

Intergroup Representative Orientation Document

Welcome to the monthly business meeting of the Brandywine Intergroup. It may take a few meetings before you become accustomed to our standard protocols and procedures, but all have been designed to effectively conduct our business in an orderly fashion. This document should help provide some background information. Feel free to ask questions of other representatives. We also suggest that you refer to the Intergroup Reps information on the website where you will find the by-laws, the policies and procedures manual, as well as some frequently asked questions and other valuable information.

ABOUT TODAY'S MEETING

Schedule – The meeting begins at 10 am. The business meeting adjourns at 11:30 am unless (by group conscience) time is added to finish conducting time sensitive matters. After the business meeting, an OA speaker meeting is held from 11:45 am - 1:00 pm. Everyone is welcome! Please invite your fellows in your meetings! Also, feel free to enjoy your lunch during the meeting.

Voting/Attendance Sign-In – As we meet virtually, attendance is taken by the Chair by calling out names. In addition, please put your name, the meeting you represent, and your email address and phone number in the chat so that the recording secretary has written confirmation of your attendance. If you are a visitor to the Intergroup meeting, please note that after your name and contact information in the chat.

Voting members consist of the Executive Board (except for the Chair), Committee Chairs, Intergroup Reps, and Alternate Reps serving in place of the meeting's regular representative.

E-Mail List – By putting your email information in the chat, you may receive emails between Intergroup meetings. These emails will contain business meeting highlights, business meeting minutes, and monthly treasurer's report.

How Business is Conducted – You will be able to download a blank agenda from the website or you may choose to use the blank "fillable" agenda that is also available on the website. The meeting is run under our adapted Robert's Rules of Order (Parliamentary Procedure). All speakers are to be recognized by the chair.

Motions: This is a call to examine a piece of business requiring a vote. These motions produce discussion, or "debate". No matter is discussed for longer than 15 minutes. If someone "calls the question" before 15 minutes, the vote must be taken at that time.

Discussion: Sometimes the group has open discussion about a topic. If, during discussion, someone wants the group to make a decision, they state their proposal ("I move that...") and repeat it for the recording secretary. The group usually needs a motion before making a decision on any important matter.

Intergroup Representative Orientation Document

How to Have a Voice at Intergroup

Point of Information: If you have a question or need more information about something that's going on, raise your hand and say "Point of Information" to ask for a clarification.

Point of Personal Privilege: If you can't hear what someone is saying, are missing information that you need to make a decision (a ballot or motion), or believe someone is misstating your previous remarks, this would be an appropriate motion. These Points of Personal Privilege are NOT appropriate to simply state an opinion. You must be recognized for that.

Only qualified delegates and members are permitted to vote on matters. All are welcome to attend and participate without disrupting the proceedings.

Keeping the Meeting Directory Up-To-Date

Please inform the vice-chair and the World Service Office of any changes in your meeting or contact information so we can maintain accurate records. If there is a location change, meeting closure, new Zoom or call in information, or if you are a new Intergroup Representative, please note this when you sign in on chat. You will be added to the Intergroup email list, which should reduce duplicated or unnecessary mailings.

Why Be On the Mailing List?

The email BLAST contains important news, meeting updates, upcoming events, service opportunities, etc. The most recent and previous BLAST Newsletters are available [here](#). When your meeting leader calls for announcements, the BLAST Newsletter and Intergroup Meeting highlights provide a useful guide to giving a thorough Intergroup Rep's report to your meeting. We find that reporting this information enthusiastically helps to peak interest of members in your meetings and hopefully encourages them to come to Intergroup. The BLAST also serves as our newsletter. The newsletter portion of The BLAST consists of personal stories of recovery, poetry, prayers, images, etc. that members submit for publication. You can read past issues of The BLAST to see what kind of items are typically included.

Calendar

Intergroup Meetings are held on the second Saturday of each month. Intergroup events such as Unity Day (last Saturday or Sunday in February), Sponsorship Day (third Saturday or Sunday in August), IDEA Day (third Saturday or Sunday in November) and others are added to the calendar when the date is established.

Intergroup Representative Orientation Document

The Intergroup's Place in OA as a Whole

Local groups join intergroups. Intergroups join regions (based on geography).

The Brandywine Intergroup is Part of Region 7 which is comprised of Pennsylvania, New Jersey, Delaware, Maryland, the District of Columbia, West Virginia, and Virginia. There are currently 21 intergroups in Region 7.

The Region 7 Assembly (business meeting) meets twice a year. Brandywine Intergroup sends representatives based upon the number of registered meetings (one delegate per ten meetings). Region 7 also sponsors an annual convention, held somewhere within its service area. In recent years, the convention has been held in Ocean City, MD the first full weekend in November.

OA's World Service Office is in Albuquerque, New Mexico. Each spring, the **World Service Business Conference** (business meeting) meets to discuss, debate and determine policy for OA as a whole. Brandywine Intergroup sends delegates as funds permit (one delegate per 15 meetings).

OA is a bottom-up organization. "Our leaders are but trusted servants; they do not govern." The hierarchy of service levels in OA is shown below:

Local Group-Local Group-Local Group-Local Group-Local Group-Local Group-Local Group
Intergroup-Intergroup-Intergroup-Intergroup
Region-Region-Region
World Service

World Service also sponsors a biannual convention (a social function full of fun, fellowship, and recovery).

Updated March 8, 2021 for the Brandywine Intergroup