

R4 Spring Assembly 20XX

SAMPLE MOTION

MOTION: Move to amend the R4 Guidelines Article 5 Section 5.4 Vice Chair Duties by striking, inserting, and renumbering as shown

Note: When adding new words, they are to be underlined. When deleting words ~~strike them out~~.

- If modifying current wording, copy the section word for word from the R4 manual on the left side. On the right side, type in the changes.
- If the motion is completely new, type in the new wording on the right-side underlining all of the words.

<u>Current Wording</u>	<u>Proposed Wording</u>
1. Act for the Chair in the Chair's absence.	1. Act for the Chair in the Chair's absence.
2. Outreach	<u>2. Attend all R4 Board of Directors meetings.</u>
a. Acts as liaison with the World Service Office and R4 Outreach Committee Chair.	3.Outreach
b. Serve as contact with World Service Office for R4 Outreach Committee.	a. Acts as liaison with <u>to</u> the World Service Office and R4 Outreach Committee Chair .
c. Obtain the list of individual inquiries from WSO and the list of all new affiliated and all unaffiliated groups in R4.	b. Serve as contact with World Service Office for R4 Outreach Committee.
d. Send the lists of groups to Outreach Committee Chair.	c. Obtain the list <u>names</u> of individual inquiries from WSO and the list of all new affiliated groups as they arrive and all unaffiliated groups in R4. <u>email Welcome packet to the Group contact.</u>
e. Follow up with Outreach Committee Chair to be sure new and affiliated groups are contacted.	d. <u>Call new affiliated groups to follow up on the Welcome packet.</u>
	f. Send the lists of groups to Outreach Committee Chair.
	e. <u>Prior to the Fall Assembly, obtain the list of all unaffiliated groups.</u>
	f. <u>Work Follow-up with the Outreach Committee Chair to be sure new and affiliated groups are contacted to contact all unaffiliated groups to urge</u>

	<u>them and help them affiliate with a nearby intergroup.</u> 4.
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SUBMITTED BY: Name and title *(board position, committee position, region rep)*

INTENT: To align the Vice Chair Duties with Current practices. *(Stating what the purpose of the motion is.)*

IMPLEMENTATION: Update Vice Chair Duties in manual. *(What needs to be done with the motion).*

COST: 0.00 *(put the cost if there is any)*

RATIONALE The current Vice Chair duties had reflected the use of US Mail. The updated version is based on the use of electronic communication These changes will align with current practices. *(Why this motion needs to be addressed).*