Amendments to Subpart B of OA Inc. Bylaws or new business to be placed on the Conference agenda may be proposed by any registered service body, trustee, the Region Chairs Committee, the Conference Bylaws Committee, or the Board of Trustees. The proposed motion shall be submitted to the chair of the Board of Trustees. The proposed motion must be postmarked, or date and time stamped through electronic transmission **by December 1**. Please submit your motions as early as possible to allow time for review and assistance if needed. If you have questions or need help prior to submitting a motion, please contact your region chair, trustee liaison, or the Conference Bylaws trustee cochair.

**Things to Consider:**

1. First determine if your proposal is meant to change a bylaw or a policy. Select the correct form from the attached examples. Remember, no policy may contradict an existing bylaw and a policy may not be used to circumvent an existing bylaw; if this is done, the motion is improper and automatically considered out of order. See *Robert’s Rules of Order Newly Revised*, Dilatory and Improper Motions.
2. A motion that instructs someone, a committee, the World Service Office, the Board of Trustees to do something must be checked to ensure a policy or bylaw does not require an amendment. If you have a motion that is directive, make sure that it is within the authority of the Conference by asking your region chair, trustee liaison, or the Conference Bylaws Committee trustee cochair before you submit.
3. **Ideas for new or existing literature do not go to the Conference. Proposals for new Conference-Approved Literature must be submitted by using the Literature Proposal form. Please contact the World Service Office for the form. The annual deadline for submissions is April 1. Ideas to revise existing literature or for new Board-Approved Literature can be sent to the World Service Office, attention Publications. Suggestions will be considered by the Literature Review Committee and/or the Board-Approved Literature Committee.**
4. Is your proposal a new idea or a change to the existing bylaws or policies?

**New:** State very clearly what you want. Be concise. The implementation of the idea or change should not be in the text of the motion.

**Existing:** Research and determine the current reference for the specific bylaw or policy you want to change. The specific Article, Section, and Item are needed for a bylaw. The year notation is needed for a policy. Look for all bylaws and policies that may be impacted by the change.

1. You may change a bylaw or policy by inserting or removing text, rescinding/deleting, or substituting/ replacing/removing it entirely. Copy the text from the bylaw or policy you want changed and then state what to change by striking, inserting, striking and inserting, substituting, or deleting.
2. Remember non-English speakers will be better able to translate if the motion is simple and direct. Someone reading this five years from now needs to be able to determine what was intended.

**FORMAT FOR SUBMISSION OF PROPOSED OA NEW BUSINESS MOTIONS**

**MOTION:**

State motion in clear, concise language.

(Move that… or Move to…create a policy, rescind, or amend [World Service Business Conference Policy (year)] by striking, inserting, or striking and inserting as follows:)

|  |  |
| --- | --- |
| **CURRENT WORDING** World Service Business Conference Policy [year notation]1. Write out **current** wording.
 | **PROPOSED WORDING** World Service Business Conference Policy [year notation]1. Copy the current wording showing the desired changes:
	1. Draw a line through words to be omitted ~~like~~ ~~this~~.
	2. Underscore words to be inserted like this.

Note: When replacing text, striking comes before inserting. |

**SUBMITTED BY:**

[Service body name] and the [region] in which the service body is located.

[Contact Name:] [Phone #: and (Country)] [Email Address:]

**INTENT:**

State clearly the purpose of the motion.

**IMPLEMENTATION:**

How would this motion/change be carried out? Keep it simple and brief.

**COST:**

$ amount (if known).

**HOW DOES THIS MOTION SUPPORT OA’S PRIMARY PURPOSE?**

Brief explanation of how this motion will help carry the message of recovery.

**RATIONALE:** [List any other policies and/or bylaws impacted by this proposal]

Reason for submitting motion including relevant background information. (Please limit the rationale to one page.)

**Mail to**:

Overeaters Anonymous, Inc.

Attn: Board of Trustees Chair, C/O Sandy Zimmerman

PO Box 44727, Rio Rancho, New Mexico 87174-4727, USA

Phone (505) 891-2664

or **email:** **szimmerman@oa.org**

**FORMAT FOR SUBMISSION OF PROPOSED OA BYLAW AMENDMENTS**

**Move to amend:** Article number and name, Section number and name, Part number by (striking, inserting, or striking and inserting) as follows:

|  |  |
| --- | --- |
| **CURRENT WORDING** Article # TitleSection # Title1. Write out **current** wording.
 | **PROPOSED WORDING** Article # TitleSection # Title1. Copy the current wording showing the desired changes:
	1. Draw a line through words to be omitted ~~like~~ ~~this~~.
	2. Underscore words to be inserted like this.

Note: When replacing text, striking comes before inserting. |

**SUBMITTED BY:**

[Service body name] and the [region] in which the service body is located.

[Contact Name:] [Phone #: and (Country)] [Email Address:]

**INTENT:**

State clearly the purpose of the motion.

**IMPLEMENTATION:**

How would this motion/change be carried out? Keep it simple and brief.

**COST:**

$ amount (if known).

**HOW DOES THIS MOTION SUPPORT OA’S PRIMARY PURPOSE?**

Brief explanation of how this motion will help carry the message of recovery.

**RATIONALE:** [List any policies and/or bylaws impacted by this proposal]

Reason for submitting motion including relevant background information. (Please limit rationale to one page.)

**Mail to**:

Overeaters Anonymous, Inc.

Attn: Board of Trustees Chair, C/O Sandy Zimmerman

PO Box 44727, Rio Rancho, New Mexico 87174-4727, USA

Phone (505) 891-2664

or **email**: szimmerman@oa.org