



## Pack 1

Dear OA Member

**You are invited to the 32nd National Assembly and Convention,  
20<sup>th</sup> – 22<sup>nd</sup> October 2017 in Cranage Hall, Holmes Chapel, CW4 8EW**

(Hosted by North West Intergroup)

Please take this document to your group and ask them to select a national service representative to attend the National Assembly if they haven't already done so.

Please read all of this document and look out for Pack 2 available to download by the end of September 2017 from our website [www.oagb.org.uk/nsb-payment](http://www.oagb.org.uk/nsb-payment)

**Please also print or bring an electronic copy of both Pack 1 and Pack 2 with you to the Assembly.**

Important points to note:

- **Bylaw amendments** are being proposed this year which will require input from your group/intergroup for you to then vote on their behalf (*included in Pack 1*)
- **Hosting National Assembly** - We have had interest from Intergroups looking to host National Assembly in 2018 and 2019. Please let us know as soon as possible if you are also interested in submitting a bid for either of these years (*submitted applications will be included in Pack 2*)
- **Recruiting new board members** – if you're passionate about OA growing and strengthening across Great Britain, please consider standing as a member of the OAGB Board. We currently have 6 board members and 8 vacant positions. Due to 2 board members' terms ending this year, there will be even more vacancies. To have an informal chat and find out more about what's involved, contact Sandra at [chair@oagb.org.uk](mailto:chair@oagb.org.uk). Eligibility requirements are at least one year of current abstinence and at least two years of service beyond group level at the time of election (*the application form is in this pack and submitted applications will be included in Pack 2*)

**Serving on your behalf**

*Alan, Caroline, Catherine, Hilary, Lisa & Sandra* ☺

**(your OAGB Board)**

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## SECTION 1 – PREPARING FOR THE NATIONAL ASSEMBLY

### Arrange your accommodation and travel

Your hotel room needs to be booked directly with the hotel – for full details please see the National Assembly booking form and information pack.

**Complete by:** 1<sup>st</sup>  
September 2017

### Register with the hosting Intergroup

You will need to fill in the booking form and send to North West Intergroup, and also pay your registration fee.

**Complete by:** 20<sup>th</sup>  
September 2017

### Consider applying for National Service Board?

There are 14 spaces on the National Service Board. This year, we have had 6 officers serving on the Board, but 2 will be coming to the end of their service in October.

Could you consider serving on the Board? The application form is in section 7 of this pack.

**Complete by:** Your  
last Intergroup  
meeting before  
National Assembly

### Discuss the motions with your group/Intergroup

Section 6 of this pack relates to the motions which will be debated and voted on at the National Assembly.

Please read these and discuss with your group/Intergroup so you are ready to debate and vote on them at the Assembly

**Complete by:** Your  
last group  
conscience meeting  
before National  
Assembly.

### Read up on OAGB, the National Service Board and the National Assembly

Sections 3, and 8-10 contain background information to help you understand how OAGB, the National Service Board and the National Assembly work.

To help you prepare for attending the Assembly, please read this information in advance. There will also be a workshop to explain how the Assembly will run, so don't worry if there is anything you don't understand.

**Complete:** before  
you attend the  
National Assembly

## SECTION 2 –TIMETABLE OF THE NATIONAL ASSEMBLY & CONVENTION (DRAFT)

<b>Friday 20<sup>th</sup> October</b>				
Event	Start	Finish	Purpose	As a national service rep (NSR), do I need to attend?
Registration check-in	3pm	6pm	To let the NA organising committee know you have arrived, and to get some further information on the event	You are required to check-in either Friday afternoon or Saturday morning
<i>Dinner 6.30pm - 7.30pm</i>				
Evening Workshop	8pm	10pm	To prepare you for the next day's business meeting and get more information on the NSB	Yes, it is essential all delegates attend
<b>Saturday 21<sup>st</sup> October – NATIONAL ASSEMBLY</b>				
Registration check-in	8.30am	9.00am	To let the NA organising committee know you have arrived, and to get some further information on the event	You are required to check-in either Friday afternoon or Saturday morning
Morning Workshop	9.00am	10.00am	To help all delegates understand better how the Parliamentary procedures used to run the Assembly will work	Yes, it is essential all Delegates attend
Assembly	10.00am	1.00pm	The business meeting of OAGB	Yes, it is essential all Delegates attend and are ready to vote on their group's behalf
<i>Lunch 1.00pm - 2.00pm</i>				
Assembly	2.00pm	5.00pm	Continued business meeting of OAGB	Yes, it is essential all Delegates attend and are ready to vote on their group's behalf
<b>Sunday 22<sup>nd</sup> October - CONVENTION</b>				
Convention	10.00am	12.30pm	Hosted by NW England IG, theme "Together we can"	Optional for all delegates
OAGB AGM	9.30am	1.00pm	National Service Board meeting held concurrently with the convention	Optional for all delegates but observers very much welcomed
<i>Lunch 12.30pm – 1.30pm</i>				
Convention	2.00pm	4.30pm	Continued from the morning session	Optional for all delegates

There are various other opportunities for fellowship and recovery including Early Bird and Night Owl meetings, and an evening entertainment planned on the Saturday night.

***Draft only - please see the final agenda in Pack 2 due out at the end of September 2017***

## SECTION 3 – FREQUENTLY ASKED QUESTIONS

**What is the purpose of the National Assembly?** The Assembly is the group conscience of OA in Great Britain. By all groups getting together once a year we help shape and strengthen OA across Great Britain

**Who is it for?** Every group and Intergroup registered in Great Britain with the World Service office can send a National Service Representative (NSR) to act as a delegate for their group/ Intergroup. All members of OA are welcome to attend as non-voting visitors to the Assembly and Convention.

### **What's in it for me?**

- Make new OA friends
- See recovery working on a wider level
- Strengthen my own recovery
- Be among others who take their recovery seriously

### **What's in it for my group / Intergroup**

- Everyone's presence strengthens their group conscience
- Being part of the wider OA service structure
- Connecting with other groups and learning together
- Valuing delegates as trusted servants to carry the voice of the group

### **What is the role of a National Service Representative (NSR)?**

In a word - communication. They receive the packs that contain the Board members reports, proposed bylaw amendments, Board elections applications, and financial reviews, including the OAGB Literature accounts. The NSR communicates these to their group prior to the NA, maybe discussing the proposed bylaw amendments at the Group Conscience before the Assembly to hear member's thoughts about them. Then after the Assembly they will provide feedback formally to their group.

### **What qualifications are required to be a National Service Representative?**

Your local group decides. Successful NSR's are members who have previously had some active experience of service at group or Intergroup level. They have an awareness of the Traditions and are interested in the bigger OA service structure. It is not really appropriate for a newcomer.

### **What's the difference between the Assembly and the Convention?**

The Assembly is the formal business meeting conducted by the National Service Board. It starts on the Friday evening with a workshop and then runs all day Saturday (approx 9am-5pm). The convention is then hosted on the Sunday (approx 10am – 4pm) by the local Intergroup, which this year is the North-West Intergroup. It's a recovery day where we come together to share our experience, strength and hope

### **Is it OK for me to receive financial help from my group to pay for my expenses to attend National Assembly?**

Yes, it is usual for the NSR's travel and accommodation costs, plus the registration fee for the Assembly on the Saturday to be funded through group 7th Tradition costs collected throughout the year.

### **What can I do to help me fulfil the NSR role?**

There are many pieces of OA Literature about service; The Twelve Steps, the Twelve Traditions, the Twelve Concepts, the OAGB Bylaws and the OA Group Handbook are all useful reading. It may also be helpful to ask a current or previous NSR to share their experience to support in your new role, or contact your intergroup board to ask for advice and suggestions.

### **What are the 12 Traditions?**

These are a set of principles providing a foundation for the conduct of our affairs as a fellowship, which can also be practiced in the everyday lives of individuals. They are the principles by which your group operates, and you probably read them out each week at your meeting as they form part of the suggested meeting format.

### **What are the 12 Concepts?**

These are a set of principles outlining the responsibilities of our trusted servants at every level, be it the Intergroup, NSB, Region9, or World Service. A copy of the Concepts is included in our bylaws.

### **Interested in serving at a national level?**

If you have 12 months abstinence and 2 years service beyond group level you may be eligible. Examples of service beyond the group level include serving as an Intergroup representative on behalf of your group, Intergroup board member, committee chair, Region Representative or World Service Business Conference delegate.

If you don't meet the above criteria but would still like to get involved with doing service at a national level, there's lots of other opportunities available and further details of these will be provided in Pack 2.

## SECTION 4 – GLOSSARY

<b>Word/Acronym</b>	<b>Means</b>	<b>Also known as/What this is</b>
NSR	National Service Representative	Group Delegate Group Rep Group Service Representative
IG	Intergroup	
NSB	National Service Board	OAGB is the name of our NSB in the UK
OAGB	Overeaters Anonymous Great Britain	The NSB
NA	National Assembly	Annual business meeting of Overeaters Anonymous in Great Britain
R9	Region 9	The geographical area we are part of, covering Africa, Europe, the Middle East, and Western Asia
R9 Assembly	Region 9 Assembly	Annual business meeting of Region 9 countries
WSO	World Service Office	
WSBC	World Service Business Conference	Annual business meeting of the WSO
Bylaws	The rules and guidelines used by the NSB to run OAGB	
Bylaw amendment	A proposal to amend the Bylaws of OAGB to be voted on at the National Assembly	
Policy and Procedure Resolution	A proposal by the NSB to amend their policies and procedures which they bring to the NA for discussion and voting on	The NSB have the authority to make decisions and amend their policies and procedures at any point during the year, usually these would be voted on at one of the 4 board meetings. However if a policy change has financial implications or an impact to groups, they can bring the proposal to the NA for discussion and voting

If you need further explanation or support with this pack, please contact your Intergroup or contact us directly

## SECTION 5 – OA SERVICE STRUCTURE

Doing service keeps 54,000 members of OA connected and united across the world

Group	Intergroup (IG)	National Service Body	Region	World Service Office (WSO)
<p>There are over 200 groups in Great Britain</p> <p>Groups typically hold a group conscience monthly to discuss matters affecting their group</p> <p>Every group should have a group service rep (GSR) to liaise with Intergroup</p>	<p>There are 10 IGs in Great Britain</p> <ul style="list-style-type: none"> <li>➤ Alba</li> <li>➤ Caledonian</li> <li>➤ Devon &amp; Cornwall</li> <li>➤ Heart of England</li> <li>➤ North West</li> <li>➤ North England</li> <li>➤ South &amp; East</li> <li>➤ South Coast</li> <li>➤ South Wales</li> <li>➤ West of England</li> </ul> <p>Each IG meets with their affiliated groups every 2-3 months typically</p>	<p>The national service body of Great Britain is Overeaters Anonymous Great Britain (OAGB) which is a registered charity</p> <p>OAGB runs with the support of a National Service Board (NSB) of up to 14 directors, 2 special workers and other volunteers who carry out work at a national level</p>	<p>Ten Regions across the world</p> <p>1-8 are in north &amp; south Americas</p> <ol style="list-style-type: none"> <li>1. Pacific NW</li> <li>2. Pacific SW</li> <li>3. Southwest</li> <li>4. West Central</li> <li>5. Central</li> <li>6. Northeast</li> <li>7. Eastern</li> <li>8. Southeast</li> <li>9. Africa, Europe, the Middle East, and Western Asia</li> <li>10. Australia, New Zealand, Japan, SE Asia, &amp; Pacific Islands</li> </ol> <p>Region 9, which we are part of serves over 800 groups in 44 countries</p>	<p>Located in New Mexico, USA, the WSO exists to support individual members and OA's thousands of groups worldwide, as well as to carry our message of recovery to compulsive overeaters who are still suffering.</p> <p>WSO has a board of 17 trustees, paid special workers and over 100 volunteers serving on committees.</p> <p>There are over 54,000 members worldwide in 7000 groups across 80 countries</p>

**National Assembly (NA)** of Great Britain is held annually in October. Every group and IG can send a rep to vote on business issues and participate in ongoing work at a national level

**R9 Assembly** is held annually in Oct/Nov, Each IG & Service Body can send a rep to vote on business issues and participate in ongoing work at a regional level

**World Service Business Conference (WSBC)** held annually in Apr/May in New Mexico. Each IG & Service Body can send a rep to vote on business issues and participate in a committee at a worldwide level

## SECTION 6 – MOTIONS FOR DISCUSSION AT THE NATIONAL ASSEMBLY

At the National Assembly, we will be debating and voting on four motions – three of them are proposed changes to the OAGB Bylaws, and one is a proposed change to the Procedures Manual of the National Service Board.

Please read through the motions and discuss them with your group or Intergroup. You will need to know whether they are in favour of the motions and their reasons for agreeing or disagreeing, so that you feel ready to vote on their behalf.

You will also have the opportunity to suggest amendments to the motions, however these cannot change the overall intent of a motion.

Summary of motions for discussion

<b>Motion A</b>	<b>Bylaw Amendment – Hosting the National Assembly</b>  This motion aims to make it easier for Intergroups if they would like to bid to host the National Assembly two years in advance
<b>Motion B</b>	<b>Bylaw Amendment – Definition of an OA group</b>  This motion brings the definition of an OA group in our Bylaws into line with the definition as voted on by the World Service Business Conference
<b>Motion C</b>	<b>Bylaw Amendment – Registration List for National Assembly</b>  This motion simplifies and updates the process for providing a list of registered voting delegates for the National Assembly to the NSB Secretary
<b>Motion D</b>	<b>Amendment to Procedures Manual – National Assembly expenses for Board applicants</b>  This motion sets out guidelines for how new applicants to the National Service Board are funded to attend the National Assembly



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**MOTION A**

**GREAT BRITAIN  
NATIONAL SERVICE ASSEMBLY 2017  
BYLAW AMENDMENT**

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**MOTION A:**

Move to amend Section 3, part b) of the Bylaws of The National Service Assembly of Overeaters Anonymous Great Britain by striking the following:

**Current wording**

- (3) Procedures:
- (b) The National Service Assembly will be called at least once a year. The Assembly will always be held in an easily accessible location with varied transport links. The NSB will encourage at least two Intergroups to bid to host the assembly each year. Bids must have the approval of the respective Intergroup meeting. The NSB will ask the assembly to consider both the fairness of the rotation of service and cost implications when choosing the national assembly host. A special meeting of the Assembly may be called at any reasonable time on the request of at least one third of the members.

An Intergroup may also choose to bid to host the assembly two years in advance. In this case they will notify the Chair of the NSB of their intention prior to the annual NSB Chairs

**Proposed wording:**

- (3) Procedures:
- (b) The National Service Assembly will be called at least once a year. The Assembly will always be held in an easily accessible location with varied transport links. The NSB will encourage at least two Intergroups to bid to host the assembly each year. Bids must have the approval of the respective Intergroup meeting. The NSB will ask the assembly to consider both the fairness of the rotation of service and cost implications when choosing the national assembly host. A special meeting of the Assembly may be called at any reasonable time on the request of at least one third of the members.

An Intergroup may also choose to bid to host the assembly two years in advance. ~~In this case they will notify the Chair of the NSB of their intention prior to the annual NSB Chairs~~

meeting.

The Chair of the NSB will notify other intergroups of the existence of a two year bid at the Chairs meeting. Other intergroups can then decide whether to offer a competing bid.

The National Assembly will first vote on bids made to hold the Assembly for the following year. It will then vote on bids made for two years hence if any have been made.

~~meeting.~~

~~The Chair of the NSB will notify other intergroups of the existence of a two year bid at the Chairs meeting. Other intergroups can then decide whether to offer a competing bid.~~

~~The National Assembly will first vote on bids made to hold the Assembly for the following year. It will then vote on bids made for two years hence if any have been made.~~

**SUBMITTED BY:**

The National Service Board of OAGB

**INTENT:**

To simplify the process of applying to host the National Assembly two years in advance, and to remove the instructions for the order in which bids should be discussed.

**IMPLEMENTATION:**

Update bylaws and hosting pack

**COST:**

Nil

**RATIONALE:**

The OAGB bylaws are clear that Intergroups are able to bid to host National Assembly 2 years in advance. The requirement to notify the Chair of such bids at the NSB meeting in June (the Intergroup Chairs' meeting) adds no significant benefit to this process, and removal of this clause will allow Intergroups willing to bid to host National Assembly 2 years in advance additional time to prepare their bids.

The amendment also enables the Assembly to vote on bids for the respective years' in any order it wishes, in the event that the Assembly deems this to be desirable.



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**MOTION B**

**GREAT BRITAIN  
NATIONAL SERVICE ASSEMBLY 2017  
BYLAW AMENDMENT**

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**MOTION B:**

Move to amend Section 2, part a i) of the Bylaws of The National Service Assembly of Overeaters Anonymous Great Britain by striking and inserting the following:

**Current wording:**

(2) Membership:

(i) An OA group

A group may be formed by two (2) or more persons meeting together as set forth in Article V, Section 1 of the World Service Bylaws.

These points shall define an OA group:-

1) As a group, they meet to practice

the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service.

2) All who have the desire to stop eating compulsively are welcome in the group.

3) No member is required to practice any actions in order to remain a member or to have

**Proposed wording:**

(2) Membership:

(i) An OA group

~~A group may be formed by two (2) or more persons meeting together as set forth in Article V, Section 1 of the World Service Bylaws.~~

OAGB endorses the definition of an OA group in Overeaters Anonymous, Inc. Bylaws, subpart B, Article V, section 1, as written and as it may be amended by a future World Service Business conference, as follows:

These points shall define an OA group:-

1) As a group, they meet to practice

the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve

a voice (share at a meeting).

4) As a group they have no affiliation other than Overeaters Anonymous.

5) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office

Virtual groups (groups which replicate face-to-face meetings through electronic media) may be an Overeaters Anonymous group if they:

1) otherwise meet the definition of Overeaters Anonymous groups;

2) are fully interactive, and;

3) meet in real time

Concepts of OA Service.

2) All who have the desire to stop eating compulsively are welcome in the group.

3) No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting).

4) As a group they have no affiliation other than Overeaters Anonymous.

5) It has affiliated as an Overeaters Anonymous group by registering with the World Service Office

~~Virtual groups (groups which replicate face-to-face meetings through electronic media) may be an Overeaters Anonymous group if they:~~

~~1) otherwise meet the definition of Overeaters Anonymous groups;~~

~~2) are fully interactive, and;~~

~~3) meet in real time.~~

**SUBMITTED BY:**

The National Service Board of OAGB

**INTENT:**

To bring the Bylaws of the National Assembly OAGB into line with World Service Bylaws

**IMPLEMENTATION:**

Update the Bylaws

**COST:**

Nil

**RATIONALE:**

To allow the Bylaws to be updated to reflect any future changes voted on at the World Service Business Conference and to remove outdated information related to virtual meetings, which now are defined in the same way as face-to-face meetings.



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**MOTION C**

**GREAT BRITAIN  
NATIONAL SERVICE ASSEMBLY 2017  
BYLAW AMENDMENT**

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**MOTION C:**

Move to amend Section 2, part b) of the Bylaws of The National Service Assembly of Overeaters Anonymous Great Britain by striking and inserting the following:

**Current wording:**

(2) Membership

- (b) The National Assembly will consist of the following persons:
  - (i) One representative (IR) elected by every Intergroup existing within the geographical area of Great Britain
  - (ii) One National Service Representative (NSR) from each OA group in Great Britain
  - (iii) Members of the National Service Board.

It is recommended that Assembly Representatives are elected at a special meeting by means of the AA Third Legacy Procedure, described in Appendix II, and that alternate representatives are elected at the same time and by the same procedure.

**Proposed wording:**

(2) Membership

- (b) The National Assembly will consist of the following persons:
  - (i) One representative (IR) elected by every Intergroup existing within the geographical area of Great Britain
  - (ii) One National Service Representative (NSR) from each OA group in Great Britain
  - (iii) Members of the National Service Board.

It is recommended that Assembly Representatives are elected at a special meeting by means of the AA Third Legacy Procedure, described in Appendix II, and that alternate representatives are elected at the same time and by the same procedure.

If a National Service Representative or Intergroup Representative is elected by the Assembly to the National Service Board of OA(GB), then the group or Intergroup concerned will be entitled to elect another representative.

Whenever possible, representatives will be elected at least three weeks before the Assembly meets, and their names forwarded to the Secretary for the Assembly. The Secretary of the Assembly will normally be the Secretary of the National Service Board.

If a National Service Representative or Intergroup Representative is elected by the Assembly to the National Service Board of OA(GB), then the group or Intergroup concerned will be entitled to elect another representative.

Whenever possible, representatives will be elected at least three weeks before the Assembly meets, ~~and their names forwarded to the Secretary for the Assembly~~ and they will register at least two weeks before the Assembly. The Secretary of the Assembly will normally be the Secretary of the National Service Board.

The Booking Secretary of the hosting Intergroup will supply to the Board secretary two hard copies of the list of registered Representatives and visitors including the names of the groups or service bodies they represent, prior to the start of the Assembly.

**SUBMITTED BY:**

The National Service Board of OAGB

**INTENT:**

To bring the Bylaws into line with current practice. To ensure there is a clear process in place to capture and share key information between the hosting Intergroup and the National Service Board.

**IMPLEMENTATION:**

Update the Bylaws and the National Assembly Hosting Pack

**COST:**

Nil

**RATIONALE:**

This bylaw dates from the time when the Assembly packs were sent out by post by the Board secretary. Now that packs are downloaded and registering for the Assembly is done electronically with the hosting Intergroup, the Board secretary does not need this information until just prior to the Assembly starting.

This change will save time and increase the accuracy of minute taking and the establishing of the quorum.



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**MOTION D**

**GREAT BRITAIN**  
**NATIONAL SERVICE ASSEMBLY 2017**  
**AMENDMENT TO THE PROCEDURES MANUAL**  
**OF THE NATIONAL SERVICE BOARD**

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**MOTION D:**

Move to amend Section 1.5 of the Procedures Manual of the National Service Board by inserting the following:

**Current wording:**

**Guidelines for OAGB Spending Expenses  
Claims**

- The Board pays expenses in respect of travel, accommodation and registration fees incurred for necessary board business (e.g. conferences and meetings).
- For expense outside the norm for the position being supported, outline how much you need, why it is needed and ask the Board before spending
- Subsistence will be provide for reasonable expense, provide receipts to treasurer for reimbursement
- Travel by the cheapest possible means within reason.

**Proposed wording:**

**Guidelines for OAGB Spending Expenses  
Claims**

- The Board pays expenses in respect of travel, accommodation and registration fees incurred for necessary board business (e.g. conferences and meetings).
- For expense outside the norm for the position being supported, outline how much you need, why it is needed and ask the Board before spending
- Subsistence will be provide for reasonable expense, provide receipts to treasurer for reimbursement
- Travel by the cheapest possible means within reason.

- Always claim expenses so we know how much the running costs of the board are. You may, of course, donate it back through your group if you wish.

PASSED at 1999 Board Meeting

When travelling on OA business, Board Members expenses for the following will be covered:-

- Cost of second/economy class travel to location
- Cost of a taxi when necessary as part of the journey, to be used where no alternative
- Payment of 26p per mile petrol costs
- The hotel charge for a standard room and breakfast for the duration of the event and registration fees. Board Members will be expected to share rooms for overnight stays where possible, with exceptions made in special circumstances. The Board Member has the option to pay for the supplement for a single room.
- When travelling to WSBC or Region 9 Assembly, OAGB will pay for one additional night at the hotel, where necessary.
- Up to £20 per day food allowance if meals are not included in the hotel/conference arrangements
- Travel insurance where necessary
- The member should provide receipts in evidence of all expenses claimed.

Any upgrades to this policy will be paid for in person. Any changes to the policy must be agreed in advance by the Board. It is assumed that all Board Members will be prudent with OA funds at all times.

PASSED and updated at Board meeting 2nd Feb 2013; re-affirmed 20.8.16 Board Meeting

- Always claim expenses so we know how much the running costs of the board are. You may, of course, donate it back through your group if you wish.

PASSED at 1999 Board Meeting

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- Travel insurance where necessary
- The member should provide receipts in evidence of all expenses claimed.

Any upgrades to this policy will be paid for in person. Any changes to the policy must be agreed in advance by the Board. It is assumed that all Board Members will be prudent with OA funds at all times.

PASSED and updated at Board meeting 2nd Feb 2013; re-affirmed 20.8.16 Board Meeting

### **National Assembly Expenses for New Board Applicants**

#### **Attending the National Assembly (Saturday)**

If Board Applicants are already planning to attend the Assembly as a voting delegate, their expenses would be paid by the group or Intergroup they are representing and no funding would be required from OAGB.

If a Board Applicant is not a voting delegate, their nominating Intergroup may still be willing to pay all or part of their expenses. They can also apply to the Delegate Assistance Fund for help.

**Attending the National Service Board meeting (Sunday)**

Newly elected Board members can claim their expenses for attending the National Service Board meeting on Sunday from OAGB, ie their hotel cost for Saturday night and any additional travel costs.

Newly elected Board members who attended the Assembly as voting delegates and were funded by a group/Intergroup can also claim back 50% of their travel costs.

**SUBMITTED BY:**

The National Service Board of OAGB

**INTENT:**

To ensure that the opportunity for Board service is affordable for all candidates, and that the process to apply for funding is transparent.

**IMPLEMENTATION:**

Update the Bylaws and the National Assembly Hosting Pack.

**COST:**

The cost will depend on the number of board applicants needing financial support which will be considered as part of the annual budget review.

**RATIONALE:**

At present there is no written procedure for how applicants to the National Service Board are funded to attend the National Assembly. Often, applicants are already attending on behalf of a group or Intergroup and so would be funded in that way, however this is not always the case.

On occasion, applicants have been part-funded by OAGB but this has never been an official policy so this motion formalises the procedure.

If applicants are elected onto the Board at the Assembly, their expenses for attending the National Service Board meeting on the Sunday would be paid by OAGB.

**SECTION 7 – APPLICATION TO JOIN THE NATIONAL SERVICE BOARD**

**OAGB NEW NATIONAL SERVICE BOARD MEMBER CANDIDATE PROFORMA**

NOTE - This form complies with the following requirements set out in Section 5 (g) of the NSB Bylaws, which is as follows :-

“Each Intergroup will put forward the names of suitable candidates to the Assembly. Their elections will normally be carried out by Intergroups. The names of successful candidates will then be forwarded to the National Service Board prior to the next meeting of the Assembly, **together with the OA biography of each candidate**, and a brief written report detailing the election procedures used, signed by the chairperson and secretary of the election meeting. The Assembly will consider each candidate for his/her qualifications to serve the Board. In addition to his/her previous record of service to the Fellowship, and faithful adherence to the Twelve Steps and Twelve Traditions of OA, the Assembly will consider each candidate’s particular skills and background knowledge and experience, in order to ensure that the best qualities available for Board service are selected. The final election will take place at the Assembly. The member may be elected using the Third Legacy Procedure (see Appendix II of Bylaws).”

To The National Service Board of OA Great Britain: (sent to OAGB Chair):  
.....or scanned and sent to  
[chair@oagb.org.uk](mailto:chair@oagb.org.uk)

**Personal Statement/OA Biography:**  
**(Expand boxes as necessary)**

<b>Name:</b>	
<b>Address:</b>	
<b>e-mail</b>	
<b>phone</b>	
<b>Brief account of my OA recovery:</b>	
<b>Summary of OA service responsibilities (minimum two years above group level):</b>	

<b>I can bring the following business, professional or other experience and skill to the board:</b>	
<b>I would like to join the NSB because:</b>	
<b>Time in OA:</b>	
<b>Date current continuous abstinence began (minimum one year):</b>	
<b>Signature of Candidate:</b>	<b>Date Signed:</b>
<b>Signature of IG Chair:</b>	<b>Date of IG meeting when presented for nomination</b>
<b>Signature of IG Secretary:</b>	

I have read the qualifications for National Service Board Trustee which are reproduced from the OAGB bylaws section 5 and Appendix III. As a candidate for an OAGB position, my signature affirms adherence to those qualifications.

## **SECTION 8 – MINUTES OF THE 2016 NATIONAL ASSEMBLY OF OAGB**

**Held Saturday 15th October, at the Golden Jubilee Conference Hotel, Clydebank, Glasgow.**

Abbreviations used:

NSA – National Service Assembly of Overeaters Anonymous Great Britain;

OAGB – Overeaters Anonymous Great Britain;

NSB – National Service Board of OAGB;

WSBC – Overeaters Anonymous World Service Business Conference;

WSO – World Service Office of Overeaters Anonymous;

IG – Intergroup

Note: In these minutes, members are mostly listed by the Intergroup to which their group belongs rather than the group itself, so are not necessarily speaking on behalf of the Intergroup.

### **1. Welcome**

The 31st National Service Assembly of OAGB opened at 10am with Emma C., temporary Chair of NSB, in the chair. Emma welcomed all.

After a moment's silence, we all said the serenity prayer.

Chris (Heart of England IG) raised a 'Point of Privilege' that mobile phones and electronic devices only be used to read NSA Pack 1 and 2 and not for personal reasons. This was adopted by vote by the assembly.

### **2. Readings**

Preamble – Naomi (Sunday night phone meeting) 12 Steps – Veronica (Alba IG) 12 Traditions – Nita (South & East England IG) 12 Concepts – Lisa (North of England IG)

### **3. Quorum**

OAGB has 201 registered groups, 11 intergroups, and 4 National Service Board members, so a total of 216 potential votes. A quarter of these is a quorum, which is 54.

Registered today were delegates from 61 groups, 9 intergroups and 4 Board members, a total of 74 so the meeting was quorate. 3 additional voting members arrived at 12:50pm making a total in the afternoon of 77.

Apologies: Rachel (South & East England IG)

Attending for the first time ('Green Dots'): 29

Number of non-voting attenders: 13

### **4. Housekeeping**

Sandra (Caledonian IG) introduced herself and the other NSA Committee Members. Sandra went through housekeeping and welcomed 'Green Dots' (first timers at NSA).

## **5. Introductions of NSB Officers, Minutes Secretary and Centre Mic**

Emma introduced herself as Chair (since June 2016) and the following: OAGB Board Members –

- Alan, Literature Liaison Officer
- Elena, Treasurer
- Hilary, Secretary

And Sam (North West England IG) as Minute Secretary and Caroline (South & East England IG) as Centre Mic.

## **6. Celebration of Abstinence**

Emma (Chair) requested that people stand up, as she called out years, of their abstinence so that NSA could give applause and celebrate every period of abstinence within the room.

## **7. Review of Special Rules of Order and Parliamentary Procedure**

Caroline (South & East England IG) as Central Mic introduced and explained the Special Rules of Order and Parliamentary Procedure. These were adopted by a unanimous vote.

## **8. Adoption of Agenda**

Agenda was voted on and adopted by the assembly. NSA also voted to include the Heart of England's bid to host NA 2018.

## **9. Approval of Minutes from 2015 Assembly**

Emma gave thanks to Sheila for taking minutes last year and to Sheila, Rachel, Elena, Linda, Caroline and Julia the Minutes Approval Committee. No changes or amendments were submitted. NSA voted and accepted the minutes from 2015 Assembly.

## **10. Appointment of Minutes Review Committee for 2016**

Appointed to the Minute Review Committee for 2016 were: Sam (Minutes Secretary), Hilary (Board Member), Alan (Board Member), Elaine (South Coast IG) and Olivia (Caledonian IG).

## **11. Appointment of Timekeepers**

Tracy (Caledonian IG) and Sam (Caledonian IG) appointed as timekeepers. Emma gave thanks.

## **12. Matters Arising from 2015 AGM not covered in Agenda**

Emma let the NSA know that any emergency resolutions needed to be submitted by lunch time.

## **13. Board Reports (Pack 2 P3-14) – Questions on Reports**

**Chair: Emma – No questions.**

Emma gave a huge thank you to subcommittees that are essential for the running of OAGB.

### **Treasurer: Elena**

Juliet (South & East England IG) asked Elena if anyone was turned down that had applied for an assisted place. Elena confirmed that no one was turned down due to lack of funds. At the time of preparing her report about 20 had applied and 13 delegates were funded to attend NSA.

Sheila (South & East England IG) referring to paying our trusted servant, Deborah, £200 less asked if we paid her less or if Deborah worked less. Elena replied that Deborah had in-fact been given a pay rise but she'd worked less hours.

Juliet (South & East England) asked what the asterisks are on the treasurer report. Elena confirmed that as we had surplus additional contributions were made to Region 9 and WSO and apologised if that wasn't clear.

The treasurer report was accepted by NSA as presented by Elena.

### **Literature: Alan**

Richard (Caledonian IG) asked why the prices of some literature on the OAGB website are higher priced than AA. Alan replied that we have to pay for our worker and for storage in the UK to ensure people receive OA literature without waiting for it to arrive from the US. We don't get a discount for bulk ordering from AA and we pay the same price per book as anyone else ordering.

Teresa (Heart of England IG) asked if we have a UK distribution for Region 9 Literature. Alan referred back to the UK storage costs and also explained that Region 9 literature is usually produced electronically and available on the Region 9 website to download for free and print.

Deborah (North of England IG) said that some people buy literature second-hand either online or at charity shops and asked how we can promote buying literature from OAGB instead. Alan confirmed that we can't compete on second-hand prices and that OAGB are looking into reducing the price of literature printed in the UK. He explained that we need to grow first to do this due to paying for the new storage.

Carol (Alba IG) asked if it's possibly for people to donate second-hand books to OAGB to then be sold on. Alan said that it's a great suggestion but that he's not sure we currently have available storage. He suggested that intergroups could do this.

Emma suggested that ideas be brought up at Committee Sessions later in the day.

### **Communications: no Communications officer and no report.**

Deborah (North West IG) said that due to the security certificate of the OAGB and WSO websites that she can't access them on her mobile phone. Lisa (North of England) suggested she alter the preferences on her mobile phone to allow less secure sites.

### **PI Volunteer Jacqueline's Report: Emma**

Marion (Salisbury) referred to us renewing and updating B.Eat Helpfinder listing and asked what B.Eat is. Sam (North West England IG) answered that B.Eat are an eating disorder charity and we pay to be in their Helpfinder list of support services on their website.

**Region 9: Emma - Rachel attended last year.** No questions.

**World Service: Elena** - Richard (Caledonian IG) said that WSBC is usually hosted in the US and asked if there are any proposals to hold it outside of the US. Holly (South West IG) explained that a motion was brought before WSBC and that it was deliberated, debated and voted on and that the majority vote was to not hold outside of the US. Stella (Region 9 Trustee) added that the cost would be incredibly high to hold it anywhere other than Albuquerque due to moving staff/travel.

Klaudija (South & East England IG) asked Elena what things she took away from attending WSBC. Elena replied that she gained experience of seeing, feeling and living the OA dream and that it was an amazing experience.

#### **14. Point of Order**

Sue J (Heart of England IG) asked if we should rule out the Heart of England's bid to host NSA 2018. Sue read from the OAGB Bylaws and confirmed that IG Chairs needed to be informed of the intention of a 2018 bid in advance of June's meeting.

Point of order was adopted and Emma ruled this off of the agenda and apologised to Heart of England for the cost of putting the bid together. Chris (Heart of England) said it would not be possible to hold this bid until next year for consideration, and it would need to be withdrawn.

#### **15. Ballot for NSB Officer Elections**

After each candidate explained why they would like to be considered for the NSB and questions were asked a vote was made by paper ballot. 77 votes were cast and registered. The results were:

Caroline M (South & East England IG) received 75 votes and was voted in as an NSB Officer. Lisa D (North of England IG) received 75 votes and was voted in as an NSB Officer. Chris L (Heart of England IG) received 72 votes and was voted in as an NSB Officer. Sandra M (Caledonian IG) received 77 votes and was voted in as an NSB Officer.

A motion to destroy the ballot papers was passed.

#### **16. 2017 Assembly Bid**

Emma proposed to change the order of the agenda and have the 2017 Assembly bid before lunch as we were ahead of time. Voted and adopted.

North West Intergroup delivered the bid to host NSA 2017. Assembly voted unanimous yes for North West Intergroup to host NSA 2017 at Cranage Hall, Holmes Chapel, Cheshire, on Friday 20<sup>th</sup> - Sunday 22nd October.

#### **17. Lunch**

Before we had a break for lunch the Assembly joined hands and said the OA promise. After lunch the Assembly said the serenity prayer together before continuing with NSA.

## **18. Re-Assemble**

No emergency new business motions submitted.

## **19. Special Rules of Order Review**

Caroline, Central Mic, recapped on special rules of order and voting.

## **20. Feedback from Board Administrator Review Sub-Committee**

Alan reminded the NSA that we previously agreed and voted on employing part-time members of staff to assist the Board. Originally it was agreed the employee would work 12 hours per week however the OAGB feel that they currently don't require as many as 12 hours per week.

Alan confirmed the following actions have been completed: - Advertisement written - Job description written (read out by Caroline, Central Mic) - Contract ready once hours of work have been agreed

Pay will be £9.50 per hour, previously agreed, based on similar roles and other OAGB paid employee wages. The advert will be placed within the OA fellowship first and then made public/external if we don't appoint. The contract will be for 2 years initially. In response to questions, Emma clarified that yes the worker would require a line manager: for discussion at the NSB meeting next day. Then Caroline said that once the advertisement goes out there would be a 6-8 week period to the closing date.

Emma thanked the sub-committee.

## **21. Bylaw Amendment Proposal by South & East England Intergroup**

Juliet (South & East England IG) was the proposer. Juliet explained the intent is to bring more people to NSA and encourage service beyond group level. Juliet said that South & East England IG are the largest intergroup in Region 9 and the idea is to fund people to come to NSA who are in a healthy meeting that already have a Group Service Rep. The Bylaw amendment would also allow other intergroups to send an extra delegate for every 15 groups they represent.

Emma read out the motion in pack 1 pages 27-29.

There were 3 pro speakers – Juliet (South & East England IG) who was also the proposer, Olivia (Caledonia IG) and Sheila (South & East England IG).

And 3 con speakers – Naomi (Sunday night phone meeting), Debbie (North West IG) and Noreen (Caledonian IG).

For a Bylaw amendment to pass it needs a two thirds majority vote. 75 votes were cast and counted. 34 voted yes. 38 voted no. 3 papers were spoilt. The motion was not passed. A motion to destroy the ballot papers was passed.

## **22. Committee Sessions**

Sandra (Caledonian IG and NSB) introduced Committee Sessions. Delegates chose which committee to be part of and then reported back:

### **Step by Step**

Committee Chair – Emily (North West IG)

- Step by Step publication to be reinstated
- Guidance will be sought from previous Step by Step Committee
- Next publication themes: 'Together we can do what we can never do alone' and Step 12
- Source contributions including articles, poems, artwork by 1st December 2016
- Design newsletter and send to OAGB for approval by 1st February 2017
- Next edition to be released on 1st March 2017.

### **Public Information**

Joint Committee Chairs – Leanne (South Wales IG) and Linda (South & East England IG).

Focus on:

- Doctors surgeries
- Other 12 Step programs
- Universities

### **Electronic Communications**

Committee Chair – Gillian (North of England IG)

- Look into security issues/security certificate of OAGB website (point raised earlier in the day by Deborah on being unable to access OAGB via mobile phone)
- Look into updating the platform for email responding to be compatible with mobile phones/tablets
- New website uploader appointed
- New email responder appointed
- Continue work (done by Karen) to eliminate duplicate/surplus email addresses from the loop email since OAGB incurs a charge if the list exceeds 2,000 addressees.

Gillian called for more people to volunteer to help respond to queries from the OAGB general email address. If you are interested in being part of this vital service please email [general@oagb.org.uk](mailto:general@oagb.org.uk)

### **Professional Outreach**

Committee Chair – Caroline (North West England IG)

- Pool together existing contents to create a tab on the OAGB website for Professional Outreach
- Encourage professional outreach at all levels of OA (from individuals/groups to Board level)
- Liaise with PI & Electronic Communications Chairs
- Invite contributions from health professionals within OA to share their stories
- Chair to follow up progress monthly
- Member will share the requirements for Prof Outreach guidance that the SE IG use.

### **Literature**

Committee Chair – Alan (OAGB Board)

- Promote the importance of literature
- Find out what the fellowship of OA would like (via survey)
- Look into creating newsletters
- Collate stories of literature being useful to members and provide to Step by Step Committee

### **12th Step Within**

Committee Chair – Sam (Caledonian) Vice Committee Chair – Jonas (Caledonian)

- 13 people on the committee
- Discussion via email after NSA on how to utilise experience within the fellowship for 12th Step Within
- Pool resources together and detail what resources already exist within OA
- Request information to be displayed on the OAGB website

### **23. Any Other Business**

No other business.

### **24. 7th Tradition**

£264.75 was collected for OAGB from 7th tradition contributions.

### **25. Thanks**

Emma thanked everyone for giving service and making NSA possible including Caroline as Central Mic, Sam as minute taker, Tracy & Sam as timekeepers, Chic, Donna & Yvonne as ballot tellers and the Caledonian Intergroup.

NSA said goodbye to Elena and thanked her for serving for four years on the NSB.

NSA thanked Emma for stepping in as Chair.

### **26. Close**

NSA closed with the OA Promise.

Subsequent note re Committee Sessions:

At the NSB meeting the day after National Assembly, the liaison Board member for each Committee was established as:

Electronic Communications – Caroline: [communications@oagb.org.uk](mailto:communications@oagb.org.uk)

Step by Step – Caroline: [communications@oagb.org.uk](mailto:communications@oagb.org.uk)

Public Information – Chris: [public.information@oagb.org.uk](mailto:public.information@oagb.org.uk)

Professional Outreach – Chris: [publicinformation@oagb.org.uk](mailto:publicinformation@oagb.org.uk)

Literature – Alan: [literature@oagb.org.uk](mailto:literature@oagb.org.uk)

Twelfth Step Within – Sandra: [chair@oagb.org.uk](mailto:chair@oagb.org.uk)

For any contact with these groups by members from outside of the group, it is suggested that the initial contact be made via the Board member who will pass it on

Minutes taken by Sam, North West IG and checked by Minutes Review Committee: Sam (Minutes Secretary), Hilary (Board Member), Alan (Board Member), Elaine (South Coast IG) and Olivia (Caledonian IG).

Hilary NSB Secretary 23.11.16

## SECTION 9 – SPECIAL RULES OF ORDER FOR THE NATIONAL ASSEMBLY 2017

### a) Basic Parliamentary Procedure to apply:

1. Participants wishing to speak on a motion should approach and wait at the pro or con microphone and wait to be called on by the chair.
2. Participants wishing to ask a point of personal privilege, point of order, parliamentary inquiry or point of information will approach the centre mic person and then wait for recognition by the chair.
3. No cross talk or interruptions except on points of order and/or information.
4. All decisions to be made by motion (e.g. 'move that the Assembly donate £20.00 towards the cost of the event as being discussed'.) Seconded and voted.
5. The Agenda will be agreed by all at the beginning of the Assembly and no alterations will be made without the Assembly's consent.

b) The aim of the debate is to establish the group conscience – no technicality is more important than this.

c) A consent agenda consisting of routine or non-controversial matters may be used at the assembly. The chair will determine the matters that will be placed on the consent agenda. Any voting member may go to the centre microphone to request that an item from the consent agenda be considered separately. Items placed on the consent agenda shall require a two thirds vote for adoption.

d) Debate will be limited for each item not on the consent agenda as follows:-

- (a) There will be up to three (3) pro and three (3) con speakers including the presenter. Each speaker will be limited to three (3) minutes,
- (b) Debate may be further limited to 2 minutes each with a majority agreement of the Assembly.
- (c) After the pro and con speakers a further ten minutes will be allowed for questions.
- (d) Thereafter the vote will be taken by a show of hands,
- (e) Written ballots may be used upon request.
- (f) All debate must be relevant to the question under consideration.
- (g) A motion to move the previous question and proceed to a vote is in order no sooner than five minutes after the pro and con speakers have been heard.
- (h) If any motion is subject to three or more legitimate amendments it will be referred to an ad hoc reference committee.
- (i) The reference committee shall consist of the proposer of the original motion and both proposers and seconders of the subsequent amendments. The Assembly chair shall appoint the chairperson of the committee. The centre mic person shall sit on the reference committee in an advisory capacity.
- (j) Any OA member may attend the reference committee and have a voice but no vote.
- (k) After meeting the reference committee will recommend a motion to the Assembly.

(l) No motion may be referred to the reference committee more than once.

(m) Once a motion has returned from the reference committee only two further amendments will be in order.

e) Elections

1. Board members will be elected by ballot of the registered delegates present and voting.

2. A majority will elect

3. Ballot papers will be issued for the election.

4. Voting results will be announced, giving numbers for, against and abstentions.

f) Only voting members may propose motions or speak in debates on motions.

g) Assembly and committee meetings are open to OA members from anywhere in Great Britain and OA visitors from outside Great Britain. All are entitled to speak (and ask questions) in general discussions but visitors may not speak or vote on motions.

h) Non-OA members may not attend or contribute to any part of the assembly, unless with the prior permission of the Board and of the meeting concerned on the day.

i) Committee chairperson to be elected on the day by the committee concerned.

j) Chairperson's role is to ensure that rules of order are followed and that a democratic spirit prevails. She/he will not vote except if the vote is by ballot, or if the chair's vote will change the result of the vote, , and will vacate the chair if she/he wishes to speak in debate on a motion she/he feels strongly about.

k) Matters of controversy will be debated in line with the rules set out above.

l) Ground rules may be amended by approval of a two-thirds majority of the Assembly.

## **APPENDIX A – OAGB BYLAWS**

The following 13 page document contains the current bylaws of OAGB, which include the following:

- Appendix I - The Twelve Steps, Twelve Traditions and Twelve Concepts of OA
- Appendix II – The Third Legacy Procedure
- Appendix III – Notice of Grounds for disqualification of trustees

These bylaws are guidelines for the conduct of our service affairs. They have no legal status, but represent an informal agreement between the fellowship of OA(GB) and its trusted servants.

## **1. Name and Purpose**

The National Service Assembly of Overeaters Anonymous (Great Britain) is a service association of Region 9 and exists for the following purposes:-

- (a) to serve as the collective conscience of the fellowship of OA in Great Britain;
- (b) to act as a guardian of the Twelve Steps, Twelve Traditions and Twelve Concepts of OA;
- (c) to promote greater unity and communication among OA groups in Britain;
- (d) to carry the OA message of recovery throughout Great Britain, as contained in the Twelve Steps and Twelve Traditions of Overeaters Anonymous (Appendix 1).

## **2. Membership**

### (a) Membership of the Assembly :-

For the purpose of these bylaws, the two main categories of membership of the Assembly will be defined as follows:

#### (i) An OA Group

A group may be formed by two (2) or more persons meeting together as set forth in Article V, Section 1 of the World Service Bylaws. These points shall define an OA group:-

1. As a group, they meet to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA service
2. All who have the desire to stop eating compulsively are welcome in the group
3. No member is required to practice any actions in order to remain a member or to have a voice (share at a meeting).
4. As a group they have no affiliation other than OA.
5. It has affiliated as an Overeaters Anonymous group by registering with the World Service Office.

Virtual groups (groups which replicate face-to-face meetings through electronic media) may be an Overeaters Anonymous group if they:

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1. otherwise meet the definition of Overeaters Anonymous groups;
2. are fully interactive, and;
3. meet in real time.

**(ii) An Intergroup**

An Intergroup is a meeting of representative of two or more OA groups who meet for the purpose of servicing the groups they represent and who pool their resources for the purpose of carrying the OA message of recovery.

Intergroups and Groups will participate by sending authorised representatives to the Assembly. Before participating in the Assembly, such Groups and Intergroups will be registered with the World Service Office of OA, listed on the computer print-out for this Region.

**(b) The National Service Assembly will consist of the following persons:-**

- (i) One representative (IR) elected by every Intergroup existing within the geographical area of Great Britain;
- (ii) One National Service Representative (NSR) from each OA Group in Great Britain
- (iii) Members of the National Service Board.

It is recommended that Assembly Representatives are elected at a special meeting by means of the AA Third Legacy procedure, described in Appendix II, and that alternate representatives are elected at the same time, and by the same procedure.

If a National Service Representative or Intergroup Representative is elected by the Assembly to the National Service Board of OA(GB), then the Group or Intergroup concerned will be entitled to elect another representative. Whenever possible, representatives will be elected at least three weeks before the Assembly meets, and their names forwarded to the Secretary for the Assembly. The Secretary of the Assembly will normally be the Secretary of the National Service Board.

- (c) Each representative (Intergroup Rep or Group Rep) will serve for a minimum of two consecutive years, and in addition to attending the Assembly will serve the Assembly between meetings.
- (d) The representatives will be selected for judgement, stability, willingness and for faithful adherence to the Twelve Steps and Twelve Traditions of OA. Where possible they will have a record of previous service at the Group or Intergroup level.
- (e) Representatives may be instructed as to give the views of the Groups or Intergroups they represent, but will not be bound by these views. Their role will be to come to decisions which they believe to be in the best interests of OA as a whole.

- (f) Representatives will report back to their Groups and Intergroups on return from the Assembly, respond to any requests received from Groups and Intergroups, and receive an act on communications from the National Service Board between Assemblies.

### **3. Procedures**

- (a) The Assembly will be conducted in a manner which is democratic in spirit and action. Wherever possible, agreement will be reached by general consent, but if there is no agreement, a vote will decide the issue. Voting will be in line with the voting procedures set out in the relevant sections of these Bylaws (Section 3 (e), 5 (f) & Section 6 (d)). Votes can be cast by persons legally entitled to vote (i.e. excluding blanks or abstentions). The number of abstentions will not be recorded, unless the chair wishes to check that a quorum is present. Normal rules of parliamentary procedures will be followed in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Overeaters Anonymous Inc. Bylaws Subpart B or any special rules of order this Assembly may adopt. The spirit will always prevail over the letter of the law.
- (b) The National Service Assembly will be called at least once a year. The Assembly will always be held in an easily accessible location with varied transport links. The NSB will encourage at least two Intergroups to bid to host the assembly each year. Bids must have the approval of the respective Intergroup meeting. The NSB will ask the assembly to consider both the fairness of the rotation of service and cost implications when choosing the national assembly host. A special meeting of the Assembly may be called at any reasonable time on the request of at least one third of the members.

An Intergroup may also choose to bid to host the assembly two years in advance. In this case they will notify the Chair of the NSB of their intention prior to the annual NSB Chairs meeting.

The Chair of the NSB will notify other intergroups of the existence of a two year bid at the Chairs meeting. Other intergroups can then decide whether to offer a competing bid.

The National Assembly will first vote on bids made to hold the Assembly for the following year. It will then vote on bids made for two years hence if any have been made.

- (c) Each Group and intergroup will receive written notice of the Assembly not less than 6 weeks prior to each Assembly.
- (d) The Assembly will:-
  - (i) receive reports from the National Service Board of OA(GB) and discuss and comment on them;
  - (ii) discuss important themes affecting OA service in Great Britain as a whole, which falls within the four purposes of the Assembly as stated in Item 1 and make recommendations for action to the Groups and Intergroups where necessary;

- (iii) give clear instructions to the National Service Board of OA(GB), expressed in the form of resolutions.
- (e) In the case of recommendations under item 3. (d) (ii), no such recommendations will be binding of any Group, but will be suggestion only. No recommendations or instruction made under item 3. (d) (ii) or 3. (d) (iii) will be in violation of the Twelve Steps and Twelve Traditions and Twelve Concepts of OA.

Individuals, Groups and intergroups must submit suggested resolutions in writing to the Secretary of the OAGB Board at least 10 weeks prior to the Assembly. Suggested resolutions will be first considered by a committee of the Board and the proposer of the resolution, and redrafted if necessary in order to ensure that their wording is in keeping with the intentions of the individual, Group or Intergroup submitting them. They will then be submitted to a full Assembly; a simple majority of voting delegates will constitute a recommendation to the National Service Board: a two-thirds majority of voting delegates will constitute a binding instruction to the National Service Board.

Resolutions which have not been submitted to the Secretary of the Assembly as per 6 (b), and which are considered to be of an emergency nature may be discussed and voted on at the Assembly. Such emergency resolutions should be submitted in writing to the Secretary before the beginning of the afternoon business session. In order to qualify as emergency new business any motion must be:-

- i) Referring to new business only and;
- ii) Not addressing the same issues as other motions brought to the current Assembly;
- iii) Of an urgent nature so that not considering the motion immediately would be detrimental to the welfare of OA as a whole.

The Assembly must vote with a 2/3rd majority that the motion qualifies as emergency new business. Then to be adopted the emergency new business proposal must receive a 2/3rd majority of voting delegates.

#### **4. Quorum**

The attendance of one quarter of those who are entitled to participate and vote in the Assembly (as listed in paragraph 2(c)) will be necessary to hold an Assembly. The presence of two-thirds of those in attendance at the Assembly will be needed in order to conduct Assembly business.

#### **5. Formation of the National Service Board of OA(GB)**

- (a) Assembly will elect a National Service Board whose role is to serve the Assembly, to execute its wishes, and to serve the fellowship of OA in Great Britain as a whole between meetings of the Assembly.

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- (b) The National Service Board will consist of a maximum of 21 members, not all of which places need to be filled at any one time, depending on the availability of appropriate candidates. Two-thirds of the places on the National Service Board at any given time will be filled by committed members of the fellowship of OA. The remaining one-third of the members may be co-opted non-OA members who are chosen for their services to OA. Such members will have a voice but no vote at Assembly meetings, and a voice and a vote at Board meetings.
- (c) Any person elected to serve on the National Service Board will be required to become a Trustee of OA(GB). Trustees of OA(GB) will be subject to Section 72 of the Charities Act 1993 (Appendix III). It will be the responsibility of the nominee to ensure this.
- (d) Non-OA Board members will serve for a maximum of 4 years.
- (e) Qualifications for selection of candidates for election to the National Service Board shall be set by each Intergroup, provided that each candidate shall have at least one year of current abstinence and at least two years of service beyond the group level at the time of election. Permission for any exception in qualifications for valid reasons, if deemed credible by the Board, may be received by application in writing.
- (f) OA Board members will be drawn as far as possible from the areas serviced by Intergroups of Great Britain. If no suitable candidate is available from an Intergroup area, then the Board vacancy may be filled by an experienced member from another area. The Assembly will check that in doing so, the balance of the Board membership is not unduly weighted in favour of one area. However, once elected, Board members will serve the fellowship in Great Britain as a whole.
- (g) Each Intergroup will put forward the names of suitable candidates to the Assembly. Their elections will normally be carried out by intergroups. The names of successful candidates will then be forwarded to the National Service Board prior to the next meeting of the assembly, together with the OA biography of each candidate, and a brief written report detailing the election procedures used, signed by the chairperson and secretary of the election meeting. The Assembly will consider each candidate for his/her qualifications to serve the Board. In addition to his/her previous record of service to the Fellowship, and faithful adherence to the Twelve Steps and Twelve Traditions of OA, the Assembly will consider each candidates' particular skills and background knowledge and experience, in order to ensure that the best qualities available for Board service are selected. The final election will take place at the Assembly, which the nominee must attend, other than in very exceptional circumstances. The member may be elected using the Third Legacy Procedure (see Appendix 2).
- (h) Members are elected to serve for a two (2) year term. A member who has already served may stand for re-election for a further term. A member who has just completed four (4) consecutive years of service may stand for re-election only after an interval of two (2) years.
- (i) OA members, upon election to the Board, may then be appointed by the Board to a specific role, to which they shall devote the major part of their time. These roles will be annually reviewed and updated by the Board in order to meet the service requirement of OA (GB), if desired by them, to allow Board members to gain experience in more than one area of service.

Overeaters Anonymous Great Britain

A Registered Charity No. 1059240. Company Limited by guarantee Registration No. 3266580 England Registered  
Office: 483 Green Lanes, London N13 4BS

**BYLAWS OF THE NATIONAL SERVICE ASSEMBLY OF OVEREATERS ANONYMOUS (Great Britain)**

**Updated following National Assembly October 2013**

- (j) All Board members' elections will be confirmed by the Board on an annual basis. Confirmation will be subject to regular attendance at Board meetings. The Board will report any non-confirmation to the Assembly, giving reasons. The Assembly will take such actions as it believes necessary.
- (k) The National Service Board of OA (GB) will meet as required, with a minimum of four meetings a year, and one of these will be designated the Annual General Meeting of the Board. Membership of the Board will normally commence from 1 January of the year following election by the Assembly. If a Board member should resign or cease to function before the end of his/her term of office, the NSB will contact the Intergroups, inviting qualified applications for a replacement member; these applications to be received prior to the next board meeting. If necessary the NSB members will hold a ballot at the next NSB meeting to choose the new member. The member then elected will serve for the remainder of the co-opted year. If the new member wishes to be re-elected to the NSB they may do so by following the normal procedure for election as outlined in these Bylaws.
- (l) Regardless of the length of unexpired terms of their offices, all members of the Board will resign if a (binding) instruction from Assembly is received requesting them to do so, supported by a vote of two-thirds of the members of the Assembly. Such a vote will be considered to dissolve the Board permanently. In the event that such a binding instruction be received by the Board, the registered Charitable Status with Limited Liability of the National Service Board of Overeaters Anonymous Great Britain must also be dissolved. The current Board members at the time of dissolution will be responsible for this.
- (m) At least thirty (30) days' notice of the time and place of Board meetings will be given by the Secretary. An advance agenda will be provided, containing those items notified in advance to the Secretary, together with any other necessary business. The agenda will be modified at the time of the meeting if a majority of members wishes to do so.
- (n) Matters of principle or fundamental policy will be submitted for a postal vote by the Assembly Representative. NSR's and IR's will be given at least four weeks' notice before submitting their votes to the Secretary of the Board, and the results of any such vote will be provided by the Secretary for the Board members and the next Assembly.
- (o) Half of the current voting membership of the Board will constitute a quorum.
- (p) Normal rules of committee procedures will govern the conduct of the Board's meetings, but the spirit will always prevail over the letter. Decisions will be reached by common consent where possible, but if there is no agreement a majority vote of those present will decide the issue.
- (q) There will be no standing committees of the Board, but sub-committees will be formed by the Board as necessary for particular purposes, and dissolved by the Board when no longer needed.
- (r) The World Service Business Conference Delegate/alternate shall meet the qualifications and requirements as outlined and defined in the Overeaters Anonymous, Inc. bylaws, Subpart B.

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## **6. Removal of Board Members**

- (a) The failure to perform the duties and responsibilities of a board member, as detailed in the subsections below may constitute cause for removal.
  - 1. Duties enumerated in the National Service Assembly Bylaws, Section 5a.
  - 2. Duties in the Procedures Manual, Section 1
  - 3. Communication with the nominating Intergroup.
- (b) A failure to meet the requirements for board membership also constitutes cause for removal.
- (c) Any board member may be removed for cause by a 2/3 vote of the board members attending an EGM.
- (d) Any board member may be removed for cause by a 2/3 vote of the delegates attending the National Assembly.
- (e) Eight weeks prior to Assembly or EGM, by registered letter, the Chair will inform the board member concerned that a motion for his removal will be proposed at the Assembly or forthcoming EGM and that he is given 15 days to respond and explain his position providing proof of delivery has been verified by the Post Office. Four to six weeks prior to Assembly or EGM, the Chair will send the motion to Assembly or board members.
- (f) The vote may be enforced immediately.

## **7. Amendments to these By-laws**

- (a) The bylaws can be revoked or amended by the Assembly with the exception of Appendix 1 (The Twelve Steps, Twelve Traditions and Twelve Concepts of OA).
- (b) Individuals, Groups and intergroups can submit suggested amendments in writing to the Secretary of the Assembly at least 10 weeks prior to the next Assembly.
- (c) Suggested amendments will be first considered by a committee of the Assembly, including the proposer of the amendments, and redrafted if necessary in order to ensure that their wording is in keeping with the intentions of the individual, Group or Intergroup submitting them.
- (d) They will then be submitted to a full Assembly, and if approved by a two-thirds majority, will be incorporated into the by-laws thereafter.
- (e) These by-laws will be logged with OA World Service, including any future amendments approved by the Assembly.
- (f) Bylaw amendments which have not been submitted to the Secretary of the Assembly as per 7(b) above, and which are considered to be of an emergency nature may be discussed and voted on at the Assembly. Such emergency

resolutions should be submitted in writing to the Secretary before the beginning of the afternoon business session.

In order to qualify as emergency new business any motion must be:-

- i) Referring to bylaw amendments only; and
- ii) Not addressing the same issues as other motions brought to the current Assembly; and
- iii) Of an urgent nature so that not considering the motion immediately would be detrimental to the welfare of OA as a whole.

The Assembly must vote with a 2/3rd majority that the motion qualifies as emergency new business. To be adopted an emergency new bylaw proposal must receive a 2/3<sup>rd</sup> majority of voting delegates.

## **8. Minutes Review Committee**

- (a) The Assembly appoints a Minutes Review Committee each year, comprised of the National Service Board Secretary, two National Service Board members, and two group or Intergroup representatives, who will work with the Secretary to review the minutes shortly after the Assembly. This committee will then be able to recommend approval of the minutes to the subsequent National Assembly.

***Appendix I***

**THE TWELVE STEPS**

1. Admitted we were powerless over food – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to compulsive overeaters and to practice these principles in all our affairs.

*Permission to use the Twelve Steps of Alcoholics Anonymous for adaptation granted by AA World Services Inc.*

## **THE TWELVE TRADITIONS**

1. Our common welfare should come first; personal recovery depends upon OA unity.
2. For our group purpose there is one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for OA membership is a desire to stop eating compulsively.
4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
5. Each group has but one primary purpose – to carry its message to the compulsive overeater who still suffers.
6. An OA group ought never endorse, finance, or lend the OA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every OA group ought to be fully self-supporting, declining outside contributions.
8. Overeaters Anonymous should remain forever non-professional, but our service centres may employ special workers.
9. OA, as such, ought never be organised; but we may create service board or committees directly responsible to those they serve.
10. Overeaters Anonymous has no opinion on outside issues; hence the OA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television and other public media of communication.
12. Anonymity is the spiritual foundation of all these traditions, ever reminding us to place principles before personalities

*Permission to use the Twelve Traditions of Alcoholics Anonymous for adaptation granted by AA  
World Services Inc*

**THE TWELVE CONCEPTS**

1. The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to World Service Business Conference the active maintenance of our world services: thus, World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
3. The Right of Decision, based on trust, makes effective leadership possible.
4. The Right of Participation ensures equality of opportunity for all in the decision-making process.
5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
6. The World Service Business conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
7. The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws Subpart A: the rights and responsibilities of the World Service Business Conference are accorded to it by tradition and by OA Bylaws Subpart B.
8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the World Service Office.
9. Able trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
10. Service responsibility is balanced by carefully defined service authority: therefore duplication of effort is avoided.
11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
12. The spiritual foundation for OA service ensures that:
  - a) No OA committee or service body shall ever become the seat of perilous wealth or power.
  - b) Sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle
  - c) No OA member shall ever be placed in a position of unqualified authority
  - d) All important decisions shall be reached by discussion, vote and whenever possible, by substantial unanimity
  - e) No service action shall ever be personally punitive or an incitement to public controversy, and
  - f) No OA service committee or service board shall ever perform any acts of government and each shall always remain democratic in thought and action.

***Appendix II***

**THE THIRD LEGACY PROCEDURE**

This procedure is regarded as being most successful at eliminating the influence of particular factions, and preventing the imposition of candidates unwanted by the majority. It encourages candidates who do not win outright on the first ballot to stay in the election. It is also unique in providing an opportunity through the drawing of lots for God as you understand Him to vote!

The basic features of the procedure are:

**Two-third majority secures election Top two candidates' names placed in a hat for lot drawing if no overall winner emerges**

It is recommended that the whole procedure is followed closely step-by-step, without shortcuts. Experience will show the merits of doing so.

1. The names of All Group/Intergroup officers who are eligible to serve are written in full on a board/flip-chart in the front of the room.
2. The Chairperson asks whether anyone is unable to serve, and, if so, that person's name is removed.
3. Paper and pencils are distributed for written ballots
4. The Secretary calls the role of voting members.
5. Members are selected as teller (vote counters), as collector of votes, and recorders on the board/chart.
6. Written ballots are cast, counted and recorded on the board/chart.
7. The first candidate to receive a two-thirds majority is elected (round figures up or down as appropriate).
8. If no candidate is elected, a second ballot is held.
9. If no candidate receives two-thirds on the second ballot, any candidate having less than one-fifth of the vote is automatically withdrawn. However, the top two candidates must remain regardless of the number of votes they receive (including ties for second place).
10. A third ballot is held, and if no candidate is elected, any candidate having less than one third of the total votes is automatically withdrawn. (The top two candidates and second place ties remain).
11. A fourth ballot is held, and if no candidate is elected, a show of hands is taken as to whether to hold a fifth and final ballot. Either a fifth ballot is held, or ...
12. The names of the candidates left are placed in a hat, and the first one drawn out is elected.

***Appendix III***

***NOTICE OF GROUNDS FOR DISQUALIFICATION OF TRUSTEES***

Under Section 178 of the Charities Act 2011 a person ("P") is disqualified from being a charity trustee in the following circumstances:

**Case A**

P has been convicted of any offence involving dishonesty or deception.

**Case B**

P has been adjudged bankrupt or sequestration of P's estate has been awarded and (in either case) -

- (a) P has not been discharged, or
- (b) P is the subject of a bankruptcy restrictions order or an interim order.

**Case C**

P has made a composition or arrangement with, or granted a trust deed for, creditors and has not been discharged in respect of it.

**Case D**

P has been removed from the office of charity trustee or trustee for a charity by an order made - (a) by the Commission under section 79(2)(a) or by the Commission or the Commissioners under a relevant earlier enactment (as defined by section 179(5)), or  
(b) by the High Court, on the ground of any misconduct or mismanagement in the administration of the charity for which P was responsible or to which P was privy, or which P's conduct contributed to or facilitated.

**Case E**

P has been removed, under section 34(5)(e) of the [Charities and Trustee Investment \(Scotland\) Act 2005 \(asp 10\)](#) (powers of the Court of Session) or the relevant earlier legislation (as defined by section 179(6)), from being concerned in the management or control of any body.

**Case F**

P is subject to -

- (a) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or the [Company Directors Disqualification \(Northern Ireland\) Order 2002 \(S.I. 2002/3150 \(N.I.4\)\)](#), or
- (b) an order made under section 429(2) of the Insolvency Act 1986 (disabilities on revocation of county court administration order).

If you come within one of these categories (and have not been granted leave to be excepted from disqualification as set out in Section 180 of the Charities Act 2011), you should immediately cease acting as a trustee. A person who acts as a trustee whilst disqualified is guilty of a criminal offence. If you feel that there are special reasons falling within Section 181 of the Charities Act 2011 as to why you should continue to act as a trustee you should apply to the Charity Commission for a waiver.

If you have any queries concerning the application of Section 178 of the Charities Act 2011 you should take legal advice.