

OVEREATERS ANONYMOUS® CENTRAL FLORIDA INTERGROUP

STANDING RULES / MEETING GUIDELINES

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TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
ARTICLE 1 - AMENDING THESE STANDING RULES.....	2
ARTICLE 2 - MEETING PROCEDURES.....	2
ARTICLE 3 - MOTIONS.....	3
ARTICLE 4 - AMENDMENTS.....	3
ARTICLE 5 - EMERGENCY MOTIONS.....	4
ARTICLE 6 - ELECTIONS AND NOMINATIONS.....	4
ARTICLE 7 - REPORTS.....	5
ARTICLE 8 - CONDUCT AND PARTICIPATION.....	5
ARTICLE 9 - AGENDA MANAGEMENT.....	5
APPENDIX A - SUPPORTING DOCUMENTS.....	6
APPENDIX B - RESERVED.....	6
APPENDIX C - RESERVED.....	6

ARTICLE 1 - AMENDING THESE STANDING RULES

1. These Standing Rules provide procedural guidance for the operation of the OACFI Intergroup business meetings and may be amended as needed without altering the Bylaws or Policies and Procedures.
2. These Standing Rules may be amended at any regular OACFI business meeting by a majority vote, provided the proposed change receives a second and is allowed time for discussion and questions.

ARTICLE 2 - MEETING PROCEDURES

1. The group conscience shall guide all business decisions.
2. These Standing Rules take precedence over Robert's Rules of Order Newly Revised in any matter where they conflict.
3. Meetings shall follow an agenda prepared by the Secretary and approved by the Chairperson.
4. OACFI business meetings shall be regular, annual, special, or virtual/hybrid meetings as provided in the Bylaws.
5. Members shall use the polling feature or other method designated by the Chairperson before speaking.
6. Members shall wait to be recognized by the Chairperson before addressing the business meeting.
7. The only recording permitted at the business meeting will be by the Secretary for the sole purpose of assistance with accuracy of minutes. This includes automated transcripts, AI-generated summaries, or similar meeting records.
8. Any recordings shall be retained until minutes are approved, then erased or destroyed.
9. At the start of the meeting, and before any vote if attendance has changed or quorum is questioned, the Parliamentarian shall confirm that a quorum is present as defined in the Bylaws. If quorum is not present, the meeting may continue for reports and discussion, but no binding votes may be taken.
10. Results of motions, amendments, elections, and other votes shall include the number of votes cast, the number of yes votes, the number of no votes, and abstentions when applicable.
11. Voting members may ask one question per report or motion (with a follow-up question if the initial response requires clarification by the Chairperson).
 - a. If a representative has additional questions, they will raise their virtual hand again and the question can be addressed if there is sufficient time.
 - b. Preference will be given to representatives who have not asked a question on the report or motion.

12. The Chairperson may clarify whether a member is asking a question, raising a concern, or making an objection.
13. All remarks must be addressed to the Chairperson.
14. The Chairperson will remain verbally impartial at all times.
15. The Parliamentarian shall advise the Chairperson on parliamentary procedure, quorum, and voting process; shall remain neutral; and shall not vote.
16. If a motion is tied, it can be presumed that unanimity has not been achieved. Members would be encouraged to revisit the motion and bring it back to another meeting, or establish an ad hoc committee to explore other options.
17. These Guidelines will be published on the OACFI Website.
18. Procedures for use of OACFI digital tools, Zoom rooms, report forms, calendars, website resources, and other administrative systems shall be maintained in the applicable operations manuals and/or approved agenda templates. These procedures shall not conflict with the Bylaws, Policies and Procedures, or these Standing Rules.

ARTICLE 3 - MOTIONS

1. A motion must be seconded before consideration.
2. The Chairperson will ask if there is any objection to the motion.
 - a. If there is no objection, the motion is adopted.
3. If there is an objection, the motion shall be discussed and voted on using the following process. Discussion of motions and amendments shall be limited to two (2) minutes for each speaker unless extended by the Chairperson or group conscience.
4. Debate shall alternate between pro and con when applicable.
5. The first speaker is the maker of the motion, unless they wish to have another voting member speak on their behalf.
6. The Chairperson may ask whether the body is ready to vote when discussion appears complete.
7. Following discussion there will be time for questions, a time limit for each speaker or an overall time limit for all questions, determined by the Chairperson or group conscience.
8. After discussion and questions, the Chairperson will read the wording of the motion before it is voted upon, including any approved amendments.
9. The Chairperson then asks the intergroup to vote on the motion.
10. The result of the vote is announced by the Parliamentarian.

ARTICLE 4 - AMENDMENTS

1. A voting member may modify a motion by adding text, substituting text, or

removing text from a motion that is being presented.

2. The process for amending a motion will be as follows:
 - a. The member states the amendment including what they wish to add, remove, or substitute.
 - b. Another member seconds the motion to amend.
 - c. The Chairperson will read the amendment.
 - d. The Chairperson will ask if there is any objection to the amendment.
 - i. If there is no objection, the motion is changed to include the amendment.
 - ii. If there is an objection, the amendment shall be discussed and voted on using the process in [ARTICLE 3 - MOTIONS](#).
3. After an amendment is resolved, discussion shall return to the main motion as amended, if applicable.

ARTICLE 5 - EMERGENCY MOTIONS

1. Motions which have not been submitted to the Secretary in accordance with the period of notification and which are considered to be of an emergency nature may be discussed and voted on at the business meeting.
2. Emergency motions should be submitted in writing to the Secretary before the start of the business session.
3. In order to qualify as emergency new business, the motion must:
 - a. Not address the same issue as another motion brought to the current meeting.
 - b. Be deemed urgent, such that delaying consideration would be detrimental to the welfare of OACFI or OA as a whole.
 - c. Receive a two-thirds vote confirming that it qualifies as an emergency new business.
4. To be adopted, the emergency motion must then receive a two-thirds vote of the voting members present.

ARTICLE 6 - ELECTIONS AND NOMINATIONS

1. Nominations shall be accepted during designated meetings as defined in the Policies and Procedures Manual.
2. Candidates must meet all eligibility requirements prior to election.
3. If a candidate does not meet the eligibility requirements, members may vote to set aside qualifications to allow the member to stand for the role.
4. Nominees are expected to be present physically or virtually at the election meeting.
5. Nominees will have an opportunity to address the Intergroup and respond to questions. The time allowed will be at the discretion of the Chairperson and group.

conscience

6. If a nominee is not present, a voting member may read a prepared statement on the nominee's behalf, limited to three minutes. No questions shall be entertained on behalf of an absent nominee.
7. Elections shall be conducted by ballot where possible.
8. In the event of insufficient nominees, additional nominations may be taken from the floor.

ARTICLE 7 - REPORTS

1. Reports, motions, and supporting documents should be submitted prior to the meeting so that they can be included in meeting materials.
2. The Secretary may provide an approved report form or other designated method for submission of reports prior to the meeting.
3. Verbal reports should summarize key points and not exceed three (3) minutes unless extended.
4. Links to written reports submitted to the Secretary shall be included in the official meeting record.
5. Verbal reports shall be summarized in the minutes.

ARTICLE 8 - CONDUCT AND PARTICIPATION

1. Members shall adhere to the Twelve Traditions and maintain respectful conduct.
2. Cross-talk and interruptions are discouraged. The Chair shall actively manage recognition, hand-raising, questions, and chat or technical interruptions.
3. The intergroup shall maintain the safety and security of the business meeting to ensure a safe environment for all participants, especially in the event of intruders.
4. Minority opinion shall be heard when requested after a vote for a time determined by the chair.
5. In virtual or hybrid meetings, the chat may be used for meeting links, technical assistance, Seventh Tradition information, report links, and other Chair-approved administrative information. Participants are discouraged to chat conversationally in the public chat.
6. Motions, amendments, formal objections, and substantive debate should be made verbally after recognition by the Chairperson, unless another method is approved by the Chairperson for accessibility or technical reasons.
7. At any point during a meeting, any member may request that the Serenity Prayer be read aloud, or that the meeting pause for a brief moment of reflection. This request shall be treated as a request to restore spiritual focus and orderly conduct, shall not require a second, and shall not be debated. The Chairperson shall pause the proceedings as soon as reasonably practical, after which business shall resume at the point where it was interrupted.

ARTICLE 9 - AGENDA MANAGEMENT

1. A regular OACFI business meeting agenda may include, as applicable: call to order, quorum confirmation, opening prayer or reading, Tradition and Concept of the Month, introductions, Seventh Tradition information, approval of agenda and minutes and/or consent agenda items, officer reports, committee reports, unfinished business, new business, announcements, and closing.
2. Items not on the agenda may be added by group conscience, provided that any item requiring prior notice or qualifying as emergency new business shall follow the applicable procedure in these Standing Rules, Bylaws, or Policies and Procedures.
3. Unfinished business shall take precedence over new business unless otherwise decided.
4. A consent agenda may be used for routine, noncontroversial items such as approval of minutes, written reports, or standard administrative items.
 - a. Any voting member may request that an item be removed from the consent agenda before adoption.
 - b. Removed items shall be considered separately under the appropriate agenda section.
 - c. Remaining consent agenda items may be adopted together by one vote or by unanimous consent.

APPENDIX A - SUPPORTING DOCUMENTS

The following links are suggested guidelines only for running an OACFI Business Meeting:

- [OACFI Business Meeting Script](#)
- [Business Meeting Agenda Template](#)
- [Placement Guidelines](#)
- [\(Simplified\) Standing Rules](#)
- Parliamentary Documents:
 - [Parliamentary Requests](#)
 - [Parliamentary Request - Details](#)
 - [Center Mic Introduction](#)
 - *NEW* [Parliamentary Procedure workshop - Handout](#)
- [OA.org Guidelines for a Group Conscience](#)

APPENDIX B - RESERVED

APPENDIX C - RESERVED

Extending a meeting for important business

Starting and ending on time

