



Oahu Intergroup of Hawai`i, Inc.

Structure & Guidelines



Panel 69

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Oahu Intergroup of Hawai`i Preamble

In all its proceedings, Intergroup shall observe the spirit of AA tradition, taking great care that it never becomes the seat of perilous wealth or power; that the sufficient operating funds, plus ample reserve, be its prudent financial principle; that none of its members shall ever be placed in a position of unqualified authority over any of the others; that important decisions be reached by discussion, vote and whenever possible by substantial unanimity; that no committee action ever be personally punitive, or an incitement to public controversy; that though it may act for the service of Alcoholics Anonymous groups on the island of Oahu, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous, it will always remain democratic in thought and action.

(This preamble was adapted from the Third Legacy Manual of AA World Services and Co-Founders Bill W's Twelve Concepts of World Service as adopted by the General Service Conference on April 26, 1962.)

Foreword

There are no ruling bodies, but only trusted servants, in Alcoholics Anonymous. It should therefore be recognized that the information set forth in the Structure and Guidelines for the Oahu Intergroup of Hawai`i, Inc., of Alcoholics Anonymous simply consolidates in one place the suggested procedures and guidelines ratified by the Oahu Intergroup of Hawai`i, Inc., at the time of this edition. These guidelines are, to the best of our knowledge, completely compatible with the Twelve Steps, Twelve Traditions, and Twelve Concepts, and the Service Manual of Alcoholics Anonymous.

In the event of any conflict between these guidelines and previous OIG Business Meeting decisions, the procedures in these guidelines will apply.

Subsequent Oahu Intergroup Business Meetings may, of course, decide to exercise their "right of decision" and amend the suggested guidelines set forth herein. October 12th, 2016.

Updates: 11/09/16
Revised: 4/24/18 section 2.11-C. iv; Section 2.13 L
Revised: 3/11/19 section 2.10-G;

1. Oahu Intergroup of Hawai`i, Inc., Business Meeting of Alcoholics Anonymous

1.1 The assembly of Oahu Intergroup of Hawai`i, Inc., of Alcoholics Anonymous will hereafter be known as the OIG.

1.2 The following are voting members of the OIG Business Meeting are:

- A. All Intergroup Representatives (I.G.R.s).
- B. All District Committee Members (D.C.M.s), from the seven districts on the island of Oahu (#1 Diamondhead; #2 Honolulu; #3 Leeward; #4 Windward; #9 Central North Shore; #10 Waikiki; and #17 Waianae).
- C. All Steering Committee Officers & the Central Office Manager.
- D. The current Delegate and Area Chair, or their alternate.

1.3 Alternates: With the exception of the Vice Chair, who votes as part of his or her service description, all other alternates may vote only if the current I.G.R., D.C.M., or Area Officer is not present.

1.4 Absentee ballots and proxy votes are invalid.

1.5 All members of A.A. may attend.

2. Officers of Oahu Intergroup of Hawai`i, Inc.

2.1 The Officers of the **Oahu Intergroup of Hawai`i, Inc.**, are hereafter known as the Steering Committee.

2.2 The Steering Committee Members are:

- A. Chair
- B. Vice Chair – also known as the OIG Activities Chair
- C. Treasurer
- D. Secretary
- E. Volunteer Coordinator
- F. Central Office Manager

2.3 Each member of the Steering Committee shall be entitled to one vote in the meetings of Oahu Intergroup of Hawai`i, Inc. In the context of these By-Laws, “Steering Committee” shall mean Steering Committee/Board of Directors, “Chair” shall mean Chair/President, and “Vice-Chair” shall mean Vice-Chair/Vice President.

- 2.4 Steering Committee members shall attend all OIG Business Meetings and Steering Committee meetings. A Steering Committee member who is unable to attend should notify the chair. The absence will be recorded in the minutes of the meeting.
- 2.5 Inactive Officers: Any Steering Committee member who is absent from two (2) consecutive OIG Business Meetings and/or Steering Committee Meeting without notifying the chair is considered to have vacated their position.
- 2.6 If a position is vacated, a Third Legacy election will take place at the next OIG Business Meeting to fill the vacancy.
- 2.7 All Steering Committee members are responsible to:
 - A. Ensure Oahu Central Office runs ethically, is mission driven and that it is fiscally responsible to the fellowship it serves.
 - B. Ensure the direct oversight of the Central Office Manager to include hiring, firing and facilitating regular performance evaluations.
 - C. Ensure the Oahu Central Office Manager acts in an ethical and legal manner with all volunteers adhering to labor laws.
 - D. Secure resources by recruiting volunteers and assists with the hosting of effective activities.

2.8 Chair's Duties

- A. Read and adhere to the chairs duties outlined in the Oahu Intergroup of Hawai`i, Inc. By-Laws and amended job description approved April 17, 2016.
- B. Serve as the Executive Officer of the Oahu Intergroup of Hawai`i, Inc.
- C. Conduct all committee and business meetings.
- D. Publish and present an agenda at each committee and OIG Business Meeting.
- E. Serve as a voting member of the Area 17 Assemblies, when invited. If unable to participate in area assemblies, the chair will designate a Representative for the Oahu Intergroup of Hawai`i, Inc., to participate in Hawaii Area 17.
- F. Appoint the members of ad-hoc committees in conjunction with other Steering Committee members.
- G. Act as the second signatory on bank account, in the event that the Treasurer is not available.

2.9 Vice Chair's Duties

- A. Read and adhere to the vice-chairs duties outlined in the Oahu Intergroup of Hawai`i, Inc. By-Laws and amended job description approved April 17, 2016.
- B. Perform the chair's duties in their absence.
- C. Shall chair the Oahu Intergroup of Hawai`i, Inc., and Activities Committee.
- D. Facilitate and set the agenda for the Activities Committee meetings held monthly.
- E. Prepare and present a written Activity report for the monthly Steering Committee and Oahu Intergroup Business Meetings.
- F. Secure resources by recruiting volunteers to stand for the election of the chair of the various OIG Activities/Events.
 - i. Ensure events and activities are fiscally responsible.
 - ii. Ensure all Activities/Event Chairs submit a proposed budget, list of committee members and their responsibilities, and a final written report of activities conducted for Oahu Intergroup.
- G. Serve, either as a member or as chairperson on ad-hoc committees, as deemed appropriate by the OIG Chair.

2.10 Treasurer's Duties

- A. Read and adhere to the treasurer's duties outlined in the Oahu Intergroup of Hawai`i, Inc. By-Laws and amended job description approved April 17, 2016.
- B. Perform the other Steering Committee duties in their absence.
- C. Update bank signature cards. The treasurer, Oahu Central Office Manager and the Chair's signatures are required on the bank signature cards.
- D. Serve as second signatory on fund disbursed by check, for purposes determined by the current approved budget.
- E. Accept 7th Tradition contributions from A.A. groups and other A.A. approved sources and maintain a record of monies received. Provide those monies to the Oahu Central Office Manager who enters those funds into the accounting system.
- F. Deposit all contributions into the OIG operating fund account in a timely manner.

- G. Oversee a second bank account for a prudent reserve as specified by the approved budget. Approval of either the OIG Chair or another Steering Committee member is required to transfer funds from this account.
- H. Serve as the chairperson on the Oahu Intergroup's Finance Committee. Works closely with finance committee to create and set an annual budget approved by the Steering Committee and the OIG Body.
- I. The Treasurer shall monitor all funds of Oahu Intergroup of Hawai`i, Inc., and shall maintain adequate financial records and furnish monthly reports to Steering Committee and Oahu Intergroup Business Meetings.
- J. The Intergroup Treasurer shall serve also as Treasurer for Intergroup Activities, and shall be a permanent member of the Intergroup Activities Committee.
- K. Work closely with the Central Office Manager, to maintain general oversight of financial records for the Central Office and its activities.
- L. Financial oversight, ensuring there is an effective infrastructure and processes in place.
- M. Ensure payroll its taxes and annual taxes including the 941, 990 are filed and paid for in a timely manner.

2.11 Secretary's Duties

- A. Read and adhere to the secretary's duties outlined in Oahu Intergroup of Hawai`i, Inc. By-Laws and amended job description approved April 17, 2016.
- B. Perform the other Steering Committee duties in their absence.
- C. Record the minutes of all Steering Committee and Oahu Intergroup Business Meetings.
 - i. Distribute previous minutes at each Steering Committee Meeting to all Steering Committee members.
 - ii. Distribute the minutes no later than ten (10) days after each Oahu Intergroup Business Meetings to all I.G.R's, D.C.M.s, Steering Committee members, and area officers.
 - iii. The Secretary shall keep the minutes of all meetings, and keep the records of Oahu Intergroup of Hawai`i, Inc., of Alcoholics Anonymous in good order at all times.

- iv. Distribute previous Steering Committee Meeting minutes to all I.G.R.'s, D.C.M.'s, Steering Committee members, and Area Officer's at the next OIG Business Meeting.
- D. Keep a roster of Oahu's A.A. groups. The roster, which should include current OIG participant information, email, phone and entity, which they represent.
 - i. Register all voting members at Oahu Intergroup Business Meetings and determine a quorum for voting (50% + 1 of members present).
 - ii. Notify Oahu Intergroup Business Meeting members of upcoming OIG Business Meetings and events.
- E. When voting, determine whether a motion is accepted or defeated.

2.12 Volunteer Coordinator's Duties

- A. Read and adhere to the volunteer coordinator's duties outlined in Oahu Intergroup of Hawai'i, Inc. By-Laws and amended job description approved April 17, 2016, and amended job description approved October 12, 2016.
- B. Perform the other Steering Committee duties in their absence.
- C. Volunteer Coordinator shall assist with the recruitment, orientation, and training of new Oahu Central Office and After-hour Phone Angel volunteers.
- D. Assist with creating the volunteer calendar schedule and the monthly volunteer meeting.

2.13 Oahu Central Office Manager's Duties

- A. The Central Office Manager, though not an officer, shall also be a member of the Steering Committee. The Central Office Manager will run the day-to-day operations of the Oahu Central Office.
- B. Assist the OIG Chair to publish an agenda before each Steering Committee and OIG Business Meetings.
- C. Maintain and update the I.G.R. Orientation Handbook and the Structure & Guidelines for the Oahu Intergroup of Hawai'i, Inc., of Alcoholic Anonymous and other OIG body participants.
- D. Conduct orientation sessions for I.G.R.s and D.C.Ms, as needed.
- E. Act on actions accepted by the OIG, at the request of the OIG.
- F. Serve as a member on the OIG Finance Committee.

- G. Serve as temporary volunteer coordinator, recording secretary, or treasurer if any of these officers are absent.
- H. Arrange meeting places and hospitality for all Steering Committee and Oahu Intergroup Business meetings.
- I. Accept 7th Tradition contributions from A.A. groups and other A.A. approved sources and maintain a record of monies received into the accounting system.
 - i. Provide the OIG Treasure with regular access to the accounting system.
 - ii. Create deposits for the OIG operating funds account for OIG Treasurer to deposit.
- J. Disburse, by check, funds for purposes determined by the current approved Oahu Intergroup of Hawai`i, Inc. annual budget and maintain a record of all transactions. All disbursements for \$500.00 or more require advance approval of the OIG Treasurer.
- K. Maintain a second bank account for a prudent reserve as specified by the budget. OIG Treasurer must authorize transfer of funds from this account.
- L. Provide written reports of all Oahu Central Office receivables, disbursements, and balances of each budgeted category for the month and year to date. Distribute the report at each Steering Committee and OIG Business Meetings.
- M. Serve as a liaison between the A.A. groups and G.S.O Records Department to assure the accuracy of our records at G.S.O.
- N. Updates and maintains the Oahu Intergroup of Hawai`i, Inc., website

3. Oahu Intergroup of Hawai`i, Inc., Steering Committee (Board of Directors)

3.1 Composition

- A. All Steering Committee members.
- B. Other AA members may attend by invitation.

3.2 Steering Committee Meetings - The OIG Steering Committee meets monthly. The date and time of the next committee meeting should be set before the close of the current committee meeting.

4. The Activities Committee

4.1 Composition

- A. OIG Vice Chair

- B. OIG Treasurer
- C. Event Chair and or Event Co-Chair

4.2 Activities Committee Meetings - The OIG Activities Committee provides a monthly report at the beginning of the Steering Committee Meeting. The date and time of the next committee meeting should be set before the close of the current committee meeting.

4.3 The OIG Treasurer shall serve also as Treasurer for Intergroup Activities, and shall be a permanent member of the Intergroup Activities Committee.

4.4 **Guidelines for Activities Chair & Co Chair Position**

- A. Minimum of 1 year of sobriety is suggested.
- B. Chair & Co-chair must attend all Oahu Intergroup monthly Business Meetings (2nd Wednesday of each month).
- C. Chair & Co-Chair must attend all Steering Committee Meetings leading up to the event.
- D. Select a Co-Chair that is your team mate!
- E. Budget proposal for the event you are planning. Must be reviewed with OIG Vice-Chair before presenting to the OIG Steering Committee Meeting. (suggested timeline 90 days before the event)
- D. Event Flyer should be created and finalized 60 days prior to the event. All printing should be coordinated with the Oahu Central Office manager. It is suggested that 300 flyers be made available for distribution at OIG Business Meeting.
- E. Develop Ad-Hoc Sub-Committee Coordinators on your team and monthly location and day of the week you will meet for coordinating your event.
 - i. Graphics & Signage Coordinator
 - ii. Food Coordinator
 - iii. T-Shirt Sales and Distribution to Meetings
 - iv. Dance Coordinator (DJ)
 - v. Security team Coordinator
 - vi. AA Workshop and/or Meeting Secretary Coordinator
 - vii. Registration Coordinator (Event Check in Team)
 - viii. Games/ Activities Coordinator for Kids and Adults
 - ix. Campfire Coordinator
 - x. Clean-up; Set up; Breakdown Coordinator

- xi. Literature Coordinator
 - xii. Treasurer – OIG Treasurer (collection of 7th tradition money; registration; disbursement of funds for items needed for the event including food, garbage bags, soda, water, decorations, etc....)
- F. All receipts and reimbursements are through the Oahu Central Office Manager.
- i. Receipt should include your full name; list of items previously identified on your approved budget; and a hard copy or original receipt from the vendor)
- G. If additional funds are needed for any reason, please contact the Vice-Chair and the Oahu Central Office Manager for your request.
- H. Successful Event timeline:
- i. Check Oahu Central Office Website, Area and District Calendars to ensure there is no conflict with proposed event date.
 - ii. 4 months or 120 days from the event plan the date.
 - 1. Confirm your location and if General Liability Insurance Certificate is required you must provide the information to the Oahu Central Office manager with the required documentation to begin the process. Do this ASAP.
 - 2. Prepare a draft budget and a concept idea for the event
 - iii. 3 months or 90 days from the event confirm Co-chair and Sub-Committee are selected ready and to finalize the event budget.
 - iv. 2 months or 60 days from the event print the event flyers and distribute at OIG Business Meeting. Email the Flyer PDF to the Oahu Central Office Manager so that it can be posted on the Intergroup website; provide flyers to the 7 districts on Oahu. It would also be a good idea to share the event information with Area 17.
 - v. 1 month or 30 days from the event have your sub-committees ready with the tools required so they are successful. Such as equipment, material, guidelines for each job function, etc.

- vi. Day of the event make sure you have Ground Rules on the location. Such as smoking areas, parking, restrooms, showers, meals for volunteers and clean and housekeeping guidelines.
- vii. Final clean-up is everyone's business. If we ensure a clean place upon departure... then we ensure having the location for our future events.

5. Oahu Intergroup of Hawai`i, Inc., Business Meeting

- 5.1 The OIG Business Meeting occurs monthly on the 2nd Wednesday of each month.
- 5.2 The date and time of the next OIG Business Meeting should be set before the close of the current meeting.

5.3 Election Meeting–

The Steering Committee Officers shall serve for two years, or until their successors are duly elected. No officer shall be eligible for re-election for two consecutive full terms in the same position. Any member of A.A. may stand for office if the nominee shall have at least two years of continuous sobriety in A.A. at the time of the election. Broken sobriety during tenure of office will automatically disqualify any officer for continued service in the elected position.

- 5.4 Election of Steering Committee members shall be held every even year in the month of November, and the elected officers shall take office on January 1st of the following year.
- 5.5 Steering Committee members are elected by the Third Legacy procedure outlined in the A.A. Service Manual, which is read at the beginning of each election business meeting.
- 5.6 The service term is two (2) years beginning on January 1st of the odd-numbered year.

6. Communication through the OIG structure

- 6.1 The communication process within the **Oahu Intergroup of Hawai`i, Inc.**, – Groups elect an Intergroup Representative (I.G.R) who serves for 2 years.
 - A. Groups may request their representative bring up an issue under new business at the OIG Business Meeting or/and
 - B. The I.G.R. may contact Oahu Central Office at manager@oahucentraloffice.com and submit their request writing.
 - C. The Oahu Central Office manager will contact the requests originator and discussed the issue to gather all relevant information.

- D. The Oahu Central Office Manager will then present the issue to the next Steering Committee Meeting and if warranted the item will be placed on the next OIG Business Meeting Agenda.

7. Finances

- 7.1 Sufficient funds are needed to that the expenses of the Oahu Central Office and its service work are met. Therefore, the OIG Treasurer and the Oahu Central Office Manger readily accept voluntary contributions from Oahu's A.A. groups and other A.A. approved sources.
- 7.2 The Oahu Intergroup of Hawai`i, Inc., recognizes that contributions are made in the spirit of sacrifice, and they honor A.A.'s code of "love and service". In keeping with our Seventh Tradition, we will accept personal financial contributions only from members of Alcoholics Anonymous. We will accept a maximum per year contribution from living individuals not to exceed the amount accepted by GSO at the time of the contribution. Bequests in wills are acceptable only from A.A. members, limited to the maximum accepted by GSO at that time, from any one person, and only on a onetime basis – not in perpetuity.
- 7.3 Oahu Intergroup of Hawai`i, Inc., fiscal calendar year starts on January 1st and ends on December 31st.
- 7.4 Twenty-one thousand Five (\$21,000.00) will be the amount of the prudent reserve, to be kept in a second bank account. Two (2) signatures are required to transfer funds from this account.
- 7.5 The Oahu Central Office Manager with oversight from the OIG Treasurer will maintain a 501(c) (3) Federal Tax Exempt status. *(See Sec 7.7 for more information about 501(c) (3).)*

7.6 Finance Committee (F.C.)

Composition: Composed of five (5) persons as follows, the treasurer, chair, Oahu Central Office Manager, and two (2) other members of the OIG Body, to be appointed by the OIG chair.

- A, The OIG Treasurer serves as the chairperson of the finance committee. An appointment to the F.C. is a two-year term with the rotation coinciding with the elections meeting.
- B. Duties: The F.C. prepares a proposed budget that reflects the "priority of spending" set by the OIG Body and presents the proposed budget to the OIG Body. The F.C. may make recommendations concerning the proposed budget

and monitors the budget throughout the year, making recommendations for any adjustments as needed.

- C. The F.C. is responsible for informing the A.A. fellowship of the need for financial support for the Oahu Intergroup., encourages 7th Tradition contributions, and develops ways to inform the fellowship of the Twelve Step work, island wide, that their contributions support.
- D. Priority Of Spending: The priority of spending is as follows:
 - i. Fund all expense to maintain and run Central Office; including payroll, payroll taxes, rent, utilities and other office expenses.
 - ii. Maintain a book bank of AAWS and Grapevine literature
 - iii. Activities – fund
 - iv. Fund rent for monthly OIG Business Meetings and Steering Committee Meetings.
 - v. Fund expenses for OIG Representative to participate in Area 17 assemblies and committee meetings
 - vi. Establish a prudent reserve (3 months of Oahu Central Office operating expenses in addition to the cash on hand for the current month's expenses.)

7.7 TAX EXEMPT STATUS (Conditions are determined by the I.R.S.)

This Association is organized exclusively for purposes within the meaning of section 505(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code 1954 (or the corresponding provisions of any future United States Internal Revenue Law.)

Upon the winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and

which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

8. Amending the Oahu Intergroup of Hawai`i, Inc., Structure & Guidelines

8.1 These Structures & Guidelines may be amended at any time by a two-thirds majority vote of the group representatives present at any regular meeting of Intergroup, provided a copy of the proposed amendment has been submitted to each group at least thirty days before the meeting at which action is to be taken on the amendment.

8.2 To amend any policy or procedure in the Structure & Guidelines, a proposal must:

- A. Be in writing.
- B. Be submitted to the Oahu Central Office Manager.
- C. Who will present the requested amendment to the Steering Committee for review at their next business meeting and then place the suggested amendment on the agenda.
- D. IGR's will then be given the suggested amendment and requested to take back to their groups for discussion.
- E. The following OIG Business Meeting the item will be placed on the OIG Business Meeting Agenda for discussion and possible vote.

9. Guidelines for Discussion

Oahu Intergroup of Hawai`i, Inc., "loosely" follows Robert's Rules of Order, which when practiced, allows the discussion to proceed in an informal, yet business-like, manner.

9.1 General Guidelines for Discussions:

- A. Once a topic or motion is placed into discussion, those in line at the microphone may address the OIG Body and discuss only the topic or motion.
- B. Each participant may speak for two (2) minutes.
- C. After everyone in line has spoken once, and if time allows, participants may be given a second opportunity to speak on the topic or motion.
- D. We discuss only one motion at a time.

9.2 Determining a quorum: A quorum is required for a vote. Oahu Intergroup of Hawai`i, Inc., quorum is 50% plus 1 of all registered voting members present.

9.3 Types of Voting Results

- A. Votes determined by a show of hand, except during elections where the OIG voting members cast ballots.

- B. Simple majority: Achieved whenever 51% (and not 50% + 1) of the voters agree.
- C. Substantial Unanimity: At least two-thirds (2/3) of the OIG Body of voters agreeing to one side of a motion. The total number of votes cast must meet or exceed the quorum number requirement.
 - i. All matters of policy require a substantial unanimity vote.
 - ii. On all motions requiring a substantial unanimity result, Oahu Intergroup of Hawai`i, Inc., always gives the minority the opportunity to speak to the majority.
- D. Minority: Oahu Intergroup of Hawai`i, Inc., recognizes the minority in two (2) distinct ways:
 - i. When a simple majority is required, the minority is the side with the least amount of votes.
 - ii. When substantial unanimity is required, the minority is the voters with less than the required two-thirds (2/3) votes necessary to pass a motion. Therefore, when seeking substantial unanimity, the minority could have the majority of the votes but less than the required two-thirds (2/3).

9.4 Procedures for Frequently Made Motions

- A. Motion to Call the Question: (requires a second; discussion ceases immediately.)
 - i. Stops the discussion of a motion already in progress to proceed directly to a vote.
 - ii. Must be made at the microphone.
 - iii. Requires a substantial unanimity result.
 - iv. If substantial unanimity is achieved, the OIG Body moves immediately to vote on the motion at hand.
 - v. If substantial unanimity is not achieved, discussion continues.
- B. Motion to Table (a motion): (Requires a second; discussion ceases immediately.)
 - i. Stops the discussion of a motion already in progress until a future date.
 - ii. Must be made at the microphone.

- iii. Requires a simple majority result to proceed.
 - iv. If the motion is accepted, then the motion in progress is set aside to a future date, either later on during the OIG Business Meeting or for a future OIG Business Meeting.
 - v. If the motion is defeated, then the discussion of the motion in progress continues.
- C. Motion to Reconsider: (Requires a second; discussion ceases immediately.)
- i. Must be made at the microphone by someone who first voted with the majority and wants to change their vote.
 - ii. Requires a simple majority result.
 - iii. If the motion is accepted, then the OIG Body will re-vote on the issue.
 - iv. If the motion is defeated, the results from the first voting procedure will be the OIG Body's action.
- D. Depart from the agenda: (Requires a second; discussion to follow.)
- i. The OIG Chair has the discretion to rearrange the agenda in order to facilitate the business in the best possible way.
 - ii. Defining significant agenda items: Examples of significant agenda items could be, but not limited to, items scheduled for vote on or moving the time of planned business in the session.
 - iii. Examples of non-significant agenda items: Examples of non-significant agenda items could be, but not limited to, non-voting items.
 - iv. When a rearrangement is necessary:
 - 1. A voting member, including the OIG Chair, must state his intent in the form of a motion at the microphone.
 - 2. The motion requires a second.
 - 3. A substantial unanimity result must be achieved.
 - 4. If substantial unanimity is achieved, rearranging the agenda is allowed.
 - 5. If substantial unanimity is not achieved, the agenda remains as written.