

# OA BUSINESS GLOSSARY

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<b>Ad Hoc Committee</b>	A special ( <i>temporary</i> ) committee formed for a specific purpose or project.
<b>Affiliate</b>	To choose to join with another service body for the purpose of communication and support in conducting the OA business.
<b>Affiliated Group</b>	A group that chooses to join a specific intergroup or service board for the purposes of communication and support in conducting the business of OA. This allows for consolidation of resources and eliminates duplication of effort.
<b>Affiliated Intergroup</b>	An intergroup associated with a service board and/or region for the purposes of communication and support in doing the OA business of carrying the message. This affiliation allows for consolidation of resources and eliminates duplication of effort.
<b>Agenda Questionnaire</b>	A ballot and list of proposed motions for consideration at the next World Service Business Conference. This list is distributed to all registered intergroups and service boards who are encouraged to discuss the content with their members and decide if they believe the proposed motions should be voted on at the next WSBC.
<b>Agent</b>	A designated person who acts on behalf of a specific organization or an organizational position. ( <i>Refer to OA, Inc. Bylaws, Subpart A, Article VII</i> )
<b>Alternate</b>	An OA member selected by a service body to serve as a delegate to the WSBC in the event the designated delegate is unable to attend or complete the entire Conference. ( <i>Refer to OA, Inc. Bylaws, Subpart B, Article VIII, Section 3</i> )
<b>Amend</b>	The process of changing a bylaw, policy, or the amendment.
<b>Amendment</b>	A motion to change a bylaw, policy, or motion that is under discussion.

<b>Anonymity</b>	A tradition in OA where members are not identified via public media or by a third party. Overeaters Anonymous members are anonymous; the organization is not.
<b>Automatic Recurring Contributions (ARC)</b>	An easy and safe way to make a monthly or quarterly Seventh Tradition contribution directly to the World Service Office.
<b>Articles of Incorporation</b>	A charter to establish the existence of a corporation, and in New Mexico (OA, Inc. headquarters) filed with the Secretary of State. The legislation guiding articles of incorporation are found in <i>New Mexico Statutes</i> , Chapter 53, Article 2, Section 12.
<b><i>A Step Ahead</i></b>	World Service Office quarterly e-newsletter for OA groups and service bodies. Posted online in January, April, July, and October.
<b>Board-approved Literature</b>	Literature that has been approved by the Board of Trustees, including but not limited to meeting formats, literature that originated from a board or Conference committee and is not intended for the Fellowship as a whole (such as the <i>Twelfth-Step-Within Handbook</i> ), and literature that has been compiled from already-existing OA-approved literature or <i>Lifeline</i> .
<b>Board Committee</b>	A permanent or special (ad hoc) committee formed by the Board of Trustees.
<b>Board Meeting</b>	Formal meeting of a board of directors held to consider policy issues and major problems. At the world service level, this is the regular meeting of the Board of Trustees. The BOT meets four times per year.
<b>Board of Trustees (BOT)</b>	The OA, Inc. board is composed of eleven regional and six general service trustees. All positions are elected by the WSBC. ( <i>Refer to OA, Inc. Bylaws, Subpart B, Article VII, Section 2</i> )
<b>Board Reference Manual (BRM)</b>	A document that provides the BOT with processes and procedures for their specific tasks and responsibilities.
<b>Business Conference Policy Manual</b>	A list of ongoing policies adopted at previous Conferences. The manual is posted on oa.org.

<b>Bylaw Amendment Proposals</b>	Proposed changes to Subpart B of the OA, Inc. Bylaws submitted to the annual Conference. These changes affect the members of OA with respect to the Corporation.
<b>Calendar-Year Budget</b>	The OA, Inc. budget approved by the BOT for the current calendar year (January 1–December 31).
<b>Center Microphone Monitor</b>	A volunteer (chosen by the chair of the board) with whom delegates confer prior to being recognized by the chair. This person is knowledgeable in the policies and procedures of OA as well as with <i>Robert’s Rules of Order</i> .
<b>Chair of the Board</b>	The highest officer of a group who is elected or appointed by the group. At the world service level, this is a trustee elected by the BOT who presides at board meetings. The chair of the board may be called upon to make procedural decisions, set the agenda for board meetings, and ensure that meetings are run efficiently. The duties of the chair are described in <i>OA, Inc. Bylaws, Subpart A, Article VI, Section 3</i> , and described in the <i>Board Reference Manual</i> .
<b>Conference</b>	The word often used as a substitute for WSBC in this document.
<b>Conference-approved Literature</b>	Literature that has been approved by Conference and granted the Conference Seal of Approval. ( <i>Refer to WSBC Policy 1985</i> )
<b>Conference Committee</b>	A standing (permanent) or special (temporary/ad hoc) committee of the Conference at the world service level. Committee membership is limited to a delegate cochair, a trustee cochair, and up to thirty members at WSBC. Additionally, a combination of up to six former trustees, current trustees, and nondelegate members may be appointed to participate in the work of the committee during the year. ( <i>Refer to WSBC Policy 1991a (2)</i> )
<b>Conference Evaluation Form</b>	The electronic form emailed to delegates within one week after Conference asking for comments on Conference and suggestions for future Conferences.
<b>Conference Secretary</b>	A paid staff member responsible for recording the Conference minutes. This person is also administrator to the Board of Trustees.

<b>Conference Standing Rules</b>	The rules for running the Conference business meetings. These Rules are adopted at the opening business meeting by a two-thirds vote.
<b>Conference Support Committee (CSC)</b>	A committee of experienced OA members who volunteer to assist delegates with onsite logistics at Conference.
<b>Con</b>	Debate against the motion on the floor.
<b>Corporate Seal</b>	A heavy-duty stamp engraved with the company's official seal. The seal is used to authenticate all important corporate documents.
<b>Courier</b>	The archived professional community e-newsletter about OA posted on oa.org. Members are welcome to reproduce and distribute to health care professionals.
<b>Credentials</b>	The naming convention (first name, last initial, service body name) acting as evidence of voting authority.
<b>Credentials Report</b>	A report given at the beginning of each business meeting prior to voting stating the number of members eligible to vote.
<b>Delegate</b>	The individual who is elected at the service body level to represent that service body at the annual WSBC and bring back to the local areas the results of the WSBC meeting. Trustees and region chairs also serve as Conference delegates. <i>(Refer to OA, Inc. Bylaws, Subpart B, Article VIII, Section 3)</i>
<b>Direct Material Financial Interest</b>	A potential conflict of interest for a trustee. A trustee who has a financial or personal interest in a transaction that OA is involved in, or about to be involved in, must declare his or her interest before such a transaction is discussed and decided upon by OA.
<b>Duly Registered</b>	A company or corporation registered with a state that confirms who are the owners or board members of record.
<b>Emergency New Business</b>	New Business Motions that arise after the motion submission date has passed, but are considered to be urgent and important, and on which not taking immediate action would be detrimental to the welfare of OA. At the World Service level, the Reference Subcommittee determines if such policy motions require immediate attention. Bylaw Amendments cannot be handled in this manner.

<b>Executive Committee (EC)</b>	A subset of the Board of Trustees with the duty of overseeing the World Service Office. The Executive Committee is made up of the six general service trustees. If either the chair or the treasurer of the BOT is a regional trustee, they also serve on the Executive Committee. The Executive Committee meets in person or by conference call each month.
<b>Ex-Officio</b>	A member holding a position or membership due to the power or influence of one's office, and not by election or appointment. A chair, for example, can be an ex-officio member of all board-appointed committees. Such positions and their attached voting and other privileges are detailed in the bylaws of the organization.
<b>Final Conference Report</b>	The report of the actions taken at the annual World Service Business Conference. This report contains the minutes of the business meetings; summaries of the workshops and presentations/discussions; reports of the Conference committees; and revised bylaws and the Business Conference Policy Manual. The report is provided as an e-document on oa.org.
<b>Financial Statement</b>	A report that provides insight into the financial health of the organization. Financial statements also provide a means for making informed decisions about the current and future direction of the organization. OA, Inc.'s financial statements are audited annually by an independent CPA firm. The annual statement is available in the Delegate Binder or upon request.
<b>First Vice Chair</b>	A member of a committee, board, or group designated as immediately subordinate to a chair and serving as such in the latter's absence; a person who acts for and assists a chair.
<b>Fiscal Year</b>	A period that an organization uses for accounting purposes and preparing financial statements. The financial (fiscal) year for Overeaters Anonymous, Inc. is January 1–December 31.
<b>Founder</b>	Rozanne S., the founder of Overeaters Anonymous. Rozanne passed away in 2014.
<b>General Service Trustee (GST)</b>	The six trustees on the Executive Committee who have general authority with respect to the routine conduct of the business affairs of the Corporation. They are elected at

	WSBC by the Fellowship-at-large. <i>(Refer to OA, Inc. Bylaws, Subpart B, Article VII)</i>
<b>Green Dot</b>	A term used for first-time delegates to the World Service Business Conference.
<b>Group</b>	Two or more people who have the desire to stop eating compulsively, meeting to practice the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service.
<b>Group Conscience</b>	The collective conscience of the group membership. Although OA arrives at a group conscience through the voting process, it is spiritually more than a simple majority vote: rather, the term “group conscience” is the collective will of a specific OA group (perhaps taken by simple majority vote). The term “group conscience” comes from the Second Tradition: “For our group purpose there is but 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.” Each individual member of OA, each group, and each intergroup/service board become a part of the collective group conscience of OA as a whole.
<b>Group Conscience of Overeaters Anonymous “as a whole”</b>	For the purpose of voting at the World Service Business Conference, which according to Concept Two is the “voice, authority and effective conscience of OA as a whole,” OA has adopted rules that define what constitutes a group conscience vote. Substantial unanimity is reached either by majority vote, or two-thirds vote depending upon the nature of the motion being considered.
<b>Indemnify/Indemnification</b>	To secure against loss, hurt, or damage thus preventing any agent working on behalf of OA from being legally responsible for any actions taken on behalf of the organization.
<b>Intergroup (IG)</b>	The service body that is composed of groups within its geographical proximity or virtual community and provides services to those groups. <i>(Refer to OA, Inc. Bylaws, Subpart B, Article VI, Section 1a)</i>
<b>Intergroup Office/ Service Center</b>	An office that may provide local area or virtual groups with such services as literature, meeting information, and responses to telephone and email inquiries.

<b>International Day Experiencing Abstinence (IDEA)</b>	Celebrated the third weekend of November (Friday included), this day encourages OA members worldwide to begin or reaffirm their abstinence from compulsive overeating.
<b>Language Service Board (LSB)</b>	The service body that provides services to groups and/or intergroups that share a specific language regardless of geographic proximity. An LSB may choose to affiliate or not affiliate with a region. Groups, intergroups, and national service boards may participate with an LSB. <i>(Refer to OA, Inc. Bylaws, Subpart B, Article VI, Section 1c and Section 3c)</i>
<b>Lot</b>	A method such as pulling a name out of a hat or drawing straws to determine which individual is elected. In <i>OA, Inc. Bylaws, Subpart A, Article VI, Section 2</i> , it reports that for elections, tied votes for officers shall be decided by lot.
<b>Managing Director/Secretary to the Corporation</b>	A World Service Office paid staff member who manages the day-to-day operations of the WSO. The managing director also serves as the secretary of the Corporation. <i>(Refer to OA, Inc. Bylaws, Subpart A, Article VI, Section 5)</i>
<b>National Boundaries</b>	The geographic demarcation of legal entities or political jurisdiction, such as the border between the US and Canada.
<b>National Service Board (NSB)</b>	The service body that provides services to the groups and/or intergroups within a country. In some cases, an NSB may serve more than one country. The NSB is affiliated with the region where their nation exists and may participate in one or more LSBs. <i>(Refer to OA, Inc., Bylaws, Subpart B, Article VI, Section 1b and Section 3b)</i>
<b>New Business Motion</b>	Policy motions submitted to the annual Conference affecting the OA Fellowship as a whole.
<b>Nominee</b>	An OA member seeking a position on a board of trustees. <i>(Refer to OA, Inc., Bylaws, Subpart B, Article VII, Section 5a and 5c for OA, Inc. Board of Trustees requirements)</i>
<b>OA Birthday</b>	The founding of OA on January 19, 1960, is celebrated on the third weekend (including Friday) of January.
<b>OA, Inc. Bylaws, Subpart A</b>	The governing document of the corporate organization for Overeaters Anonymous, Inc. <i>(Refer to OA, Inc., Bylaws, Subpart A, Article II)</i>

<b>OA, Inc. Bylaws, Subpart B</b>	The governing document setting out the identity, rights, and privileges of members and service bodies of Overeaters Anonymous with respect to the Corporation. <i>(Refer to OA, Inc. Bylaws, Subpart B, Article IV, Section 1)</i> <b>This document may only be amended by the delegates at WSBC.</b>
<b>Officer</b>	Someone who holds a position of authority or importance in an organization. <i>OA, Inc. Bylaws, Subpart A, Article VI</i> specifies how OA elects officers and the duties of some officer positions.
<b>Overeaters Anonymous, Inc.</b>	The formal legal structure of the organization (Corporation) subject to the laws of the state of New Mexico. <i>(Refer to OA, Inc. Bylaws, Subpart A, Article I)</i>
<b>Parliamentarian</b>	A paid professional who acts as a consultant to the meeting’s chair in conducting the business of the meeting in an orderly and legal manner. At the world service level, the parliamentarian is available for consultation with the board chair at BOT and WSBC meetings as deemed necessary.
<b>Policy</b>	A course or principle of action adopted or proposed by an entity. The introduction to the World Service Business Conference Policy Manual states, “until changed, these motions set self-imposed limits on the Fellowship.”
<b>Presiding Officer</b>	A person who presides or leads a meeting. Per <i>Article V, Section 13 of OA, Inc. Bylaws, Subpart A</i> , the Board of Trustees elects a chair to preside over meetings of the board and shall elect a first and second vice chair to serve in his/her absence. As stated in <i>OA, Inc. Bylaws, Subpart B, Article VIII, Section 6</i> , the chair of the Board of Trustees presides over all meetings of delegates to the World Service Business Conference.
<b>Procedure</b>	An established or official way of accomplishing something. The statement on the page entitled “Parliamentary Procedures” in the WSBC Delegate Binder states, “These procedures are general and based on <i>Robert’s Rules of Order, Newly Revised</i> . The OA, Inc. Bylaws and the Conference Standing Rules supersede <i>Robert’s Rules</i> when they differ.”
<b>Pro</b>	Debate in favor of the motion on the floor.



<b>Quorum</b>	The number of registered members required to legally conduct a business meeting.
<b>Receipt of Notification</b>	Documentation that a body or entity has received notice; often, an action follows or is required upon receipt of notice. An example of such is found in <i>OA, Inc. Bylaws Subpart B, Article VI, Section 2c</i> , “Each service body shall evaluate its bylaws upon receipt of notification from the World Service Office of amendments to OA, Inc. Bylaws.”
<b>Reference Subcommittee</b>	A subcommittee of the WSBC Bylaws Committee consisting of the Bylaws Committee delegate cochair, the trustee cochair, and up to two representatives from each region, formed to provide a forum for discussion about amendments to submitted New Business Motions and Bylaw Amendments.
<b>Region Assembly</b>	The region business meeting to which service bodies and unaffiliated meetings send representatives. ( <i>Refer to OA, Inc. Bylaws, Subpart B, Article VI, Section 4b</i> )
<b>Region Boundaries</b>	The demarcation of legal entities or political jurisdiction. As stated in <i>OA, Inc. Bylaws, Subpart B, Article VI, Section 1e</i> , “There shall be eleven regions: one virtual region and ten geographic regions each composed of intergroups, groups, and service boards that fall within a region.” The geographic borders of each region are specified in Section 1e.
<b>Region Representatives</b>	The individuals who are elected at the service body level to represent that service body at the region assembly and bring back the results of the assembly to the local area. Unaffiliated meetings may also send a representative and may have a vote depending on the region bylaws. ( <i>Refer to OA, Inc. Bylaws, Subpart B, Article VI, Section 1e</i> )
<b>Regions</b>	Ten geographic areas and one virtual region specifically defined in the OA, Inc. Bylaws. ( <i>Refer to the region map on oa.org or OA, Inc. Bylaws, Subpart B, Article VI, Section 2c</i> 2)
<b>Region Trustees</b>	The eleven members of the Board of Trustees who act as liaisons between OA’s geographic areas, virtual community, and world service. ( <i>Refer to OA, Inc. Bylaws, Subpart B, Article VII, Section 2c</i> 2)
<b>Restricted</b>	Limited by generally agreed upon guidelines, rules, or policies.

<b><i>Robert's Rules of Order, Newly Revised</i></b>	The parliamentary authority followed to conduct the board and Conference business. A copy of this book can be obtained at most bookstores or libraries. <i>(Refer to OA, Inc., Bylaws, Subpart B, Article VIII, Section 7)</i>
<b>Self-Dealing Transaction</b>	A transaction in which a fiduciary (a person who holds a legal or ethical relationship of trust with another person or group of persons) takes advantage of his or her position to seek personal gain at the expense of the beneficiaries or shareholders. At the world service level, any such transaction requires the approval of the Executive Committee.
<b>Service Board</b>	The service body that provides services to the local area groups and/or intergroups within one country or language area outside the USA and Canada. <i>(Refer to OA, Inc. Bylaws, Subpart B, Article VI, Section 1) (See also language service board, national service board, and special focus service board.)</i>
<b>Service Body</b>	Any service entity that provides services beyond the group level (intergroups, service boards, regions). <i>(Refer to OA, Inc. Bylaws, Subpart B, Article VI)</i>
<b>Special Focus Service Board (SFSB)</b>	The service body that provides services to two or more groups and intergroups to serve the common needs of groups/intergroups with the same special focus, regardless of geographic proximity. An SFSB may choose to affiliate or not affiliate with a region. The groups that participate in an SFSB retain their original affiliation. <i>(Refer to OA, Inc. Bylaws, Article VI, Section 1d and Section 3d)</i>
<b>Sponsorship Day</b>	Celebrated the third weekend in August (Friday included), this day celebrates the role of sponsorship in recovery.
<b>States/Provinces/Territories /Countries</b>	An internally autonomous territorial or political unit constituting a federation under one government.
<b>Substantial Unanimity</b>	Concept Twelve states in part: "The spiritual foundation for OA service ensures that d) all important decisions shall be reached by discussion, vote and, whenever possible, by substantial unanimity." Being unanimous means that we are one mind or have the agreement and consent of all. Substantial means being largely but not wholly that which is specified. In practice, and according to <i>Roberts Rules of Order</i> , therefore "substantial unanimity" is defined as two-

	thirds vote for acceptance of Conference-approved literature or Bylaws and majority vote for policy changes.
<b>Summary of Purpose</b>	A brief statement mentioning the main points of some aim or goal. World service level: at a minimum, such bylaws or summary of purpose shall include a statement indicating that its primary purpose is to aid those having problems with compulsive eating through the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service, and to serve and represent the OA groups from which it is formed.
<b>Treasurer</b>	One who has charge of funds or revenues. At the world service level, the treasurer of the board is elected from the trustees.
<b>Treasurer's Report</b>	Overview of the financial health of the organization.
<b>Twelfth Step Within Day</b>	Celebrated on December 12 (12/12) each year to encourage OA service bodies, meetings, and individual members to reach out to those within the Fellowship who are still suffering from compulsive eating behaviors.
<b>Unaffiliated Registered Group</b>	A group that is unaware of, or chooses not to associate itself with, a specific intergroup or service board.
<b>Unity Day</b>	Celebrated on the third Saturday in February in even years and the third Sunday in February in odd years at 11:30 a.m. local time, this day recognizes the strength of the Fellowship worldwide. OA members pause to reaffirm the strength inherent in OA's unity.
<b>Unrestricted</b>	Accessible to all, not hampered or constrained in any way. This generally refers to the revenue or receipts in a fiscal year. Unrestricted funds may be used for any purpose.
<b>Virtual Groups</b>	OA groups that replicate face-to-face meetings through digital media. Virtual groups may affiliate with a land-based or a virtual intergroup. They are represented by the virtual region trustee unless affiliated with a land-based intergroup; in that case, they are affiliated with the geographic region in which the intergroup exists and are represented by that region's trustee.
<b>Virtual Region Trustee</b>	The member of the Board of Trustees who acts as a liaison between OA's virtual services groups/intergroups and

	world service. <i>(Refer to OA, Inc. Bylaws, Subpart B, Article VII)</i>
<b>Virtual World</b>	A computer-based online community environment that is designed and shared by individuals so that they can interact in a custom-built, simulated world. Forms of interaction include forums, blogs, wikis, chat rooms, instant messaging, teleconferences (telephone meetings), and video conferences.
<b>Workshops</b>	Sessions during an event that address topics of interest to OA members. Attendees are encouraged to take the information from the workshops back to their local service bodies and groups.
<b>World Service Business Conference (WSBC)</b>	The annual OA business meeting that ensures the OA process is maintained through the group conscience represented. <i>(Refer to OA, Inc. Bylaws, Subpart B, Article VIII, Section 1a)</i>
<b>World Service Business Conference Chair</b>	The Board of Trustees chair who conducts the World Service Business Conference business meetings. <i>(Refer to OA, Inc. Bylaws, Subpart B, Article VIII, Section 6)</i>
<b>World Service Convention (WSC)</b>	The recovery event put on by the WSO every five years.
<b>World Service Office (WSO)</b>	The World Service Office is in Rio Rancho, New Mexico USA, and has paid staff members who conduct OA's day-to-day operations.

# PARLIAMENTARY PROCEDURES GLOSSARY

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<b>Amend Something Previously Adopted</b>	Changes an action that has not yet been carried out. Debate may include the merits of the original motion.
<b>Appeal from the Decision of the Chair</b>	Asks the voting body to determine whether it agrees or not with a ruling of the chair. The chair may speak in debate twice (at the beginning and at the end); all others once. Requires a majority vote. A yes vote sustains the appeal and the decision is overturned; a no vote denies the appeal and sustains the chair's decision.
<b>Consent Agenda</b>	Motions that are voted on as a block without discussion or debate. Items for the consent agenda can be considered if they are of a routine, noncontroversial, or housekeeping nature. It is a way to handle motions the chair feels will have no questions or debate. This saves time for other motions that require more time for debate. At the world service level, any voting delegate may go to the center microphone to request an item be pulled from the consent agenda and considered separately. The consent agenda is voted on right after the Conference Standing Rules are approved in the first business meeting. A two-thirds vote is required for adoption.
<b>Debate</b>	A viewpoint on one side or another of an issue.
<b>Divide the Question</b>	A motion allowing two or more parts of a motion on the floor to be considered separately. Each segment must stand alone as a separate motion.
<b>General or Unanimous Consent</b>	A vote of silent agreement without a single objection.
<b>Incidental Motion</b>	Related to the parliamentary situation in such a way that it must be decided before business can proceed (i.e., appeal, consideration by paragraph, division of a question, parliamentary procedure, request for information, request permission to withdraw a motion, suspend the rules).
<b>Lay on the Table</b>	To temporarily put aside a motion in order to consider other business.

<b>Main Motion</b>	Brings business before the voting body (i.e., the motions distributed in the event packet).
<b>Majority Vote</b>	More than half of those voting.
<b>Objection to the Consideration of the Question</b>	Enables the voting body to avoid a particular original main motion altogether when it believes that it would be strongly undesirable for the motion to come before the voting body. This objection must be introduced as soon as the main motion is stated by the chair. It does not require a second and is not debatable. Requires a two-thirds vote against consideration to sustain the objection.
<b>Parliamentary Inquiry</b>	A question related to parliamentary procedure regarding the issue on the floor.
<b>Point of Order</b>	Requires the chair to make a ruling to enforce the Conference Standing Rules or parliamentary procedure.
<b>Privileged Motion</b>	Deals with special matters of immediate importance that do not related to the pending business (i.e., adjourn, recess, raise a question of privilege, call for the orders of the day).
<b>Proviso</b>	Usually used to facilitate a transition (i.e., when a change will go into effect). A proviso requires a majority vote. The proviso should be added to the motion as an amendment. Seek parliamentary assistance when writing the amendment.
<b>Reconsider</b>	Reopens for further consideration action taken only on the same day the original vote was taken or on the following day. Can be made only by a person who voted on the winning side of the original motion.
<b>Request for Information</b>	Used when you have a question related to the issue on the floor. At the world service level, it is addressed at the center microphone.
<b>Scope of Notice</b>	The parameters in which a change can be made between the existing motion and a proposed amendment. A motion “is open to amendments that diminish the amount of change, but not to amendments that increase it or that introduce new changes.” ( <i>Robert’s Rules of Order Newly Revised</i> , 11 <sup>th</sup> edition, page 595) For example, if a number in an original bylaw says “8” and a motion is submitted to change that to “10,” the scope for any subsequent amendment may only be between 8 and 10. If

	<p>an amendment is submitted to change the number to “11,” that amendment would be outside the scope and would not be heard.</p> <p>If a motion is made to change a specific paragraph of a bylaw, an amendment is out of order if it attempts to amend another paragraph of the same bylaw. For example, if an amendment is proposed to change paragraph A of Bylaw 1, an amendment cannot be made to paragraph B of the same bylaw.</p> <p>In the case of OA, Inc. Bylaws, a proposed amendment cannot be heard if it is outside the scope. In the case of Conference policy amendments, proposed amendments outside the scope may be heard, but require a two-thirds vote to be adopted.</p>
<b>Seal the Doors</b>	The closing of the assembly doors prior to vote. Members may not enter or leave the room during the voting process.
<b>Subsidiary Motion</b>	Assists the voting body in altering or disposing of a main motion and sometimes of other motions (i.e., lay on the table, close debate, limit debate, postpone to a certain time, refer to committee, amend, postpone indefinitely).
<b>Substitute Amendment</b>	To amend by striking out an entire paragraph, section, article, complete main motion, or resolution and inserting a different paragraph or another unit in its place.
<b>Suspend the Rules</b>	This may be done to “one or more rules applicable to the [assembly]—such as ... special rules of order, or standing rules—that interfere with proposed action during a meeting.” ( <i>Robert’s Rules of Order Newly Revised</i> , 11 <sup>th</sup> edition, page 261) For example: A motion that allows for consideration of a matter on the agenda out of its proper order for the presentation of urgent business not on the agenda. State the purpose for which the agenda is to be interrupted when making the motion.
<b>Taken from the Table</b>	Remove a motion from the table so it can be considered again. A motion dies if it is not taken from the table by the end of the business meeting.
<b>Tie Vote</b>	Defeats a motion. The chair may vote to make or break a tie. Additionally, the chair may also vote to make or break a two-thirds vote.

<b>Two-Thirds Vote</b>	Two-thirds of those voting.
<b>Withdrawal of a Motion</b>	Before the motion has been stated by the chair, it may be withdrawn or modified by the maker. After being stated by the chair, the motion may be withdrawn only by the general consent of the majority of the voting body.