Affecting Overeaters Anonymous](#).
(media.oa.org)

Meeting Leaders can move disruptive members to the waiting room; they also have the option to disable the ability of participants to unmute themselves. OA Members who have been temporarily barred from a meeting may be denied admission from the waiting room and/or be REMOVED. It would be a violation of the Traditions to REMOVE AND REPORT as this could result in a permanent ban.

A *sample script* used in some meetings also addresses these circumstances as part of their format:

If a member is disruptive (abusive behavior, naming, and shaming, directly targeting a member in the Meeting, Parking Lot, Group Conscience, or Chat or disrupting the harmony of the meeting) they will receive a warning (verbal and/or via chat). If they continue to be disruptive, meeting leaders have the option to mute or remove them to the waiting room. If they continue to be disruptive a Group Conscience may decide to suspend them for a period of two months.

INTRUDERS

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Zoom intruders engage in cyber-harassment during which an unwanted and uninvited user or group of users interrupts online meetings. This disruption occurs when such intruders gate-crash digital gatherings—sometimes for malicious purposes, such as sharing pornographic or hate images or shouting offensive language. Intruders can be dealt with based on the nature of their actions. The recommendations below follow the guidance from The Twelve Steps and Twelve Traditions cited above: “Of course groups must protect their members from violence or harassment.”

Annoying intruders interrupt the meeting but do no direct harm (strange noises, pictures of food, strange pictures).

To protect the meeting, Zoom leaders may

- Put the intruder in the WAITING ROOM, perhaps with a warning.
- REMOVE the intruder from the meeting rendering them incapable of reentering this session of this meeting.

Harmful intruders engage in nasty or awful actions which may trigger or harm individuals (slurs, flashing lights, visuals of people gorging). To protect meeting participants, Zoom leaders may

- Put the intruder in the WAITING ROOM

- REMOVE the intruder from the meeting rendering them incapable of reentering this session of this meeting.
- REMOVE AND REPORT the intruder, triggering the process of removing them from Zoom overall.

Criminal intruders engage in behavior that, were it done in a face to face meeting, would warrant calling the authorities.

- Putting the intruder into the WAITING ROOM is a good first step. It isolates the disruption and gives the group’s Zoom security team time to take a breath and evaluate the situation.
- REMOVE AND REPORT is recommended for persistent criminal intruders..

A WhatsApp group exists to update meeting leaders specifically on intruders who are currently active. This can be helpful to identify an intruder early on and be more confident of the correct action to take. Another WhatsApp group provides intrusion support, both practical and emotional. Contact the security committee (security@oafootsteps.com) to join these chat groups.

It is important to discuss Zoom intrusions at a Group Conscience meeting prior to an intrusion occurring. Let the Group determine which of the actions described are appropriate. The directions presented here are offered by other members who have dealt with such issues and from the OA Foot Steps Security Committee [here](#). (search results for security on oafootsteps.com)