

# CoDA Service Items

---

**Motion Key:** 4733                      **Number:** Bylaw Change-BOD1                      **Item Type:** BYLAW                      **Date:** 10/18/2016

**Vote:** TABLED

**Committee:** Board

**Member Names:**

**Subject:** Board Motion #1 Bylaw Change

**Description:**

MOTION TABLED

Motion:

By Law Change: In Article V – Section 1. CoDA Service Conference; Change the sentence

“The date and place of the Conference are customarily set by the preceding Conference.”  
to read

“The date and place of the CoDA Service Conference is to be between June 1 and August 30 (with the exception of July 4 weekend) each year. The following year’s CoDA Service Conference dates and location are to be announced at the current CoDA Service Conference.

**Intent:**

To be sensitive to the schedules of both international travelers as well as those in the education sector.

**Remarks:**

---

**Motion Key:** 4734                      **Number:** Bylaw Change-BOD2                      **Item Type:** BYLAW                      **Date:** 10/18/2016

**Vote:** TABLED

**Committee:** Board

**Member Names:**

**Subject:** Board Motion #2 By Law Change

**Description:**

MOTION TABLED TO FIND OUT IF AA CAN TAKE DONATIONS

Distribution of Assets Upon Dissolution. Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Code (or the corresponding section of any future federal tax code. Any remaining funds will be distributed to Alcoholics Anonymous. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

**Intent:**

To state what would happen if CoDA were defunct.

**Remarks:**

This has never been in the by-laws, and should be. We selected Alcoholics Anonymous as they are what has allowed us to use much of their program materials – Steps, Traditions, etc.

---

**Motion Key:** 4735                      **Number:** Bylaw Change-BOD3                      **Item Type:** BYLAW                      **Date:** 10/18/2016

**Vote:** TABLED

**Committee:** Board

**Member Names:**

**Subject:** Board Motion #3 Bylaw Change

**Description:**

TABLED - SENT TO CoRe

Add to the CoRe by-laws the following:

Distribution of Assets Upon Dissolution. Upon the dissolution of the Corporation, assets shall be distributed for one or

---

# CoDA Service Items

more exempt purposes within the meaning of section 501(c)(3) of the Code (or the corresponding section of any future federal tax code. Any and all assets will be turned over to CoDA, INC. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

**Intent:**

To state what would happen if CoRe were to shut down.

**Remarks:**

This has never been in the by-laws, and should be.

---

**Motion Key:** 4736                      **Number:** Bylaw Change-BOD4                      **Item Type:** BYLAW                      **Date:** 10/18/2016

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:**

**Subject:** Board Motion #4 Bylaw Change

**Description:**

MOTION APPROVED BY 34, UNANIMOUS

To correct the wording of the following section:

CURRENT APPROVED BYLAWS wording with changes shown

Section 5: Vacancies

In the event of a vacancy on the Board, by death, resignation or disqualification, the Board shall officially acknowledge the assumption of the vacant position by the designated Alternate Trustee. This acknowledgement shall take the form of a motion at any regular or special meeting of the Trustees. Upon passage of that motion, the Alternate Trustee becomes Trustee, with the prerogatives and responsibilities associated with that position until the next election of Trustees, when that Trustee is ratified by Conference, or the successor is qualified and elected by Voting Members. If no Alternate Trustee is available to fill the position, any vacancy occurring in the Board shall be filled by the affirmative vote of a majority of the remaining Trustees even though less than a quorum. If there is only one remaining Trustee, that Trustee shall elect sufficient Trustees to meet the required minimum number of Members of the Board which is five (5). Any Trustee so chosen shall hold office until the next election of Trustees when that Trustee is ratified by Voting Members or the successor is qualified and elected. A Trustee so elected will complete the term in office of the Trustee's position that is to be filled.

**Intent:**

Redundant or not needed?

**Remarks:**

---

**Motion Key:** 4737                      **Number:** Bylaw Change-BOD5                      **Item Type:** BYLAW                      **Date:** 10/18/2016

**Vote:** MAJORITY

**Committee:** Board

**Member Names:**

**Subject:** Board Motion #5 Bylaw Change

**Description:**

MOTION APPROVED - 30 FOR: 1 OPPOSED. MOTION PASSED.

To correct the wording of the following section:

CURRENT APPROVED BYLAWS wording with changes shown

Under Corporation page 1:

Conduct the daily business affairs and operations of the Corporation:  
Manage, hire, and fire employees (Change to terminate contractors) and observe and support the work of the committees as directed by the CoDA Service Conference  
Receive and deposit Seventh (7th) Tradition and other income

---

# CoDA Service Items

Update Contacts and Meeting Directories of CoDA groups  
Support the Fellowship by sending out a Quarterly Bulletin in which committees can report their activities  
-Receive initial telephone contacts and answer income mail-(Change to Other duties, as needed.)

**Intent:**

To reflect wording appropriate to CoDA not having employees

**Remarks:**

---

**Motion Key:** 4738                      **Number:** FSM-BOD6                      **Item Type:** MOTION                      **Date:** 10/18/2016

**Vote:** MAJORITY

**Committee:** Board

**Member Names:**

**Subject:** Board Motion #6

**Description:**

MOTION PASSED 19 for; 11 against; 2 abstentions. Motion passes.

MOTION REVISED TO: To be added to the FSM: "English is the official language of Co-Dependents Anonymous, Inc. for legal and corporate purposes only."

ORIGINAL Co-Dependents Anonymous official corporate language is English.

**Intent:**

To have a consistent format: best business practice is to have one language.

**Remarks:**

---

**Motion Key:** 4739                      **Number:** Communication Committee 1                      **Item Type:** MOTION                      **Date:** 10/19/2016

**Vote:** TABLED

**Committee:** Communication

**Member Names:**

**Subject:** Communication Committee Motion #1

**Description:**

MOTION TABLED TO BRING IT BACK TO CSC. ON LAST DAY OF CSC THIS MOTION WAS WITHDRAWN - ON 10/21/16

Motion: That the following statement from the Meeting Handbook be included on the form to be filled out for registering meetings.

"An open or closed group may be "restricted." For example, a meeting may be listed as "closed - women." In this example, only women who are codependent (or have the desire to develop healthy and loving relationships) may attend this meeting. Another example, a meeting may be listed as "open-Gay/Lesbian". In this example "Anyone" (as described above) may attend this meeting. It also means that this meeting may be designated Gay/Lesbian but it is still open to those who are not Gay/Lesbian.

However, in respecting the spirit of Traditions One, Three, and Five, we honor one exception. No member of our Fellowship shall be turned away from even a closed or restricted meeting, if there is no other meeting available to this person."

**Intent:**

To make clear that meetings desiring exclusivity, even if for laudable reasons of bonding and deeper development, are not to be listed along with other CoDA meetings.

**Remarks:**

Although such situations rarely happen, this motion deserves approval because they are so clearly contrary to our mission. Many meetings lack a contact and cannot be confirmed as active – this hurts CoDA as a whole

---

**Motion Key:** 4740                      **Number:** Communication Committee 2                      **Item Type:** MOTION                      **Date:** 10/19/2016

**Vote:** WITHDRAWN

# CoDA Service Items

**Committee:** Communications

**Member Names:**

**Subject:** Communication Committee #2

**Description:**

THIS MOTION WAS NOT BROUGHT TO THE FLOOR

Motion:

CoRE and any other appropriate committees shall report to the Conference (CSC) 2017 on progress to place all Conference endorsed literature available digitally. The financial implications of various digital presentations may be presented to conference as part of the report.

**Intent:**

Coda's primary purpose is to carry the message - this will carry the message to a wider audience. Updating our literature will be easier and cost less therefore World Service can be more responsive to changing needs of the Fellowship

**Remarks:**

Countries other than the US pay a hefty fee for shipping/customs/tax  
Many meetings use non-coda endorsed literature because it is available digitally. Revenue can come from digital sales that previously did not purchase books due to the high cost of shipping. (Tradition Six: "lest problems of money property prestige divert us from our primary spiritual aim")

---

**Motion Key:** 4750

**Number:** Bylaw  
Change-  
CORE1

**Item Type:** BYLAW

**Date:** 10/18/2016

**Vote:** UNANIMOUS

**Committee:** CoRe

**Member Names:**

**Subject:** CoRe Motion 1 Bylaw Change

**Description:**

MOTION APPROVED, 34 FOR, 0 AGAINST

Motion:

AMENDMENT TO CoRe BYLAWS: Alternate Board Members

Alternate CoRe Board members are elected at CoDA Service Conference for a term of one year. Should a Board position become vacant between CoDA Service Conferences, an alternate will fill the vacancy in order designated by the vote of Conference. This term will end at the next CoDA Service Conference. Said Board member can run for a full term at that Service Conference. Such a change to the CoRe Board shall be published in the QSR.

**Intent:**

To clarify the position regarding Alternates on the CoRe Board

**Remarks:**

To be inserted into the CoRe ByLaws at 4.6

---

**Motion Key:** 4751

**Number:** CoRe Motion  
2

**Item Type:** MOTION

**Date:** 10/18/2016

**Vote:** MAJORITY

**Committee:** CoRe

**Member Names:**

**Subject:** CoRe Motion #2

**Description:**

MOTION: 33 FOR, 1 AGAINST, 0 ABSTENTIONS - MOTION APPROVED

Motion: That current and future pamphlets in English and Spanish be made available for free download under CoDA's "fair use" policy. Including, but not limited to:

MOTION VOTE: 33 for, 1 against. Motion Passed.

4001S - Bienvenidos a CoDA (Welcome to CoDA)

4002S - ¿Soy codependiente? (Am I Codependent)

4005S - Comunicación y recuperación (Communication and Recovery)

4104S - Estableciendo Límites en la Recuperación (Establishing

Boundaries in Recovery)

4010B What is CoDA?

4001 Welcome to Co-Dependents Anonymous

4002 Am I Codependent?

4003 Attending Meetings

4004 Sponsorship in CoDA

4005 Communication and Recovery

4104 Establishing Boundaries in Recovery

# CoDA Service Items

4009 Using the Twelve Traditions

Said pamphlets would continue to be available for purchase on the CoDA e-store.

**Intent:**

To carry the message (Step 12). That the basic Spanish pamphlets be made more widely available to the Spanish speaking members of the Fellowship, especially those outside the U.S. And, similarly, that the English pamphlets be readily available to the codependent who still suffers.

**Remarks:**

Shipping costs for three pamphlets, whose aggregate price is \$2.52 and weight is a mere 0.0645 lbs., to the following countries far exceeds the price of purchase. Shipping costs range from \$29.45 to \$98.61. That costs the buyer 11 to 40 times more than the sale price to have the items mailed:

To Costa Rica: \$29.45 to \$98.61

To Colombia: \$32.30 to \$90.25

To Spain: \$32.30 to \$83.60

To Venezuela: \$29.45 to \$98.61

---

**Motion Key:** 4752                      **Number:** Bylaw Change-  
EVENTS1                      **Item Type:** BYLAW                      **Date:** 10/18/2016

**Vote:** TABLED

**Committee:** Events

**Member Names:**

**Subject:** Event Committee Motion #1 Bylaw Change

**Description:**

MOTION TABLED

Revised Date: 10/11/2016

By-Law Change Number 1

Motion:

By Law Change: In Article V – Section 1. CoDa Service Conference; Change the sentence

“The date and place of the Conference are customarily set by the preceding Conference.”

to read

“The date and place of the CoDA Service Conference is set by the CoDA Events Committee based on survey information from Fellowship, at least one year in advance. The following year’s CoDA Service Conference dates and location is announced at the current CoDA Service Conference.

**Intent:**

To have the By-Laws reflect how this is currently performed.

**Remarks:**

---

**Motion Key:** 4753                      **Number:** Bylaw Change-  
EVENTS2                      **Item Type:** BYLAW                      **Date:** 10/18/2016

**Vote:** MAJORITY

**Committee:** Events

**Member Names:**

**Subject:** Events Motion #2 Bylaw Change

**Description:**

MOTION PASSED 29 FOR; 1 AGAINST. APPROVED

Motion:

By-Law Change: In Article V – Section 2. Notice of CoDa Service Conference or Special Meeting

Change the paragraph

“The Secretary of the Board of Trustees or a designated officer shall notify the Voting Members of the Fellowship of the date, time and place of the Conference at least forty five days but not more than sixty in advance of the Conference and provide appropriate information and registration details.”

to read

“The Secretary of the Board of Trustees or designated officer shall insure that the date, time and location of the next CoDA Service Conference is announced to the Voting Members of the Fellowship on the floor of the current

# CoDA Service Items

Conference and information is continuously posted and distributed through out the year via the Conference-appointed service committees with those charters."

**Intent:**

To have the By-Laws reflect how this is currently performed.

**Remarks:**

---

**Motion Key:** 4754                      **Number:** Bylaw  
Change-  
EVENTS3                      **Item Type:** BYLAW                      **Date:** 10/18/2016

**Vote:** DEFEATED

**Committee:** Events

**Member Names:**

**Subject:** Event Motion #3 Bylaw Change

**Description:**

MOTION DID NOT PASS, 14 FOR; 7 AGAINST; 10 ABSTENTIONS.

Motion:

By-Law Change: In Article V – Section 5. Special Meeting

Change the sentence

"The Secretary of the Board of Trustees, or a designated officer, is to initiate the same notification process as for a CoDA Service Conference indicated in Section 2 above."

to read

"The Secretary of the Board of Trustees shall insure that the date, time and location of the Special Meeting be available to the Voting Members of the Fellowship at least forty five days before said Special Meeting occurs".

**Intent:**

To have the By-Laws not point to a section that does not apply to the notification of a Special Meetings.

**Remarks:**

---

**Motion Key:** 4755                      **Number:** Events  
Motion 4                      **Item Type:** MOTION                      **Date:** 10/18/2016

**Vote:** TABLED

**Committee:** Events

**Member Names:**

**Subject:** Events Motion #4

**Description:**

MOTION TABLED

Motion: To make the following changes to the FSM, Section 10 pg 62, under Nomination and Election Process.  
Change #1: Replace

Nomination and Election Process

(Ref. CoDA Board Policy and Procedures Manual section 4.1 and 4.2)

The Events Committee acts as the Nomination Committee for annual Board elections. They will confer with the CoDA Board of Trustees and the CoRe Board concerning positions that need to be filled. They will seek people who would fulfill those needs, and present a slate of qualified candidates at the annual CoDA Service Conference (CSC).

Members of the Events Committee who are not Delegates will serve as the Conference Election Committee at the CSC. If there are less than two committee members that are not Delegates, then the Events Committee can appoint up to two people to the Conference Elections Committee at CSC.

Suggested Time Schedule for Nomination and Election Process

Tasks by Month- April/May/June

1. The Events chair asks Board members for likely nominees and how many expected positions are open.
2. The Events chair creates the announcement to call for nominations to post to the website and announce via email.
3. Nominee applications with CoDA and CoRe Board Trustees and Alternate Trustees descriptions will be distributed to the Fellowship via the email blast and Delegate mailing no later than April 15th and will be included in the Delegate package.
4. The Events Committee shall contact potential nominees and provide information about the role and responsibilities of Board members, the time commitment and have them complete the "Board Nominee Application."
5. They will advise Nominees that if elected their position starts at close of CSC and to plan their time accordingly. New Board members will be expected to attend the July Board Meeting which is held on the same day immediately following the end of CSC. A Board orientation by the previous Board members will be provided after election and immediately prior to this meeting. (see Changing of the Guard in Section 2 of CoDA Board Policies and Procedures

# CoDA Service Items

Manual)

6. The Events Committee compiles the questionnaire information and compiles the Ballot with bios. CHANGE # 2- ADD this wording after Change #1 and before Change # 3 in Section 10 FSM VOTING PROCEDURES AT CSC

Change #1 With:

Nomination and Election Process

The CoDA Board of Trustees and the CoRe Board are responsible for filling open positions on their respective boards. They will present a slate of qualified candidates at the annual CoDA Service Conference (CSC).

Suggested Tasks for Nomination and Election Process

1. The respective Boards will establish how many positions are to be filled.
2. The "Board Nominee Applications" will be updated with CoDA and CoRe Board Trustees and Alternate Trustees descriptions, distributed to the Fellowship via email, and distributed via the Delegate mailing no later than 90 days prior to the CSC.
3. The application will be submitted to the online Delegate package no later than 30 days prior to the CSC.
4. Announcements calling for nominees will be sent to the fellowship via email on multiple occasions.
5. The respective Boards will advise Nominees that, if elected, their position starts at close of CSC and to plan their time accordingly.
6. They will advise Nominees that new Board members will be expected to attend the Board Meeting held on the last day of the CSC, immediately following the close of the CSC.
7. The previous Board member(s) will provide the incoming Board member(s) an orientation meeting after the election and before the Board Meeting.
8. Blank, current nominee applications will be distributed to the Fellowship via email and Delegate mailing no later than 90 days prior to the CSC. The nominee application will be submitted to the online Delegate package no later than 30 days prior to the CSC.
9. The Board will answer all questions and assist all nominees with the completion of the "Board Nominee Applications."
10. The Events Committee compiles the questionnaire information and compiles the Ballot with bios.

**Intent:**

To return the responsibility of recruiting and vetting board nominees to the respective Boards. The Events Committee has only agreed to act as the election committee at CSC, not a nominating committee.

**Remarks:**

While, the FSM was revised in 2014, making the Events Committee responsible for recruiting and vetting board nominees, the Events Committee was not aware of this change until July 2016; thereby, promoting the submission of this motion.

---

**Motion Key:** 4756                      **Number:** Finance Committee Motion 1                      **Item Type:** MOTION                      **Date:** 10/19/2016

**Vote:** MAJORITY

**Committee:** Finance

**Member Names:**

**Subject:** Finance Committee Motion #1

**Description:**

MOTION APPROVED - 31 FOR; 0 AGAINST; 1 ABSTENTION

That the 2016 CoDA Service Conference approve the following change to the Expense Reimbursement Policy retroactive to June 23, 2016:

Section 6. Receipts: Replace the first paragraph establishing the requirement for receipts over \$30.

Old: All items claimed on the form must be substantiated with a detailed receipt, except for meals, mileage, and parking/toll/rapid transit charges less than \$10.

In cases where receipts have been lost, attach a signed statement to the ERR, explaining the missing receipt. Attach a copy of the credit card statement and any other available proof of purchase. If reasonable, the substituted documentation may be accepted as a receipt.

New: All items claimed on the Expense Reimbursement Request (ERR) form must be substantiated with a detailed receipt with the following exceptions. Receipts are not needed for meals. (Your per diem is intended to cover your meals and incidentals.) You do not need to provide receipts for items that are \$30 (USD or Equivalent) or less. But receipts for \$30 (USD or Equivalent) or less are helpful for record keeping, so provide them as you can. For all non Per Diem expenses of \$30 (USD or Equivalent) or less, that are not accompanied by a receipt, the following information must be provided: 1) amount paid, 2) amount claimed if amount is different, 3) to whom paid, 4) reason for expense, and 5) date of expense.

In cases where receipts have been lost, attach a signed statement to the ERR, explaining the missing receipt. Attach a copy of the credit card statement and any other available proof of purchase. If reasonable, the substituted documentation may be accepted as a receipt.

**Intent:**

# CoDA Service Items

To continue to improve the policy so that trusted servants can clearly understand the policy for reimbursement of expenses while serving CoDA, Inc. The Finance Committee recommends that we compromise between the IRS requirements and where we were before in order to be good stewards of the funds entrusted to us as a not-for-profit organization. We hope that this will help those who submit reimbursements as well as those who handle them in the approval process.

## Remarks:

This revision is a rewording of our proposed motion. There is no intended difference in this change only to state the policy more clearly. The wording was suggested and accepted by the Finance Committee and is shared now ahead of CoDA Service Conference. The following paragraph is what we proposed:

All items claimed on the form must be substantiated with a detailed receipt, except for meals, mileage, and general receipts each of \$30 or less. Receipts for \$30 or less are appreciated for record keeping purposes. A detailed list that includes amount paid, amount claimed if different, to whom paid, reason for expense, and date of expense is necessary for all expenses of \$30 or less that are not accompanied by a receipt.

Keeping track of receipts can be a hassle and are easily lost while traveling. \$30 is a greater limit than \$10, but we are requiring a list of amounts claimed with details. The \$30 limit covers a \$25 checked baggage fee.

The Finance Committee asked The Board to approve this motion and they approved it in principle at their face to face board meeting June 23-26, 2016.

Here is a link to the Expense Reimbursement Policy without this proposed change as found on the CoDA Web site.  
[Expense Reimbursement Policy](#)

Accompanying the finance motions will be a copy of the Expense Reimbursement Policy with the proposed changes. The file will be submitted with Finance Motion 2-2 when it is finalized.

Accompanying the finance motions will be a copy of the Expense Reimbursement Policy with the proposed changes. The file will be submitted with Finance Motion 2-2 when it is finalized.

---

**Motion Key:** 4757      **Number:** Finance Committee Motion 2      **Item Type:** MOTION      **Date:** 10/19/2016

**Vote:** UNANIMOUS

**Committee:** Finance

**Member Names:**

**Subject:** Finance Committee Motion #2

## Description:

MOTION APPROVE: 32 FOR; 0 AGAINST; 0 ABSTENTIONS UNANIMOUS

Motion:

That the 2016 CoDA Service Conference approve the following changes to the Expense Reimbursement Policy:

Section 5. Travel Advance: Add the following to the end of the first paragraph:

Old: Members may apply for an advance of up to 100% of verified paid expenses plus 80% of estimated out-of-pocket expenses by using the Travel Advance Request (TAR) form. The minimum amount of an advance is \$200.

New: Members may apply for an advance of up to 100% of verified paid expenses plus 80% of estimated out-of-pocket expenses by using the Travel Advance Request (TAR) form. The minimum amount of an advance is \$200. Members receiving Travel Reimbursement Opportunities (TRO) will be able to apply for a Travel Advance up to 80% of the award.

Section 7. Timeliness: Add to the end of the 1st paragraph:

Old: Our goal is to reimburse within 30 days of receipt of a correct Expense Reimbursement Request (ERR). Any errors in information submitted or procedure will cause a delay.

New: Our goal is to reimburse within 30 days of receipt of a correct Expense Reimbursement Request (ERR). Any errors in information submitted or procedure will cause a delay. When there are questions about an expense, the finance liaison will contact the submitter to get clarification. If the submitter doesn't respond within 10 days after a 2nd request (2nd request 1 week or more after 1st request), expense in question will be voided and reimbursed as supported by existing documentation.

Appendix C: Change or add wording to reflect use of GC.

Add to the end of the 3rd paragraph:

Old: Committee Chairs are responsible to submit to [ERR@coda.org](mailto:ERR@coda.org) a list of expected attendees to your face to face meeting (F2F), dates, and locations as soon as a F2F is planned. The Meeting Information Sheet (MIS) should be used for this purpose.

New: Committee Chairs are responsible to submit to [ERR@coda.org](mailto:ERR@coda.org) a list of expected attendees to your face to face meeting (F2F), dates, and locations as soon as a F2F is planned. The Meeting Information Sheet (MIS) should be used for this purpose. If the entire committee cannot attend a committee face to face (f2f) (because of lack of funds in budget or limited scope of f2f), then those who are to attend are to be determined by a group conscience of the committee or as outlined in the committee's Policy & Procedures manual.

# CoDA Service Items

## Intent:

To continue to improve the policy so that trusted servants can clearly understand the policy for reimbursement of expenses while serving CoDA, Inc.

## Remarks:

The revised Expense Reimbursement Policy is attached with changes. The current policy is available at the CoDA website at CoDA Expense Reimbursement Policy 2015 07

### NOTES:

#### Contents

1. Introduction 2 4. Non-reimbursable Expenses

2. Travel 3 5. Travel Advances 4 5 6

3. Reimbursable Expenses: 6. Receipts 7

3.a. Transportation 8

7. Timeliness 9 10

3.b. Lodging 8. Policy Exceptions 11

3.c. Per Diem Allowance 12 13

3.d. Other

Appendix A 14 - Current CSC Approved Per Diem and Mileage rate; Currency Conversion;

Service Conference Registration Fees

Appendix B - What is Not Reimbursable

Appendix C 15 16 17 – Responsibilities of Chairs Regarding Finances

1

Policy accepted by CSC in 2012 (Motion 12030 7/11/2012).

2

Amended at CSC 2015 by Motion 15085 7/16/2015

3

Amended at CSC 2015 by Motion 15085 7/16/2015

4

Amended at CSC 2013 by Motion 13025 7/10/2013

5

Amended at CSC 2015 by Motion 15085 7/16/2015

6 Finance Motion 2-2(A) for 2016 CSC

7 Finance Motion 1-5 for 2016 CSC with effective date of 6/23/2016

8

Amended at CSC 2013 by Motion 13024 7/10/2013

9

Amended at CSC 2015 by Motion 15085 7/16/2015

10 Finance Motion 2-2(B) for 2016 CSC

11 Amended at CSC 2013 by Motion 13027 7/10/2013

12 Amended at CSC 2013 by Motion 13026 7/10/2013

13 Amended at CSC 2015 by Motion 15085 7/16/2015

14 Replaced at CSC 2013 by Motion 13023 7/10/2013 with effective date of 7/1/2013

15 Replaced at CSC 2014 by Motion 14042 7/9/2014

16 Amended at CSC 2015 by Motion 15085 7/16/2015

17 Finance Motion 2-2(C) for 2016 CSC

### Expense Reimbursement Policy

#### 1. Introduction:

Our travel policies, procedures & processes are in place to ensure the fair, consistent and transparent

reimbursement of legitimate expenses incurred by members of Co-Dependents Anonymous (CoDA).

All trips must be planned to accomplish CoDA business.

CoDA funds are derived from 7th Tradition donations and from royalties on the sale of our volunteerwritten

literature. It is the responsibility of each trusted servant to ensure that our funds are

responsibly spent in the most cost-effective way.

This policy aims to cover most eventualities, but cannot be fully comprehensive. If your situation is

not covered in this policy contact the CoDA Board ([board@coda.org](mailto:board@coda.org)) and Finance Committee

([finance@coda.org](mailto:finance@coda.org)).

We appreciate that trusted servants give their time, skills and energies in service for CoDA; we want

to reimburse your expenses in a timely manner. Our goal is to reimburse within 30 days of your

submitting an Expense Reimbursement Request to [ERR@CoDA.org](mailto:ERR@CoDA.org).

Sometimes trusted servants serve CoDA at more than one level, the most common example is a chair

of a CoDA, Inc. committee who also serves as a delegate for a Voting Entity (VE). When this

happens, CoDA, Inc. will be the secondary payer and will cover up to 50% of the trusted servant's

expenses after the other entity has supported the trusted servant's expenses.

#### 2. Travel:

Committee and board travel is budgeted for and approved by the CSC. In the rare circumstance where

additional travel expenses are needed, they must be approved by the CoDA Board ([board@coda.org](mailto:board@coda.org))

and Finance Committee ([finance@coda.org](mailto:finance@coda.org)) before expenses are incurred.

Chairs are responsible for fully understanding the expense reimbursement policy and expense

reimbursement approval procedure, for planning their committee meetings and for submitting the

Meeting Information Sheet (MIS) twice, once "Pre" for processing advances, and again "Post"

for final information to process Expense Reimbursement Requests. See Appendix C for

Responsibilities of Chairs.

# CoDA Service Items

Members are responsible for organizing and paying for their own lodging and transportation as well as timely submission of their expense reimbursement requests. Members cannot be reimbursed for another member's expenses. See Expense Reimbursement Procedure. Special provision in terms of extra nights lodging and per diem has been approved by the Board for members who travel across 4 time zones or more.

## 3. Reimbursable expenses

CoDA business events for which some members may incur reimbursable expenses include:

- CoDA Service Conference
- Committee & Board Face to Face (F2F) meetings (These meetings cannot be held on the same days as the CSC.)
- CoDA Convention (Some expenses for members who are the main speakers with the prior agreement of the Events Committee may be reimbursable.)

### 3.a. Transportation

**Airlines:** Tickets should be purchased in advance. All air travel must be economy or coach class. Special, low-cost rates should be used when possible. The use of frequent flier miles will not be reimbursed. Where a trusted servant adds some private travel to his/her service trip, he/she should submit a quote for travel to and from the meeting as well as the receipt for the actual travel. He/She will be reimbursed the lower amount.

**Example:** A trusted servant from San Francisco (SFO) travels to Orlando for a face to face (f2f). Instead of flying directly back to SFO, she makes a side trip to Miami, then flies home from Miami. At the time she books her flight from SFO to Orlando to Miami to SFO, she also obtains a quote for a round trip flight from SFO to Orlando and back. That round trip flight is less expensive than her actual flight, so she claims that amount for her airfare on the Expense Reimbursement Request (ERR). She includes with her ERR the actual airfare receipt as well as the quote for the round trip flight from home to f2f location. If her actual flight had been less expensive than the round trip estimate, she would claim the actual cost. In either situation, she is only entitled to reimbursement for the less expensive flight.

**Trains & Buses:** Travel by train and bus should be by coach and cannot exceed the lowest cost of the most reasonable form of other public transportation such as air.

**Private Automobile:** CoDA business use of a privately owned automobile is reimbursed at the CSC approved rate per mile (see Appendix A). The mileage reimbursement rate covers all automobile related expenses including insurance.

Reimbursement for the total cost to drive to and from a meeting may not exceed the cost of an economy airfare plus related ground travel related to flying that is normally covered by this policy. It is the trusted servant's responsibility to submit a quote for air travel for the meeting to determine the airfare. Per Diem is reimbursable only for the amount of time it would have taken to fly.

**Automobile Rental:** Preapproval by the CoDA Board is required before contracting for a rental car. Supply the purpose of travel, start and finish dates, destinations and estimated mileage when applying for rental car authorization. Only compact or intermediate automobiles may be rented.

Gas used in the rental car is a reimbursable expense, with receipts.

**Shuttle Bus, Courtesy Cars, Taxis and Parking:** Use shuttle bus and courtesy cars to and from airports and hotels. Where taxis are necessary, members are encouraged to share taxis whenever possible. If a private automobile is used for travel to and from the airport, round trip mileage can be reimbursed at the current mileage rate. If a trusted servant uses his/her car to transport himself/herself and/or other trusted servants to dinner, transportation centers, etc. as part of CoDA service, his/her mileage can be reimbursed at the current mileage rate.

### 3.b. Lodging

Lodging should be of a reasonable, not luxurious, standard, generally 2-3 stars. See Appendix A for further information.

When making hotel reservations to attend attending a CoDA Service Conference, you must request the Conference's special lodging rate. If an individual chooses to stay elsewhere, reimbursement is made at an amount no higher than the rate negotiated by CoDA; no reimbursement is provided for transport between the alternate location and the CSC.

### 3.c. Per Diem Allowance

CoDA members on business are given a per diem allowance for meals and incidentals. This allowance is based on IRS approved per diem rates (see Appendix A.) Per Diem will be paid in full on all days except the travel days, which will be paid at 75% unless travel began before 7:30am in trusted servant's time zone on day of departure or completed after 6pm in trusted servant's time zone on day of return in which case the full amount will be paid.

In the event that a trusted servant attends a face to face/CSC and does not have to travel, he/she is allowed a per diem at the standard rate.

### 3.d. Other

Business telephone expenses are reimbursable only when no free alternative is available

## 4. Non-Reimbursable expenses (see Appendix B)

## 5. Travel Advance

Members may apply for an advance of up to 100% of verified paid expenses plus 80% of estimated out-of-pocket expenses by using the Travel Advance Request (TAR) form. The minimum amount of an advance is \$200. Members receiving Travel Reimbursement

Opportunities (TRO) will be able to apply for a Travel Advance up to 80% of the award.

The Advance claim can be made no more than 90 days before departure for international travel and 60 days prior to the departure for US travel.

However, if there is a significant price advantage by purchasing further in advance for travel outside the US, the member seeking reimbursement may submit details to the Treasurer and Finance Chair for an exception.

Advances must be refunded to CoDA immediately when a trip is cancelled or postponed. No advances will be made if a member has an outstanding advance.

# CoDA Service Items

## 6. Receipts

All items claimed on the form must be substantiated with a detailed receipt, except for meals, mileage, and general receipts each of \$30 or less. Receipts for \$30 or less are appreciated for record keeping purposes. A detailed list that includes amount paid, amount claimed if different, to whom paid, reason for expense, and date of expense is necessary for all expenses of \$30 or less that are not accompanied by a receipt.

In cases where receipts have been lost, attach a signed statement to the ERR, explaining the missing receipt. Attach a copy of the credit card statement and any other available proof of purchase. If reasonable, the substituted documentation may be accepted as a receipt.

## 7. Timeliness

Our goal is to reimburse within 30 days of receipt of a correct Expense Reimbursement Request (ERR). Any errors in information submitted or procedure will cause a delay. When there are questions about an expense, the finance liaison will contact the submitter to get clarification. If the submitter doesn't respond within 10 days after a 2nd request (2nd request approximately 1 week after 1st request), expense in question will be voided and reimbursed as supported by existing documentation.

ERRs submitted more than 60 days after the end of the event that necessitated the expense will be reimbursed but will be considered income to the person receiving the reimbursement and a 1099 will be sent documenting the income.

Timely submission of Expense Reimbursement Requests (ERRs) is important. If trusted Servants fail to submit an ERR within 120 days of the meeting or expense, CoDA will consider the expenses as an in-kind 7th tradition donation and will have no further responsibility to reimburse the trusted servant for their expenses. When a trusted servant splits their expenses between two CoDA entities, they are asked to submit all receipts to both entities at the same time. The trusted servant is then asked to adjust his/her Expense Reimbursement Request within 120 days of original submission indicating the amount received from the other entity.

## 8. Policy Exceptions

A policy cannot foresee every possibility and/or expense. A CoDA member who wants to file for an exception needs to submit relevant documentation first to the Finance Committee. If the Finance Committee approves the exception, it will be forwarded to the CoDA Board for approval. A written decision from the CoDA Board and/or Finance committee will be issued. The decision can be appealed to the CoDA Board.

Expense Reimbursement Policy

## Appendix A

CoDA's Per Diem and Mileage rates will be equal to the government approved rate as found on US government website(s). The Finance Committee will have these rates posted as early as possible in the first quarter of the year to be in effect for the calendar year.

CoDA's Per Diem rate for face to face will be at the lowest Standard Continental United States rate for meals and incidental expenses as found at [www.gsa.gov/mie](http://www.gsa.gov/mie) or similar U. S. General Services Administration site.

CoDA's Per Diem rate for CSC will be the city location Standard Continental United States rate for meals and incidental expenses as found at [www.gsa.gov/mie](http://www.gsa.gov/mie) or similar U. S. General Services Administration site.

CoDA's Mileage rate will equal the Standard Mileage Rates for the year as posted on the IRS website for business miles driven.

## PROPOSED CHANGES TO ERP

Per Diem will be paid in full on all days except the travel days, which will be paid at 75% unless travel began before 7:30am on day of departure, or completed after 6pm on day of return, in which case the full amount will be paid.

The actual currency conversion rate should be used in submitting Expense Reimbursement Requests (ERRs) when there is documentation available to support it. Otherwise, CoDA will use the currency exchange rate from the date of the submission of the ERR.

All trustees and chairs must register for the Service Conference, even though registration fees are waived for Board members and standing Committee Chairs.

(This Appendix was approved to start 7/1/2013 by 2013 CSC on 7/10/2013, motion 13023)

---

**Motion Key:** 4758      **Number:** H&I Motion 1      **Item Type:** MOTION      **Date:** 10/20/2016

**Vote:** WITHDRAWN

**Committee:** H&I

**Member Names:**

**Subject:** H&I Motion #1

**Description:**

MOTION WITHDRAWN BECAUSE FEELS IT IS COVERED UNDER NEW MS OFFICE TECHNOLOGY PRODUCT

**Motion:**

Move that the Association Management Company research a method that CoDA, Inc. Trusted Servants can send emails to the fellowship from the coda.org domain, present it to the Board, and, if approved, implement the new process complete with written instructions on how to use the new emails before the next CSC.

**Intent:**

To provide a means for anonymity while doing CoDA World service, i.e. emails will be addressed from "someone@coda.org" instead of a personal email address. This will also collect communication from everyone within a committee versus emails

# CoDA Service Items

spread sporadically between trusted servants depending on who replied to inquiries and who was copied on the replies. This will streamline communication and capture history efficiently.

## Remarks:

A few ideas/options:

1. It is possible to do within gmail accounts. Attempts at doing this requires sending mail through the SMTP server and the gmail setting requires the SMTP Server, Username, Password, and Port information to establish a secured connection using TLS. Do we have already have access to this?
2. Establish email communication from hosp@codas.org using a committee login.
3. Setup personal emails such as joe.s.hosp@codas.org or mary.j.hosp@hosp.org.
4. TVCC in SoCAL uses a webhosting service that provides multiple webmail addresses with @codas-tvcc.org domain that was setup by a former TVCC

8/17/16

Page 1

H&I Motion 1-1

website chair. This is all the information we have been able to gather.

---

**Motion Key:** 4759                      **Number:** H&I Motion 2                      **Item Type:** MOTION                      **Date:** 10/20/2016

**Vote:** UNANIMOUS

**Committee:** H&I

**Member Names:**

**Subject:** H&I Motion #2

## Description:

MOTION APPROVED: 32 FOR; 0 AGAINST; 0 ABSTENTIONS UNANIMOUS

Motion:

Move to use funds received as 7th tradition donations to the Books for Inmates and Institutions Program for all the expenses related to the Program which includes to purchase and deliver any CoDA literature to inmates or institutions, correspondence with inmates or institutions, or servicing the program. The program donations will be matched dollar for dollar from the Hospitals and Institutions Committee's budget up to the total amount budgeted for that year.

## Intent:

To make all CoDA literature more available to codependents in hospitals and institutions. The amount of donations to this Program has been greater than we have been able to match and buy books. The cost of shipping a CoDA Book or Workbook is almost equal to the cost of the book. We will also be able to use Program funds to supply CoDA libraries to institutions who request them.

## Remarks:

Currently the funds donated to the Books for Inmates and Institutions Program can only be used to purchase the Co-Dependents Anonymous books and The Twelve Steps & Twelve Traditions Workbooks in Spanish and English (Motion 13052). Because the donations have exceeded our cost for CoDA books and workbooks, there are excess dollars that cannot be used for other CoDA or H&I purposes. The motion is intended to expand the scope that the donations to the Books for Inmates and Institutions Program can be used and matched.

---

**Motion Key:** 4760                      **Number:** Literature                      **Item Type:** MOTION                      **Date:** 10/20/2016

**Vote:** TABLED

**Committee:** Literature

**Member Names:**

**Subject:** Literature Committee Motion #1

## Description:

MOTION TABLED - PASSED OUT MOTION AND TO GIVE PEOPLE TIME TO READ

Approve the following text for use as a service piece, i.e. a piece available for downloading from the www.codas.org website.

Text begins on the next page.

Working the Steps as a Group

What Is a Step Study?

Often regular, listed CoDA meetings call themselves a Step Study when the focus of the meeting is CoDA literature about the Steps, and sometimes the Traditions. These meetings are open and rotate through the literature again and again. New people join the meeting wherever the group is and get a taste of CoDA's Steps, Traditions, and the experience of the members of the meeting.

When you are ready to WORK the Steps, you might find or start a small group of likeminded

# CoDA Service Items

members who want to take their recovery to the next level. Members create small groups to support each other by working through all the Steps together. We strongly suggest working the Traditions simultaneously. This is also called a Step Study Group. This kind of group will be the major focus of this document.

CoDA has published three in-depth tools regarding the Steps as they pertain to recovery from codependency:

- ? The Twelve Steps Handbook,
- ? "Chapter 3, A Suggested Program of Recovery" in the text Co-Dependents Anonymous, and
- ? The Twelve Steps and Twelve Traditions Workbook.

This document will focus primarily on the 12 Steps and 12 Traditions Workbook, which these small, committed groups most often use.

An open Step meeting and a Step Study group offer very different experiences. Many of us choose to participate in both at the same time. We find it important to continue with our regular meetings while taking part in these smaller Step groups.

What are the rewards of working the Steps and Traditions within a separate, committed group?

It provides:

- ? a pace
- ? a framework
- ? accountability
- ? a place to practice the group conscience process and Traditions
- ? an opportunity to practice healthier behaviors in relationships
- ? an opportunity to watch others grow
- ? the feeling of satisfaction of making progress through the Steps and Traditions
- ? the ability to celebrate progress with others
- ? a way to acquire notes, knowledge, and experience that we can use when we sponsor others
- ? another opportunity to practice creating a safe environment.

Here are some comments from CoDA members about the rewards they received participating in a dedicated Step study group:

"Others' shares opened up new avenues of self-discovery for me to explore."

"No one else is doing this perfectly either."

"Seeing others deal with the same issues I'm going through, I see others and myself in a new light; I got more points of view.

"For me, working the Steps in a committed group used my own codependence as a strategy for my growth; I was afraid to let down the group, so my fear drove my need to complete the Steps and not give up mid-way through."

"Continuing my commitment while others dropped out and dealing with the disappointment of expectations helped me experience the grief of my dreams of these new relationships I didn't even know I had, and to re-commit to my own recovery journey."

"I got to celebrate the successful completion of our commitment to each other and ourselves with the remaining members."

"I also have my written margin notes and answers to all the questions to share so I can more easily say 'yes' when others have since asked me to sponsor them through the Steps and Traditions."

"I am willing to show up for others much more readily than just for myself to do my homework, sometimes remembering my feelings of healthy shame when thinking of not doing it"

"I really appreciated the pacing of the group especially because I had bogged down and had not been able to complete my Step Four."

How do I find a Step Study?

There are several ways that Step Studies are announced; newly forming Step Studies are sometimes announced at regular CODA meetings. If this is not the case, you could do the following:

- ? Ask your sponsor
- ? Ask other members at your meeting and/or during fellowship
- ? Check your intergroup or regional / Voting Entity's website
- ? If none of these have worked, you could start your own... see below.

How do I join?

Show up at the right place and time with curiosity and a desire to work the Steps and Traditions.

How do I start a Step Study?

Anyone can start a Step Study. There are no special skills or requirements needed beyond a willingness to serve (and perhaps step out of your comfort zone).

Here's a comment from one participant who started such a group:

"When I wanted to work the Steps, I mentioned it at fellowship after the meeting. Another person responded that she was interested too. The two of us decided the best day and time for us, where we could meet, and when we could begin. If no one else wanted to work Steps and Traditions, we were a group. For a few weeks, we announced our new Step group at all the CoDA meetings we attended.

We created flyers announcing starting date, time, location, and contact information. We handed them out in meetings and posted them on bulletin boards at meeting sites. We also made an electronic copy of our flyer to post on our intergroup's website.

# CoDA Service Items

At the first meeting, those who attended began planning the meeting format using the group conscience process. We went from there.”  
Sample formats and a sample flyer are provided in the appendix to this document.  
How to make decisions as a group: The Group Conscience Process  
Excerpted from the booklet Healthy Meetings Matter pages 7-8:  
Decisions are made in CoDA through a process of thoughtful discussion called Group Conscience. In this process, every member present has voice and vote. With the help of a loving Higher Power, members open their minds to all viewpoints presented and then cast a vote for the one seen as best for CoDA. A Group Conscience decision grows out of the combined wisdom of the whole group. While every person has the right to express opinions, the Group Conscience determines the particular course of action. A Group Conscience discussion may be over quickly if everyone agrees. In other cases, sharing may continue for an extended time as people discuss the issue in terms of several different Traditions. For some questions, group members may want to announce in advance that a specific issue will be addressed at the next business meeting. Ideally, during the group Conscience discussion, members reach a consensus. If they do not, then a vote is taken and the majority reflects the Group Conscience. Group conscience is about putting aside the “self” and looking to a loving Higher Power for guidance. We demonstrate our openness to the will of our Higher Power by accepting the outcome, even when we disagree. This is a humbling process- one that is new for many of us. “For our group purpose, there is but one ultimate authority - a loving Higher Power as expressed to our Group Conscience. Our leaders are but trusted servants, they do not govern” (Tradition 2).

Through the Group Conscience, we establish healthier ways of relating to one another: we create boundaries for the group, learn to compromise, and resolve conflicts. Learn more about the Group Conscience process in the Fellowship Service Manual (FSM) on the CoDA website ([www.coda.org](http://www.coda.org)).

Questions for Group Conscience

CoDA is structured according to the Twelve Traditions. The Fourth Tradition gives each group the freedom to choose its own structure, which is determined by Group Conscience at the Group’s business meetings.

Some structural decisions to be made include:

- What guidelines will be made for sharing? (see Healthy Meetings Matter p. 6)
- How might the meeting deal with crosstalk? (See the pamphlet Experiences with Crosstalk)
- How and for how long will newcomers be greeted and able to join?
- What are the group’s financial needs and Seventh Tradition obligations? How will those needs be met? Meeting Starter Packet (MSP), Tradition Seven
- How long will this Step Study group last?
- How long will each session last?
- What format will our Step Study group use? (see Appendix A for a sample format)
- What literature can the group use? (see Tradition Six)
- How often will our Step Study group meet?
- What if I miss a meeting?
- Where will the group meet?
- Is there homework? How much?
- When and how will business meetings take place? (MSP provides a wealth of information and guidelines on meeting structure.)

Other Questions

Do I still need a sponsor if I am in a Step Study?

No, you don’t need to have a sponsor to be a part of a Step Study. However, having one while working in the group can be very beneficial. A Step study group is not intended to take the place of the sponsoring relationship.

It is our experience that, as in any relationship, there are times we become triggered by other members of our Step Study group. The work we are doing promises to churn up our painful histories, and the actions of other members will likely trigger us at times.

Therefore, our ongoing communication with a sponsor outside the group is a healthier choice than reacting in familiar, codependent ways within the group.

For more information on Sponsorship, consider reading part one of the CoDA Booklet, Sponsorship: What’s in it for me? and CoDependents Anonymous, Chapter 5, “What are Sponsors?”

Does the group need a leader or teacher?

While a Step Study group can have one, our 8th Tradition reminds us that we do not use professionals, and our Second Tradition reminds us of the spirit of equality. All members participate in CoDA meetings as individual recovering codependents, not as leaders or teachers. Each meeting has a facilitator who reads the script, and this responsibility can be rotated equally amongst the members.

Building CoDA Community: Healthy Meetings Matter page 17 states: “In CoDA, no one is paid to share experience, strength, and hope, whether at meetings, as sponsors, or in any other Twelve Step related activity. Professionals attending CoDA meetings do so as members only, and do not use the Fellowship to further their business interests.”

At times, a sponsor may be willing to take on several new sponsees and lead several sponsees through the Steps together at one time. By necessity, this is efficiency in sponsoring, not leading or teaching. Here are comments from one sponsor who leads

# CoDA Service Items

groups of her sponsees through the Steps together:

" I used to get irritated when the people at my home group shared about their codependency issues without ever mentioning how they were working the Steps to solve their problems. So I decided to take a group through the Steps using the CoDA Twelve Steps and Twelve Traditions Workbook over a period of several months. I discovered that the ideal schedule was to meet once a week for 90 minutes and spend two weeks on each Step with two extra weeks for the participants to work on their 4th Step inventories for a total of 26 weeks. At each meeting we would also spend some time discussing some topic related to recovery such as boundaries, communication skills, how to find a sponsor, etc.

Before we started, I needed to be very clear about my expectations: that everyone would stick it out to the end, that they would keep up with the homework, and that they would all be ready to sponsor others when we finished. As it turned out, all of these expectations went unmet: half the people who started were gone by the last workshop, only one or two kept up with the assignments, and only one started sponsoring at the end. I got to practice that part of my recovery where I do the footwork and let go of the results.

I'm happy to report that I recently finished my fourth series of workshops. Each time I've done this, the shares at my meeting have moved toward carrying the message, not the mess, if only for a while."

Do we share our Fourth / Fifth Step with the whole group?

This is a question best answered in a group conscience. Below are some personal experiences of working Steps Four and Five for consideration:

"All of the members of my Step Study had sponsors. Each of us shared with our sponsor. With the group, we shared about the feelings that came up when doing the Fourth and Fifth Steps and summarized what we found out about ourselves."

"In my most recent small group experience, we each shared our answers to the questions and prompts from the Twelve Steps and Twelve Traditions Workbook with each other. My compassion for others grew and our intimacy with each other did too."

"Hearing others in our small group share openly and from the heart modeled that new behavior for me. I found that others' courage gave me courage, and that I felt more equality with others knowing that we dealt with similar codependency issues."

"In our most recent Step Study group experience we studied the workbook material for both Steps Four and Five before beginning our personal work on the Fourth and sharing our Fifth Steps. We became familiar with the purposes and gifts of the writing, the giving, and the receiving of the Fourth and Fifth Steps. We then made our group conscience decision regarding how we would proceed. Which Fourth Step formats would we use and in what order?"

Appendices

A: Sample Format

This format can be modified and/or adapted by your meeting. Electronic copies are available at [www.coda.org](http://www.coda.org)

B: Sample Flyer

C: Revised and Combined Step Four Inventory List

E: Group inventory format and questions.

A: Sample Format

Step Study Meeting Format

1. Good evening and welcome to our Step Study. My name is \_\_\_\_\_ and I am a codependent. I am your meeting leader tonight. Please turn off all cell phones for the duration of the meeting. Please join me in a moment of silence followed by the CoDA Opening Prayer:

In the spirit of love and truth, we ask our Higher Power to guide us as we share our experience, strength, and hope.

We open our hearts to the light of wisdom, the warmth of love, and the joy of acceptance.

2. May I please have a volunteer read the Twelve Promises of Codependents

Anonymous on page 8 of our workbooks? Thank you.

3. A reminder: CoDA is self-supporting through its own contributions. You may donate as we pass the basket. May I please have a volunteer to operate the timer? Thank you.

4. Tonight we are on page \_\_\_\_\_ of our workbooks. We will stop reading and/or sharing at 8:30pm.

(Weeks that we read: )

a. We will take turns reading a paragraph at a time and sharing if anything comes up. Sharing is limited to 3 minutes (2 plus 1 to wrap up), and will start with the person who read and continue in tag style.

(Weeks that we Answer Questions: )

b. We will take turns reading a question from the workbook and sharing our responses. Sharing reading is not timed, and will continue clockwise beginning with the person who read the question. Please limit your sharing to what you have written.

After all have read, others may share new thoughts keeping in mind our agreed upon guide for sharing. In this meeting we speak about ourselves and our experiences using "I" statements, and avoid sharing at or about others with "you"

# CoDA Service Items

statements. We work toward taking responsibility in our own lives rather than giving advice to others. Crosstalk guidelines help keep this meeting a safe place for all.

(Weeks that we Share our Fourth Step Writing: )

c. We now have the opportunity to share what we have written. This is another important recovery tool. However, no one is required to read if she feels it is not appropriate at this time. If you do not wish to read when it becomes your turn, please just state your name and say that you pass knowing that it is your responsibility to arrange with your sponsor or another person to share that portion of your Fourth Step work.

After all others have read, I will ask again if anyone who passed would care to read. You may consider again participating in this way.

6. Please join me in (the CoDA Step Prayer for this Step or the Serenity Prayer for this Tradition.)

7. Will the person to my left please begin?

At 8:30pm:

It is now time for Group Sharing. You may share on tonight's topic or a burning desire. Sharing is limited to 3 minutes (2 plus 1 to wrap up), and will continue in tag style. Who would like to begin?

At 8:50pm:

8. That is all the time we have for sharing. If you did not get a chance to share, please talk to someone after the meeting or use our Phone/Email List to reach out.

9. CoDA is an anonymous program. We ask that you respect the anonymity and confidentiality of each person in this meeting. We ask that who you see here, what is said here, when you leave here, let it stay here.

10. Homework for next week is \_\_\_\_\_. Are there any CoDA announcements?

11. Thank you for letting me be of service. Please join me in the CoDA Closing Prayer.

We thank our Higher Power for all that we have received from this meeting.

As we close, may we take with us the wisdom, love, acceptance, and hope of recovery.

Appendix B: Sample Flyer

New Step and Tradition Study group forming!

"A Group Title"

We will be using CoDA's The Twelve Steps and Twelve Traditions Workbook,

available at most meetings' literature tables,

via the [intergroup] literature person ([literature@intergroup.org](mailto:literature@intergroup.org)), and via CoRE.

Please bring your copy to each meeting.

First meeting: Febtober the 41st, 1989

Meets: Every Tuesday, 7:00-8:30pm

Location: Public Recreation Hall. First Floor Study Room.

123 State Street, Anytown, Anyplace

(123 State Street is in the downtown center just north of the State and Main intersection)

(To get to the first floor study room, enter from the main entrance on State street,

proceed down the left-hand hallway.

First Floor Study Room is just after the service elevator on the right.)

For More information, contact:

Abraham L: [newequality@email.com](mailto:newequality@email.com) or 1 (234) 567-8910 9a-9p, please.

Mahatma G: [craftmyself@email.com](mailto:craftmyself@email.com) or 1 (098) 765-4321 7a-10p, please, no text messages.

In addition to the text, consider images, clipart, etc.

This can be straightforward, for example, a picture of CoDA's green Twelve Steps and Twelve Traditions Workbook, to metaphorical, such as a photo of some kind indicating getting from one place to another by committing to working through the Steps and Traditions with others.

Appendix C: Revised and Combined Step Four Inventory List

Below is a combined list of possible inventory approaches that I and others have found useful, based on page 49 of CoDA's Twelve Steps and Twelve Traditions Workbook, 2007 Edition. This is your Fourth Step; you get to decide, with guidance, which approaches you wish to use and in which order.

1. Answer the 22 personalized questions found on pages 170 and 171 of the Workbook.

2. Using the 2011 list of Patterns and Characteristics, precede each pattern with "How did I harm myself and others by...?" or using this statement "Ways I have harmed myself and others by\_\_\_\_\_are..." (Example: "How did I harm myself and others by being unable to identify my feelings?" Or "Ways I have harmed myself and others by being unable to identify my feelings are...") You may also wish to copy the chart on page 52 for the same exercise.

3. Make a list of those incidents in your life when you felt pain, fear, confusion, anger, resentment or shame. Also those times when you have felt criticized, judged, or condemned. Examine those incidents and times and list the codependent beliefs or behaviors you adopted from those experiences.

4. Inventory your positive behaviors and see the good in yourself. What qualities attributes, values, and talents bring you joy, comfort, passion, serenity, or acceptance.





# CoDA Service Items

**Motion Key:** 4764      **Number:** Finance Committee Motion 3      **Item Type:** MOTION      **Date:** 10/19/2016

**Vote:** UNANIMOUS

**Committee:** Finance      **Member Names:**

**Subject:** Finance Committee Motion #3

**Description:** MOTION APPROVED: 32 FOR; 0 AGAINST; 0 ABSTENTIONS UNANIMOUS  
Motion:

That the definition of the Prudent Reserve contained in the description of the Finance Committee in Section 7 of the Fellowship Service Manual be updated so it reads:

\* Prudent reserve equals \$250,000 or equal to half of the total actual operational expenses for the previous two calendar years, whichever is greater.

**Intent:** To allow CoDA to conduct business and grow the budget without undue accumulation of funds in the Prudent Reserve.

**Remarks:** Currently the prudent reserve of "2 years of actual operational expenses" requires CoDA to have 2 additional dollars added to the prudent reserve for each dollar of growth in the annual budget. This stifles growth and requires an excessive amount of money to be put into the Prudent Reserve. For 2017 the prudent reserve would be \$403,800 under the old definition and \$250,000 under the new definition. With a balance sheet showing a total of just over \$320,000 on June 30, 2016, we Finance Committee motion 3-3      Last revised 8/10/16  
File: Finance motion 3-3 Prudent Reserve.doc      Page 2  
would in theory only be able to approve a budget of about \$160,000. The budget for 2016 which proposed income to equal expenses was set at just over \$194,000. Without a redefinition of the prudent reserve, CoDA would have to reduce its budget further which will stifle growth. Redefining the Prudent Reserve is only one piece to continuing to reach the codependent who still suffers. Increasing outreach to the codependent who still suffers without knowledge of CoDA, sharing the resources of CoDA, Inc. with the Fellowship, improving communications within the Fellowship, creating new literature, increasing the perception that we are self-supporting, and increasing all sources of income are some of the objectives that CoDA needs to address in the next few years.

**LETTER TO BOARD SUPPORTING CHANGE**

Letter to Board to support change in prudent reserve.

Dear Board Members,

The Finance Committee has met several times to discuss the need and ramifications of changing the definition of the Prudent Reserve. At our last meeting, we discussed several issues that are related to a prudent reserve and felt that redefining it is not the only thing that CoDA needs to be doing to remain healthy financially.

Several years ago (2012-2013) when we had over \$400,000 cash on hand, our Attorney and CPA both indicated that we had too much cash for a not-for-profit organization our size. At that time CoDA defined the Prudent Reserve as equal to the last three years of expenses (established by motion 02067 in 2002). In 2013 CSC passed the motion to define the Prudent Reserve as 2 years of actual expenses (motion 13022). In 2014 "operational" was added to the definition (motion 14104).

Over the last few years we have increased our spending which has pushed up the two years of "actual operational expenses." See chart below (numbers rounded to nearest thousand):

Period	Actual Expenses	Actual Operational Expenses (AOP)	Prudent Reserve as defined for following period	Cash on hand at end of period	Half of total AOP for last two calendar years
2009-2010	\$104,000	\$102,000	\$269,000	\$411,000	
2010-2011	\$235,000	\$125,000	\$263,000	\$405,000	
2012	124,000	\$124,000	\$287,000	\$394,000	\$102,000
2013	\$142,000	\$142,000	\$361,000	\$419,000	\$114,000
2014	\$224,000	\$197,000	\$264,000	\$347,000	\$132,000
2015	\$217,000	\$207,000	\$266,000	\$304,000	\$133,000
2016					
Budget					

# CoDA Service Items

\$194,000 \$191,000 \$339,000 \$321,000\* \$170,000  
2017

Budget

\$404,000 \*6/30/16

How does the Definition of the Prudent Reserve affect "reaching the codependent who still suffers"? In order to present a balanced budget that meets the prudent reserve, we either need to find over \$80,000 additional cash before the end of the year, present a budget that generates \$80,000 more income than expenses, or a combination of the two. In order to grow CoDA and its impact on society, we need to figure out ways of getting the message out to the codependent who still suffers, not restrict our spending. So reducing the prudent reserve requirement will allow us to present a balanced budget near to what we projected for 2016. That is still below where it needs to be to be more actively reaching out to the codependent who still suffers, but is also allows us to continue to function as a healthy organization.

What are some of the other issues that we need to address as we consider the Prudent Reserve definition?

The Finance Committee identified the following for starters:

1. Increasing outreach to the codependent who still suffers
  - a. Public service announcements
  - b. Print media
2. Getting the word out to the Fellowship of the resources available to the Fellowship.
3. Improving communications within the Fellowship
  - a. Could we contact each meeting if we wanted to by mail or email?
  - b. Develop a point of contact with each CoDA group, intergroup, and voting entity and maintain regular correspondence with them so we don't lose them
  - c. Modeling open and honest communications
4. Creating new literature
5. Increasing the perception that CoDA is self-supporting through our own contributions.
  - a. Periodic appeals by mail to each CoDA group
  - b. Promotion of the Celebration Recovery Plan
  - c. Promotion of Gratitude Month
6. Increasing all sources of income

All of these ideas and I am sure there are many more that could be added to the list, require time, personnel (either paid or volunteer), and some supplies and equipment. This requires an increase in budgets not a decrease. We have seen growth in income over the years, but not at a rate that will allow us to expand at the rate that our committees want to reach the codependent who still suffers.

We have asked Denny to contact our CPA\* to see what he recommends for a prudent/ cash reserve for a non-profit our size. This year's budget is almost double of the amount we spent 7 years ago. One comment was made that we need to have \$ in case we were to disband and had to shut down CoDA. It would take several years to accomplish that, but a sizable part of our expenses would disappear almost immediately like chairs to CSC and most committee face to faces.

Please note that the finance committee believes that we need to at least present a balanced budget for the operational expenses of CoDA, Inc. at CSC. We need to address this issue so that we can proceed in communications with the committees about what they can ask for in a budget for 2017. Currently unless we see a very large increase in income, we need to instruct them to not increase their budgets from this past year, (Board included). Thank you for your attention to this matter.

In service,

The Finance Committee of CoDA, Inc.

Lou L, Chair

Barbara D

Loretta D

Jack S

Carey C

\* Denny and Lou talked with Sandra Turner, CPA, who indicated that reducing the Prudent Reserve is ok and that we could also allow the Board to increase it in the event that they thought it was necessary and money was available to accomplish that. She felt that it would be good for CoDA, Inc. to do some long range planning in the area of finances and being current with the trends for the future, especially as it relates to royalty income, our main source of income.

---

**Motion Key:** 4765

**Number:** Finance  
Committee  
Motion 4

**Item Type:** MOTION

**Date:** 10/19/2016

**Vote:** UNANIMOUS

**Committee:** Finance

**Member Names:**

**Subject:** Finance Committee Motion #4

**Description:**

MOTION APPROVED: 31 FOR; 0 AGAINST; 0 ABSTENTIONS UNANIMOUS

Motion:

That the 2016 CoDA Service Conference approve the following changes to the Expense Reimbursement Approval Procedure to reflect the use of the online Expense Reimbursement Request forms (Sections A-D) and minor grammatical & format changes (Section E):

Replace the first paragraph with the following: Complete the current Travel (&/or Non-Travel) Expense

# CoDA Service Items

Reimbursement Request (ERR) Online Form, available from the Finance page of the CoDA website.

Old: Complete the Expense Reimbursement Request (ERR) Form, available from your chair or from the Finance section of the CoDA website.

New: Complete the current Travel (& or Non-Travel) Expense Reimbursement Request (ERR) Online Form, available from the Finance page of the CoDA website.

Delete the following (Fifth paragraph): Attach an explanation of the purpose if Other is checked on the ERR.

Replace the third paragraph on the second page with the following: Non US Members only: Fill in a typed Wire Transfer Form and send directly to the treasurer at Treasurer@coda.org to enable the Treasurer to transfer funds directly into your account (Contact the Treasurer See the Finance webpage on www.CoDA.org for a copy of the form.)

Old: Foreign nationals only: include a typed Wire Transfer Form to enable the Treasurer to transfer funds directly into your account (Contact the Treasurer for a copy.)

New: Foreign nationals only: Fill in a typed Wire Transfer Form and send directly to the treasurer at Treasurer@coda.org to enable the Treasurer to transfer funds directly into your account (Contact the Treasurer See the Finance webpage on www.CoDA.org for a copy of the form.)

Replace the three bullet points in the "Submit all Expense Reimbursement Requests as described below:" section on the second page with the following:

Online submission is preferred. (Electronic files of receipts & documents can be insert in emailattached to online form when filling it out.) Any other form of submission may result in delays. You will receive an email with your ERR tracking number from a third party vender within a few hours. If you do not receive it (after you look in your spam), contact bookkeeper@coda.org to get it resent. Receipts and other supporting documents can be sent to ERR@coda.org with the ERR tracking number in the subject line.

Optionally the online form can be printed and sSubmitted ERRs to ERR@coda.org. All Advances and ERRs submitted to ERR@coda.org will be receipted within 2 business days of submission with a tracking number that is to be used in all future correspondence about that ERR. (The final ERR for an Advance will use a different tracking number if submitted online.)

If mailing or faxing, use the following: ...

Old: Submit all Expense Reimbursement Requests as described below:

Email Email submission is preferred. (Scan documents and insert in email.) Any other form of submission may result in delays.

Submit ERRs to ERR@coda.org All Advances and ERRs will be receipted within 2 business days of submission with a tracking number that is to be used in all future correspondence about that ERR. The final ERR for an Advance will use the same tracking number.

Finance Committee motion 4-2 Last revised 8/19/16

File: Finance motion 4-2 Revise ERP-Receipts.doc Page 3

If mailing or faxing, see below

CoDA Bookkeeper

c/o SOS - Association Management Solutions

7949 E. Acoma Drive, Suite 207

Scottsdale, AZ 85260

Fax: 480-289-5765

New: Submit all Expense Reimbursement Requests as described below:

Email Online submission is preferred. (Electronic files of receipts & documents can be insert in emailattached to online form when filling it out.) Any other form of submission may result in delays. You will receive an email with your ERR tracking number from a third party vender within a few hours. If you do not receive it (after you look in your spam), contact bookkeeper@coda.org to get it resent. Receipts and other supporting documents can be sent to ERR@coda.org with the ERR tracking number in the subject line.

Optionally the online form can be printed and sSubmitted ERRs to ERR@coda.org. All Advances and ERRs submitted to ERR@coda.org will be receipted within 2 business days of submission with a tracking number that is to be used in all future correspondence about that ERR. (The final ERR for an Advance will use a different tracking number if submitted online.)

If mailing or faxing, use the following:

CoDA Bookkeeper

c/o SOS - Association Management Solutions

7949 E. Acoma Drive, Suite 207

Scottsdale, AZ 85260

Fax: 480-289-5765

Modify the third and make the fourth bullet not a bullet on the second page under "CoDA's bookkeeper will" to read (This is a grammatical and format change with no procedural change.):

[bullet] Upon receipt of approvals, forward the ERR to the Treasurer for payment.

[not a bullet under CoDA's bookkeeper will:] Treasurer processes payment and notifies submitter that payment has been processed.

Old:

Finance Committee motion 4-2 Last revised 8/19/16

File: Finance motion 4-2 Revise ERP-Receipts.doc Page 4

Upon receipt of approvals, bookkeeper forwards the ERR to the Treasurer for payment

Treasurer processes payment and notifies submitter that payment has been processed.

# CoDA Service Items

New:

Upon receipt of approvals, forward the ERR to the Treasurer for payment.  
Treasurer processes payment and notifies submitter that payment has been processed.

**Intent:**

To continue to improve the procedure so that trusted servants can clearly understand the process for reimbursement of expenses while serving CoDA, Inc. The Finance Committee is using an online form to capture and automate the processing of the information required for reimbursement. We hope that these changes will help those who submit reimbursements as well as those who handle them in the approval process.

**Remarks:**

Accompanying this finance motion will be a copy of the Expense Reimbursement Approval Procedure with the proposed changes in Red. The current file can be found on the CoDA, Inc. webpage for the finance committee or following this link: Expense Reimbursement Approval Procedure or <http://coda.org/default/assets/File/Finance/CoDA%20Expense%20Reimbursement%20%20Approval%20Procedure%202015%2010-8.pdf>

Expense Reimbursement Approval Procedure

Complete the current Travel (& or Non-Travel) Expense Reimbursement Request (ERR) Online Form, available from the Finance page of the CoDA website. ERRs submitted more than 60 days after the end of the event that necessitated the expense will be reimbursed but will be considered income to the person receiving the reimbursement and a 1099 will be sent documenting the income. Timely submission of Expense Reimbursement Requests (ERRs) is important. If trusted servants fail to submit an ERR within 120 days of the meeting or expense, CoDA will consider the expenses as an in-kind 7th tradition donation and will have no further responsibility to reimburse the trusted servant for their expenses. When a trusted servant splits their expenses between two CoDA entities, they are asked to submit all receipts to both entities at the same time. The trusted servant is then asked to adjust his/her Expense Reimbursement Request within 120 days of original submission indicating the amount received from the other entity. If an Advance was received, indicate the amount of the Advance on the ERR and subtract the amount from the subtotal. If partial support for your expenses were received from another source, please subtract that from your subtotal. Do not send check until ERR has been processed and you have been notified how much you should refund! If the Advance exceeds the expense incurred, the trusted servant agrees to submit a check or money order, within 10 days of notice of approval of his/her ERR, made out to CoDA Inc. to repay the difference. Checks are to be sent to the CoDA mailing address with a copy of the approved ERR.

Foreign nationals should return the money via bank wire transfer directly into CoDA's bank account (contact the Treasurer for instructions.)

Attach an explanation of the purpose if Other is checked on the ERR.

Upon completion of a F2F, the committee chairs are responsible for submitting 1) an agenda for the F2F meeting to: a) document the purpose of the meeting and b) clearly shows dates and daily beginning & ending times of the meeting(s), 2) a list of those who actually attended, 3) a housing list so it is clear who shared hotel rooms and for how many nights, and 4) any unusual expenses or situations that need special attention in relation to reimbursements of expenses. Chairs should use the Meeting Information Sheet (MIS) for this purpose.

Attach all receipts and maps to and from destination when submitting reimbursement for mileage. As an alternative to providing maps, mileage may be documented by providing beginning and ending odometer readings, date of trip, and purpose. Documentary evidence ordinarily will be considered adequate if it shows the amount, date, place, and essential character of the expense. For example, a hotel receipt is enough to support expenses for business travel if it has all of the following information:

CoDA Expense Reimbursement Approval Procedure Page 2 of 3

Printed August 13, 2016 Proposed changes – Finance Motion 4-2 for 2016 CSC

1) The name and location of the hotel, 2) the dates you stayed there, and 3) Separate amounts for charges such as lodging, meals, and telephone calls.

In cases where receipts have been lost, attach a signed statement to the ERR, explaining the missing receipt. Attach a copy of the credit card statement and any other available proof of purchase. If reasonable, the substituted documentation may be accepted as a receipt.

Attach Additional Info/Detail as may be required (for example, documentation of currency conversion rate used and currency conversion fees.)

Foreign nationals only: Fill in a Wire Transfer Form and send directly to the treasurer at [Treasurer@coda.org](mailto:Treasurer@coda.org) to enable the Treasurer to transfer funds directly into your account (See the Finance webpage on [www.CoDA.org](http://www.CoDA.org) for a copy of the form.)

Submit all Expense Reimbursement Requests as described below:

- Online submission is preferred. (Electronic files of receipts & documents can be attached to online form when filling it out.) Any other form of submission may result in delays. You will receive an email with your ERR tracking number from a third party vendor within a few hours. If you do not receive it (after you look in your spam), contact [bookkeeper@coda.org](mailto:bookkeeper@coda.org) to get it resent. Receipts and other supporting documents can be sent to [ERR@coda.org](mailto:ERR@coda.org) with the ERR tracking number in the subject line.

- Optionally the online form can be printed and submitted to [ERR@coda.org](mailto:ERR@coda.org). All Advances and ERRs submitted to [ERR@coda.org](mailto:ERR@coda.org) will be receipted within 2 business days of submission with a tracking number that is to be used in all future correspondence about that ERR. (The final ERR for an Advance will use a different tracking number if submitted online.)

- If mailing or faxing, use the following:

CoDA Bookkeeper  
c/o SOS - Association Management Solutions  
7949 E. Acoma Drive, Suite 207

# CoDA Service Items

Scottsdale, AZ 85260

Fax: 480-289-5765

The bookkeeper will send the compiled paperwork to the approvers as shown below:

ERR From Approved By 1 Approved By 1

Member Committee Chair\* Finance Liaison

Committee Chair Board Liaison\* Finance liaison

Finance Liaisons Committee Chair\* Board Finance Liaison

Finance Chair Board Chair\* Board Finance Liaison

Board Member Board Chair\* Finance Liaison

Board Chair Board Vice-Chair Finance Chair

\* The submission of the pre and post Meeting Information Sheet (MIS) will serve as the signer's approval of the ERR as long as the expenses on the ERR are consistent with the information reflected on the MIS.

If there is a conflict of interest between an approver and the submitter of the ERR, the next approver down the column will approve.

CoDA's bookkeeper will

- Check ERRs to be sure all receipts are included.
- Send ERRs & receipts to appropriate Finance Liaisons and Chair/Board Liaison as necessary.
- Upon receipt of approvals, forward the ERR to the Treasurer for payment

Treasurer processes payment and notifies submitter that payment has been processed.

If there are corrections needed on an ERR, one of the approvers contacts the submitter for resolution.

Discrepancies will be handled between approver and submitter.

Our goal is to send reimbursement check within 30 days of submission to the ERR@CoDA.org.

Passed at CSC 2012, (motion 12031 7/11/12)

Bookkeeper address updated April 2013 and July 2014

Submission of ERRs to "the Treasurer (treasurer@coda.org) and" added at CSC 2013, (motion 13028, 7/10/13)

Revised and name changed at CSC 2014, (Motion 14041 7/9/14)

Revised at 2015 CSC (Motion 15086 7/16/15). Changes include references to timely submission, submission to

ERR@CoDA.org, use of MIS for approval by chairs, and the use of tracking numbers for all ERRs and Advances.

Revised name and address for bookkeeper Aug 13, 2015.

Revised for online submissions Finance Motion 4-2 at CSC 2016

---

**Motion Key:** 4766                      **Number:** Service Structure Motion 1                      **Item Type:** MOTION                      **Date:** 10/19/2016

**Vote:** MAJORITY

**Committee:** Service Structure

**Member Names:**

**Subject:** Service Structure Committee Motion #1 plus attachments

**Description:**  
MOTION APPROVED: 29 FOR, 1 AGAINST, 1 ABSTENTION

REVISED MOTION:

The Service Structure Committee (SSC) moves that the restructured Fellowship Service Manual (FSM) be approved as described below.

The restructured FSM is made up of the following 5 parts, each of which is intended to be usable on its own. Each one will be a separate PDF file so that they can be downloaded independently if so desired. A new web page will be created containing the information provided in an Attachment named "New Fellowship Service Manual Web Page". This page will contain links to the 5 parts, also included as Attachments to this motion. All current FSM links in the website will be modified to point to this page with the exception of archived items which should not be available to the general public.

- FSM Part 1 -CoDA Structure and General Information
- FSM Part 2 -CoDA Meeting Handbook
- FSM Part 3 - CoDA Guidelines for Service Levels Between Meetings and CoDA, Inc.
- FSM Part 4 -CoDA Service Conference (CSC) Procedures
- FSM Part 5 -CoDA, Inc. Level Services Entities Details (Board, Committees, Working Groups)

Links will be added to each part and a link back to the main FSM page will also be included in each part.

ORIGINAL MOTION: The Service Structure Committee (SSC) moves that the restructured Fellowship Service Manual (FSM) be approved as described below.

The restructured FSM is made up of the following 5 parts, each of which is intended to be usable on its own. Each one will be a separate PDF file so that they can be downloaded independently if so desired. A new web page will be created containing the information provided in an Attachment named "New FSM Web Page". This page will contain links to the 5 parts, also included as Attachments to this motion. All current FSM links in the website will be modified to point to this page with the exception of archived items which should not be available to the general public.

FSM Part 1 -CoDA Structure and General Information  
FSM Part 2 -CoDA Meeting Handbook  
FSM Part 3 - CoDA Guidelines for Service Levels Between Meetings and World

# CoDA Service Items

FSM Part 4 -CoDA World Service Conference (CSC) Procedures  
FSM Part 5 -CoDA World Level Services Entities Details (Board, Committees, Working Groups)

**Intent:**

To complete the project initiated as a result of Motion 15038 with the purpose of making the FSM more well organized, relevant and useful to the general Fellowship.

**Remarks:**

\*See Part 1 CoDA Structure and General Information  
<http://coda.org/default/assets/File/2016%20CSC/SSC%20Motion%20%231%20Attachment%20-%20FSM%20Part%201.docx>  
\*See The Fellowship Service Manual of Co-Dependents Anonymous Part 2 CoDA Meeting Handbook  
<http://coda.org/default/assets/File/2016%20CSC/SSC%20Motion%20%231%20Attachment%203-%20FSM%20Part%202.docx>  
\*See The Fellowship Service Manual of Co-Dependents Anonymous Part 3 CoDA Guidelines for Service Levels Between Meetings and World  
<http://coda.org/default/assets/File/2016%20CSC/SSC%20Motion%20%231%20Attachment%204-%20FSM%20Part%203.docx>  
\*See The Fellowship Service Manual of Co-Dependents Anonymous Part 4 CoDA Service Conference Procedures  
<http://coda.org/default/assets/File/2016%20CSC/SSC%20Motion%20%231%20Attachment%205-%20FSM%20Part%204.docx>  
\*See The Fellowship Service Manual of Co-Dependents Anonymous Part 5 CoDA World Level Service Entities  
<http://coda.org/default/assets/File/2016%20CSC/SSC%20Motion%20%231%20Attachment%206-%20FSM%20Part%205.docx>

**Motion Key:** 4767                      **Number:** Service Structure Motion 2                      **Item Type:** MOTION                      **Date:** 10/19/2016

**Vote:** TABLED

**Committee:** Service Structure

**Member Names:**

**Subject:** Service Structure Committee Motion #2 plus attachments

**Description:**

MOTION TABLED TO COME BACK TO CSC

Motion:

That Part 3 of the newly restructured FSM, CoDA Guidelines for Service Levels Between Meetings and World, be replaced with the document that is attached to this motion. In addition, Section 04 of Part 1 of the FSM, CoDA Structure and General Information, will be replaced as indicated below. A revised version of Part 1 has also been attached.

Replace old Section 04  
The Intergroup (Community Service Group)

A strong CoDA Intergroup (community service group) (CSG) is the key to the success of CoDA in general. This CoDA community group may also be called an Intergroup (community service committee) a sense of community at the local level leads to success in attracting and sustaining the involvement of members of the fellowship in service work and in community building activities. The Intergroup (CSG) is made up of Group Service Representatives (GSRs) from area meetings and CoDA members from the local Fellowship. The Twelve Service Concepts of CoDA offer guidance in establishing service boards.

The Voting Entity (VE)

Voting Entity definition: Each State and Territory of the United States of America and each Country is automatically entitled to send two (2) Delegates.

Sometimes two or more Voting Entities may choose to join together in order to combine resources and better serve the needs of their meetings and Intergroups. A Voting Entity may also choose to divide into two or more Voting entities according to CoDA's By-laws.

In any organization, levels of management are necessary to connect and coordinate localized activities with broader levels of planning, information distribution, and organization. The Voting Entity organization provides a bridge between Intergroups (community service groups), and CoDA. Every CoDA member is welcomed and encouraged to attend all CoDA service meetings.

MOTION TABLED FOR CRAFTING (TO PRESENT LATER AT CSC)  
With new Section 04

Community Service Group (CSG)/Intergroup

# CoDA Service Items

An Intergroup/CSG (Community Service Group) is made up of committed CoDA members from various meeting groups. In CoDA, these members are usually called Group Service Representatives (GSRs) who each represent a CoDA meeting from their local area meetings

An Intergroup/CSG may also serve as a Voting Entity if decided by group conscience.

## Voting Entity

A Voting Entity (VE) is a level of Fellowship within CoDA that handles the business aspects of a group of Intergroups/Community Service Groups (CSGs) and/or Meetings that, typically, are conveniently located near each other (with the exception of alternative format meetings or language based meetings). The Intergroup (CSG) is made up of Group Service Representatives (GSRs) from area meetings and CoDA members from the local Fellowship.

A Voting Entity (VE) is made up of two, or more Intergroup/CSG and/or meeting representatives and other CoDA members who have the desire to build the first level of CoDA structure above the World level in our inverted pyramid.

An Intergroup/CSG may also serve as a Voting Entity if decided by group conscience (e.g., if it is the only Intergroup within the Voting Entity or if there are two Intergroups and they are too small to form a separate Voting Entity altogether).

For more information on CSGs/Intergroups and VEs please see Part 3 of the FSM, CoDA Guidelines for Service Levels Between Meetings and World.

## Intent:

IMC created a manual for Intergroups and Voting Entities which was never submitted for CSC approval. SSC has updated this manual and is submitting it to replace the little bit of information that is in the Part 3 approved in Motion 1. This new manual has much more useful information for Intergroups and Voting Entities.

Attachment 1  
Attachment 2

## Remarks:

\*See The Fellowship Service Manual of Co-Dependents Anonymous Part 3 CoDA Guidelines for Service Levels Between Meetings and World <http://coda.org/default/assets/File/2016%20CSC/SSC%20Motion%20%232%20Attachment%201-%20New%20FSM%20Part%203.docx>  
\*See The Fellowship Service Manual of Co-Dependents Anonymous Part 1 CoDA Structure and General Information <http://coda.org/default/assets/File/2016%20CSC/SSC%20Motion%20%232%20Attachment%202-%20New%20FSM%20Part%201.docx>

---

**Motion Key:** 4768                      **Number:** Spanish Outreach Motion 1                      **Item Type:** MOTION                      **Date:** 10/19/2016

**Vote:** MAJORITY

**Committee:** Spanish Outreach

**Member Names:**

**Subject:** Spanish Outreach Motion #1

## Description:

MOTION: 32 FOR; 0 AGAINST, 1 ABSTENTION - APPROVED BY MAJORITY  
REVISED MOTION: Direct the Board to work with the website developer on the following:  
make a working Spanish and English versions of the following three pages by conferring with a representative of the CoDA E-mail Team, one from Spanish Outreach in along with the contract employee who works with the database:  
•meeting search  
•meeting registration form  
•meeting update form (in Spanish and English) must include all fields necessary for members to change their home addresses, phone #'s, and email addresses along with check boxes to indicate permissions to display phone numbers and/or emails.  
2) As per CoDA policy, the street addresses of members must not be visible on the front end of the database. The English Language update form also needs these fields.

ORIGINAL MOTION: Direct the website developer to make a Spanish version of the following three pages by conferring with a representative of the CoDA E-mail Team, one from Spanish Outreach in along with the contract employee who works with the database:  
• meeting search  
• meeting registration form  
• meeting update form (in Spanish and English) must include all fields necessary for members to change their home addresses, phone #'s, and email addresses along with check boxes to indicate permissions to display phone numbers and/or emails. CAUTION: the street addresses of members must not be visible on the front end of the database. The English Language update form also needs these fields

## Intent:

# CoDA Service Items

- (1) Avoid delays in meeting registration and updating by returning to function those parts of the Meeting Update page that were previously accessible to meeting contact people, for the purpose of changing meeting data.
- (2) Avoid confusion in meeting searches.
- (3) Produce a more responsive set of meeting data base parameters for end users.

**Remarks:**

Restore the user friendliness of the previous meeting search capacities of the CoDA website that were lost in the new version.

---

**Motion Key:** 4769                      **Number:** Spanish Outreach Motion 2                      **Item Type:** MOTION                      **Date:** 10/19/2016

**Vote:** WITHDRAWN

**Committee:** Spanish Outreach

**Member Names:**

**Subject:** Spanish Outreach Motion #2

**Description:**

MOTION WITHDRAWN AND REQUEST CORE AND CODA TO RESOLVE.

Motion: Amend the CoDA, Inc. contract with CoDA Resource Publishing, Inc. (CoRe Publications) to require the furnishing of a quarterly balance sheet to the Fellowship that clearly and succinctly summarizes the assets and liabilities of CoRe.

**Intent:**

Intent: Provide the Fellowship with a document that demonstrates the actual fiscal status of CoRe, in the same format used by CoDA, Inc. to convey this information.

**Remarks:**

At present the only instrument available to study the flow of money to and from CoRe is lengthy statement in the occasional Quarterly Service Report that provides a very confusing picture of CoRe's financial situation. It provides no idea of the bottom line. This must change. A balance sheet on the order of what CoDA, Inc. provides to the Fellowship would resolve this lack of transparency

---

**Motion Key:** 4770                      **Number:** NEW BUSINESS-SPO3                      **Item Type:** MOTION                      **Date:** 10/21/2016

**Vote:** DEFEATED

**Committee:** Spanish Outreach

**Member Names:**

**Subject:** Spanish Outreach Motion #3

**Description:**

MOTION DEFEATED: 11 for; 15 against; 6 abstentions.

Motion: Instruct the Board to recognize that Spanish Outreach will continue to manage the Spanish language side of the CoDA website. Spanish Outreach offers, without the need for interpretation of any items submitted to it, a prompt response to users' needs and requests.

**Intent:**

Spanish Outreach asks the Board to adhere to the guiding vote of the Delegates at the 2015 CoDA Service Conference, recognizing the work that Spanish Outreach does to create a sense of CoDA community and honor the Twelfth Step and Fifth Tradition by responding to the needs and queries of visitors to the site and by posting news of Spanish-speaking CoDA events in a timely fashion. To date, the website has fulfilled its purpose to inform and network. There has not been a single breach of the Traditions that would call for the attention of the members of the already-shorthanded Board. In our view, bypassing the 2015 motion won't make it easier to carry the message to the Spanish-speaking CoDA community, as the Twelfth Step and Fifth Tradition direct us.

**Remarks:**

In 2015, motion #4534 was created to acknowledge, in the Fellowship Service Manual, that Spanish Outreach manages the Spanish side of the CoDA website. The motion passed by a majority vote.

\*CoDA Bylaws, point 7, page 3:

The Trustees are elected by the will and through the consent of the Fellowship as expressed through the group conscience of the voting members of the corporation at the Conference, to perform specific functions and to hold specific responsibilities, including but not limited to the following: [...]

To be directly responsible to the CoDA Fellowship, being guided and directed by the group conscience as expressed at their annual Conference. A majority vote by the Conference is considered guidance...

---



# CoDA Service Items

---

**Motion Key:** 4773      **Number:** VEI NorCal #1      **Item Type:** VEI      **Date:** 10/18/2016

**Vote:** UNKNOWN

**Committee:** Voting Entities

**Member Names:**

**Subject:** VEI NorCal Motion #1

**Description:**

MOTION ASSIGNED TO BOARD - TABLING FOR DISCUSSION BETWEEN EVENTS, BOARD, NORCAL AND SOCIAL TO COME BACK TO CSC AS NEW BUSINESS.

Motion: CSC/ICC to be held in July each year. Events Committee to determine specific dates within the month of July.

**Intent:**

To standardize when CSC/ICC is held while providing enough flexibility to accommodate venue availability, etc.

**Remarks:**

Both the CoDA organization and members of the Fellowship need to be able to plan in advance for CSC/ICC. It has been held traditionally in July, except for 2016 30th anniversary year. July being during the traditional summer vacation time allows Fellowship members to arrange time off from work, child care if necessary, etc. It is important that it be held regularly at approximately the same time each year, since CoDA Board members are voted in at CSC and have their terms run from CSC to CSC. The Events Committee needs enough lead time to negotiate the best possible terms with venues, etc.

---

**Motion Key:** 4774      **Number:** VEI Pennsylvania #1      **Item Type:** VEI      **Date:** 10/18/2016

**Vote:** DEFEATED

**Committee:** Voting Entities

**Member Names:**

**Subject:** VEI Pennsylvania Motion #1

**Description:**

MOTION: 9 FOR; 21 AGAINST; 4 ABSTENTIONS. MOTION DEFEATED

Motion: 1. That in both versions of the Welcome the words "and/or other" be inserted between the word "family" and the word "system."

2. That this change be implemented immediately in all versions of the Welcome on the web and be inserted into printed versions as they are reprinted.

3. That the present version of the long form of the Welcome continue to fulfill the requirement of being read at every meeting until meetings are able to make the change in their meeting documents.

**Intent:**

1. Some of us who feel a need for CoDA may not come from families that are particularly dysfunctional, but we have been exposed to other dysfunctional systems that have contributed to our codependency. These may include sexism, racism, consumerism, cut-throat competition, and religious organizations and schools, among others. The family may or may not also be a significant contributor. Indeed, for some, the family is a refuge from that dysfunction, so that suggesting that codependency is rooted only in the family may hinder recovery.

2. To make CoDA more welcoming to codependents who have experienced their families as refuges from societal dysfunctions such as racism, class discrimination, gender stratification or bullying.

3. To offer a basis for forgiveness and understanding of families whose dysfunction arises from societal influences. This is important for recovery for many.

**Remarks:**

Here are responses to some objections to the motion:

1. "All dysfunction comes from the family." Even if that statement were universally true, it leaves open the possibility of the family itself being influenced by the larger society, which surely happens for some families at least. As codependence underlies so much addictive and compulsive behavior, so also can a society infect families with stress and dysfunction.

2. "Adding the words would let the family off the hook." This objection was raised by one meeting in the process of voting at the intergroup level on the original proposal. This first proposal called for the insertion of simply "or other" between "family" and "system." In an effort to accommodate that objection the present proposal was crafted, the intergroup was otherwise again unanimous and so also all PA meeting responding to the poll among them.

3. "The Welcome is a most basic document. We should not even consider changing it." This surely is a serious objection. Here are three responses.

A. CoDA and all our documents constitute a living program meant to evolve in service to suffering codependents as their needs evolve and as we advance in our understanding of our program through the guidance of our Higher Power.

B. Change has been written into the very structure of CoDA through the establishment of the Service Structure Committee (SSC) charged with considering and presenting to Conference possible changes to foundation

---

# CoDA Service Items

documents. Objections 1 and 3 were raised by that committee which resulted in this motion being returned to the Voting Entity. The PA Voting Entity then overwhelmingly decided to have its delegates submit this slightly revised version to Conference, in accordance with guidelines on p. 54 of the Fellowship Service Manual.

C. CoDA is an inverted pyramid with individual meetings, guided by a Higher Power, at the top. All other levels down to World Service committees such as SSC exist to provide service to those meetings. Therefore, even foundational documents such as the Welcome are subject to Group Conscience from that top level, beginning with one Voting Entity and presented for approval by the whole Fellowship at the CoDA Service Conference.

For clarification, here are the relevant paragraphs of the Welcome with the change proposed shown in italics and underlined.

Short Form used in some CoDA publications:

Codependence is a deeply-rooted, compulsive behavior. It is born out of our sometimes moderately, sometimes extremely dysfunctional family and/or other systems. We attempted to use others as our sole source of identity, value, well being, and as a way of trying to restore our emotional losses. Our histories may include other powerful addictions which we have used to cope with our codependency.

Long Form used in other publications and required in all meetings:

Most of us have been searching for ways to overcome the dilemmas of the conflicts in our relationships and our childhoods. Many of us were raised in families where addictions existed - some of us were not. In either case, we have found in each of our lives that codependence is a most deeply rooted compulsive behavior and that it is born out of our sometimes moderately, sometimes extremely dysfunctional family and/or other systems.

---

**Motion Key:** 4775                      **Number:** VEI SoCal #1                      **Item Type:** VEI                      **Date:** 10/18/2016

**Vote:** UNKNOWN

**Committee:** Voting Entities

**Member Names:**

**Subject:** VEI SoCal Motion #1

**Description:**

MOTION ASSIGNED TO THE BOARD.

Motion: That CoDA World pursue the possibility of obtaining a group exemption letter from the IRS (Form 1023) which would allow Intergroups and Voting Entities to receive automatic IRS recognition as a non-profit entity.

**Intent:**

: To provide a law abiding and economical path for Intergroups and Voting Entities to become a nonprofit corporation, if they so choose, in a way that supports both Tradition 4 and Tradition 9.

**Remarks:**

Attached is the letter and analysis which was presented to the SoCAL Board on May 13, 2016. A motion was approved to petition CoDA World to explore the possibility of obtaining a group exemption letter. The motion was ratified on May 14, 2016. Please note that this presentation and analysis only relates to those groups organized as Voting Entities and Intergroups, who choose to embark on this path, not to meeting groups in general. In the course of discussion, some challenges were presented.

One challenge was in regard to Tradition Four (Each group should remain autonomous except in matters affecting other groups or CoDA as a whole). Issue: That being part of a group and labeled as subordinates contradicts the meaning of autonomy. Answer: CoDA World's obtaining a group exemption letter would not compromise the autonomy of any group; each group would have to obtain their own tax ID, their participation would be completely voluntary; there would be no information required of the group but their name and tax ID number. Maintaining the roster (sent to the IRS annually) could be handled by the Board Overseen Services, as described in Section 7 of the Fellowship Service Manual, and be no more complicated than keeping track of email addresses and the location of meetings.

Another challenge was in regard to Tradition Nine (CoDA as such ought never be organized; but we may create service boards or committees directly responsible to those they serve.). Issue: That the group exemption letter requires a degree of organization that CoDA either does not have or should not have. Answer: The IRS application for the group exemption letter asks for "a sample of a uniform governing instrument (charter, trust indenture, articles of association, etc) adopted by the subordinates; or in the absence of a uniform governing instrument, copies of representative instruments". The Fellowship Service Manual, and the CoDA Guidelines for the Development and Structure of Intergroup and Voting Entities does provide an organizational structure that should be sufficient for the application to the IRS. In the IRS's own words, the purpose of the group exemption letter is an "administrative convenience" to allow the recognition of a large number of affiliated groups that have a common nonprofit purpose.

---

**Motion Key:** 4776                      **Number:** VEI SoCal #2                      **Item Type:** VEI                      **Date:** 10/18/2016

**Vote:** UNKNOWN

**Committee:** Voting Entities

**Member Names:**

**Subject:** VEI SoCal Motion #2

**Description:**

MOTION ASSIGNED TO BOARD - TABLING FOR DISCUSSION BETWEEN EVENTS, BOARD, NORCAL AND SOCAL TO COME BACK TO CSC AS NEW BUSINESS.

# CoDA Service Items

Motion: SoCal supports the Voting Entity Issue submitted by NorCal shown below with one addition shown in italics:

CSC/ICC to be held in July each year. Events Committee to determine specific dates within the month of July. The Fourth of July holiday weekend should be avoided and no one should have to travel on that weekend.

**Intent:**

To standardize when CSC/ICC is held while providing enough flexibility to accommodate venue availability, etc. Since the cost of travelling on the Fourth of July weekend is prohibitive it should be avoided.

**Remarks:**

Both the CoDA organization and members of the Fellowship need to be able to plan in advance for CSC/ICC. It has been held traditionally in July, except for 2016 30th anniversary year. July being during the traditional summer vacation time allows Fellowship members to arrange time off from work, child care if necessary, etc. It is important that it be held regularly at approximately the same time each year, since CoDA Board members are voted in at CSC and have their terms run from CSC to CSC. The Events Committee needs enough lead time to negotiate the best possible terms with venues, etc.

**Motion Key:** 4777                      **Number:** VEI Mass. #1                      **Item Type:** VEI                      **Date:** 10/18/2016

**Vote:** UNKNOWN

**Committee:** Voting Entities

**Member Names:**

**Subject:** VEI Massachusetts Motion #1

**Description:**

MOTION ASSIGNED TO LEGAL.

Motion:

That no State, Country, or Voting Entity be considered to have surrendered their rights to Representation and Voting at the CoDA, Inc. World Service Conference (in spite of any affiliation) without having surrendered those rights in writing to CoDA, Inc.

**Intent:**

to clarify that a "perception" of and/or affiliation with other states, countries, or voting entities is not enough to deny a state, country, or voting entity its right to representation at CSC

**Remarks:**

I received the following email following discussion about whether Connecticut could send 2 delegates to CSC if Massachusetts was being represented at CSC.  
"I spoke to.... from IMC about New England as a voting entity. ...explained that historically, New England has been the unofficial voting entity that included the six states. However, technically, each state can have two delegates but none of those states have officially said they are part of their own voting entity. It would have to be discussed."  
Many times in the past New England has sent 3 or more delegates (never more than 2 from a state) to CSC. New England has never considered itself a voting entity "unofficially" or otherwise and has

**Motion Key:** 4789                      **Number:** CSC Additional-1                      **Item Type:** MOTION                      **Date:** 10/18/2016

**Vote:** UNANIMOUS

**Committee:** CSC

**Member Names:**

**Subject:** Motion to give Committee Chairs Voice

**Description:**

Motion to give Committee Chairs Voice - by Darlene H. Second - Dave. Approved.

**Intent:**

**Remarks:**

**Motion Key:** 4790                      **Number:** CSC DAY ONE OPEN AND CLOSE                      **Item Type:** MOTION                      **Date:** 10/18/2016

**Vote:** UNANIMOUS

# CoDA Service Items

**Committee:** CSC

**Member Names:**

**Subject:** 2017 CSC Start and End

**Description:**

2017 CSC started at 9am on Tuesday, October 18, 2016 with 31 delegates and 21 is a quorum. CSC Day One  
CSC adjourned at 4:55pm by unanimous motion.

**Intent:**

**Remarks:**

---

**Motion Key:** 4791

**Number:** CSC DAY  
TWO OPEN  
AND CLOSE

**Item Type:** MOTION

**Date:** 10/19/2016

**Vote:** UNANIMOUS

**Committee:** CSC

**Member Names:**

**Subject:** CSC DAY TWO OPEN AND CLOSE

**Description:**

Opening of CSC Day 2 on Wednesday, October 19, 2016 at 9am with a quorum.  
MOTION TO ADJOURN BY LORRAINE AT 4:35PM, CRYSTAL SECONDED. APPROVED AND ADJOURNED

**Intent:**

**Remarks:**

---

**Motion Key:** 4792

**Number:** NEW  
BUSINESS-  
SPO4

**Item Type:** MOTION

**Date:** 10/21/2016

**Vote:** MAJORITY

**Committee:** Spanish Outreach

**Member Names:**

**Subject:** Spanish Outreach Motion #4

**Description:**

MOTION APPROVED: 28 FOR; 0 AGAINST; 0 ABSTENTIONS

THIS MOTION WAS A LATE MOTION

Authorize CoRe to print the conference approved document (Sponsorship Pamphlet) in Spanish translation (Folleto de Padrinazgo) a pamphlet for which the original English document has been archived, as well as any other archived literature supported by the CoDA Board.

**Intent:**

Translators have produced a document that comes from a piece of CoDA literature that has been retired.

**Remarks:**

---

**Motion Key:** 4793

**Number:** VEI  
Colorado#2

**Item Type:** VEI

**Date:** 10/18/2016

**Vote:** UNKNOWN

**Committee:** Voting Entities

**Member Names:**

**Subject:** Colorado VE Motion #2

**Description:**

MOTION ASSIGNED BACK TO THE COLORADO DELEGATES TO PRESENT TO CSC

---

# CoDA Service Items

Motion#2 – Colorado

CoDA has used our closing prayer for over 20 years in our VE. We've had previously put in a VE issue to have it shared in the Fellowship Service Manual as a closing prayer for the entire fellowship to learn and use if they so choose. It was turned over to the Literature Committee – who denied our request because they claimed CoDA does not use the word "God" in their prayers. That is simply not true. We would like to see the following prayer be added to the FSM under CoDA closing prayers CoDA Recovery Prayer

God helps me to:

- Accept other people as they are,

- Recognize my own feelings,

- Meet my own needs and

- Love myself just as I am.

**Intent:**

**Remarks:**

---

**Motion Key:** 4794      **Number:** VEI      **Item Type:** VEI      **Date:** 10/18/2016  
Colorado #3

**Vote:** UNKNOWN

**Committee:** Voting Entities

**Member Names:**

**Subject:** Colorado VE Motion #3

**Description:**

MOTION ASSIGNED BACK TO THE COLORADO DELEGATES TO PRESENT TO CSC.

Motion #3 – We voted against the Roman Numerals being changed on the coins. We believe that the motion was confusing and that examples of what the changes were going to look like needed to be presented. It was one of the last motions heard on the floor and we don't believe the will of the fellowship was represented. We are requesting that the 2015 motion be reconsidered and brought back to the floor for further discussion.

# CoDA Service Items

**Intent:**

**Remarks:**

---

**Motion Key:** 4795                      **Number:** FSM-                      **Item Type:** MOTION                      **Date:** 10/19/2016  
EVENTS#1-  
Rev

**Vote:** MAJORITY

**Committee:** Events

**Member Names:**

**Subject:** Events Revised Motion #1

**Description:**

MOTION APPROVED - 30 FOR; 1 AGAINST; 2 ABSTENTIONS

REVISED MOTION - THIS MOTION WAS ORIGINALLY TABLED ON DAY ONE OF CSC, BUT BROUGHT BACK TO FLOOR FOR APPROVAL

Motion: To make the following changes to the FSM, Section 10 pg 62, under Nomination and Election Process.

Change with: Nomination and Election Process

The CoDA Board of Trustees and the CoRe Board are responsible for filling open positions on their respective boards. They will present a slate of qualified candidates at the annual CoDA Service Conference (CSC).

Suggested Tasks for Nomination and Election Process

1. The respective Boards will establish how many positions are to be filled.
2. The "Board Nominee Applications" will be updated with CoDA Trustees and Alternate Trustees descriptions, distributed to the Fellowship via email, and distributed via the Delegate mailing no later than 90 days prior to the CSC.
3. Blank, current nominee applications will be distributed to the Fellowship via email and Delegate mailing no later 90 days prior to the CSC.
4. To ensure the application will be included into the delegate package should be submitted to the online Delegate package no later than 30 days prior to the CSC. However applications will be accepted up to the day of the election.
5. Announcements calling for nominees will be sent to the fellowship via email on multiple occasions.
6. They will advise Nominees that new Board members will be expected to attend the new Board Meeting held at CSC.
7. The respective Boards will advise Nominees that, if elected, their position starts at close of CSC and to plan their time accordingly.
8. The previous Board member(s) will provide the incoming Board member(s) an orientation meeting after the election and before the Board Meeting.
9. The Board will answer all questions and assist all nominees with the completion of the "Board Nominee Applications."
10. The Events Committee compiles the questionnaire information and compiles the Ballot with bios.

REMOVE THIS ORIGINAL TEXT FROM FSM SECTION 10 PAGE 62

"Nomination and Election Process

(Ref. CoDA Board Policy and Procedures Manual section 4.1 and 4.2)

The Events Committee acts as the Nomination Committee for annual Board elections. They will confer with the CoDA Board of Trustees and the CoRe Board concerning positions that need to be filled. They will seek people who would fulfill those needs, and present a slate of qualified candidates at the annual CoDA Service Conference (CSC).

Members of the Events Committee who are not Delegates will serve as the Conference Election Committee at the CSC. If there are less than two committee members that are not Delegates, then the Events Committee can appoint up to two people to the Conference Elections Committee at CSC.

Suggested Time Schedule for Nomination and Election Process

Tasks by Month- April/May/June

1. The Events chair asks Board members for likely nominees and how many expected positions are open.
2. The Events chair creates the announcement to call for nominations to post to the website and announce via email.
3. Nominee applications with CoDA and CoRe Board Trustees and Alternate Trustees descriptions will be distributed to the Fellowship via the email blast and Delegate mailing no later than April 15th and will be included in the Delegate package.
4. The Events Committee shall contact potential nominees and provide information about the role and responsibilities of Board members, the time commitment and have them complete the "Board Nominee Application."
5. They will advise Nominees that if elected their position starts at close of CSC and to plan their time accordingly. New Board members will be expected to attend the July Board Meeting which is held on the same day immediately following the end of CSC. A Board orientation by the previous Board members will be provided after election and immediately prior to this meeting. (see Changing of the Guard in Section 2 of CoDA Board Policies and Procedures Manual)

# CoDA Service Items

6. The Events Committee compiles the questionnaire information and compiles the Ballot with bios. CHANGE # 2-ADD this wording after Change #1 and before Change # 3 in Section 10 FSM VOTING PROCEDURES AT CSC"

**Intent:**

**Remarks:**

---

**Motion Key:** 4811                      **Number:** CSC DAY  
THREE  
OPEN AND  
CLOSE                      **Item Type:** MOTION                      **Date:** 10/20/2016

**Vote:** UNANIMOUS

**Committee:** CSC

**Member Names:**

**Subject:** CSC Day Three Open and Close

**Description:**

CSC opened on Thursday, October 20th at 9am with quorum.

Both October 18th and 19th previous day's motion were corrected.

Lorraine made a motion to adjourn at 4:24pm. Teresa seconded. Approved

**Intent:**

**Remarks:**

---

**Motion Key:** 4812                      **Number:** FSM-BOD8                      **Item Type:** MOTION                      **Date:** 10/21/2016

**Vote:** WITHDRAWN

**Committee:** Board

**Member Names:**

**Subject:** Board Motion #8

**Description:**

Change the FSM page 32

From: Events Committee create agenda for the business meeting with committee work and committee reports to the VE delegates.

To: Events Committee, in conjunction with CoDA Board, creates an agenda for the business meeting with committee work and committee reports to the VE delegates.

**Intent:**

To bring wording to what has historically been done.

**Remarks:**

---

**Motion Key:** 4813                      **Number:** FSM-BOD9                      **Item Type:** MOTION                      **Date:** 10/21/2016

**Vote:** WITHDRAWN

**Committee:** Board

**Member Names:**

**Subject:** Board Motion #9

**Description:**

Motion:

Add to Events duties and responsibilities (pg 32 FSM)

1. Select CSC facilitator in conjunction with the board.
2. Create CSC agenda in conjunction with the board.

**Intent:**

To clarify the joint effort of the setting the agenda and selection of the facilitator.

# CoDA Service Items

**Remarks:**

---

**Motion Key:** 4814                      **Number:** VEI  
Colorado#2-  
REV                      **Item Type:** VEI                      **Date:** 10/21/2016

**Vote:** TABLED

**Committee:** Voting Entities

**Member Names:**

**Subject:** Colorado VE Motion #2-Revised

**Description:**

MOTION TABLED FOR REVISION TO BRING TO 2017 CSC

Colorado VE Motion That was Tabled

1a) We move that the Colorado CoDA Prayer be renamed to "CoDA Recovery Prayer" and become Conference Approved.

CoDA Recovery Prayer  
God, help me to:  
Accept other people as they are,  
Recognize my own feelings,  
Meet my own needs and  
Love myself just as I am.

1b) Upon approval, this will be added to the Meeting Handbook on page 31 under the subheading:

"Another prayer commonly used at CoDA meetings is the Serenity Prayer, as follows:"  
Changing the sub-heading from that above to:  
"Other commonly used prayers in CoDA are:  
Serenity Prayer  
CoDA Recovery Prayer"

**Intent:**

To share Colorado CoDA's prayer with the rest of Co-Dependents Anonymous around the world that is all encompassing and enhances our recovery.

**Remarks:**

This prayer has been recited at CoDA meetings in Colorado for over 25 years.  
And has also been commonly used as another recovery tool.

---

**Motion Key:** 4815                      **Number:** Communication  
Committee  
1-REV                      **Item Type:** MOTION                      **Date:** 10/20/2016

**Vote:** MAJORITY

**Committee:** Communication

**Member Names:**

**Subject:** Communication Committee 1-REVISED

**Description:**

MOTION: 23 FOR; 3 AGAINST; 3 ABSTENTIONS - APPROVED

THIS MOTION WAS PREVIOUSLY TABLED  
Communications Revised Motion #1

Motion: That the following text from the Meeting Handbook be updated in the Fellowship Service Manual and Meeting Handbook and then added to the new meeting format text and before starting the online form to list a new meeting to read:

CURRENT: An open or closed group may be "restricted." For example, a meeting may be listed as "closed - women." In this example, only women who are codependent (or have the desire to develop healthy and loving relationships) may attend this meeting. Another example, a meeting may be listed as "open-Gay/Lesbian". In this example "Anyone"; (as described above) may attend this meeting. It also means that this meeting may be designated Gay/Lesbian but it is still open to those who are not Gay/Lesbian.

However, in respecting the spirit of Traditions One, Three, and Five, we honor one exception. No member of our

---

# CoDA Service Items

Fellowship shall be turned away from even a closed or restricted meeting, if there is no other meeting available to this person.

SUGGESTED: "A CoDA meeting may be "open" or "closed". "Open" means that anyone can attend. "Anyone" means codependents, non-codependents, students, or representatives of other organizations (including the media), etc. (It is expected, and may be specifically asked, that all such visitors agree to respect our need for anonymity and confidentiality.)

A "closed" meeting, however, is a meeting attended only by people who are codependent or who have the desire to develop healthy and loving relationships. Newcomers who think they may be codependent and/or have the desire to develop healthy and loving relationships can attend a closed meeting.

A meeting may be further restricted. For example, a meeting may be listed as "closed - women." In this example, only women who are codependent (or have the desire to develop healthy and loving relationships) may attend this meeting. Another example, a meeting may be listed as "LGBTQ". In this example "Anyone" (as described above) may attend this meeting. It also means that this meeting may be designated LGBTQ but it is still open to those who do not identify as LGBTQ.

However, in respecting the spirit of Traditions One, Three, and Five, we honor one exception. No member of our Fellowship shall be turned away from even a closed or restricted meeting, if there is no other meeting available to this person.

**Intent:**

To update the language in Meeting Handbook and provide it to those who are starting a new meeting.

**Remarks:**

More work to the wording is needed in the future. Many meetings lack a contact and cannot be confirmed as active – this hurts CoDA as a whole.

**Motion Key:** 4816                      **Number:** Bylaw  
Change-  
BOD2-REV                      **Item Type:** BYLAW                      **Date:** 10/20/2016

**Vote:** MAJORITY

**Committee:** Board

**Member Names:**

**Subject:** Bylaw Change-BOD2-REVISED

**Description:**

MOTION APPROVED: 31 FOR; 0 AGAINST; 1 ABSTENTION APPROVED

MOTION PREVIOUSLY TABLED

BYLAW CHANGE

Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Code (or the corresponding section of any future federal tax code). Any and all assets will be turned over to CoDA, INC., or any successor in interest. Any such assets not so disposed of shall be equally distributed by the former Corporation to remaining affiliated international CoDA Corporations. If any disposal/distribution is not possible, not appropriate or otherwise not capable of being accomplished, then by a court of competent jurisdiction of the county in which the principal office of the Corporation, as said court shall determine, which are organized and operated exclusively for such purposes.

**Intent:**

To state what would happen if CoDA were defunct.

**Remarks:**

This has never been in the by-laws, and should be. We selected Alcoholics Anonymous as they are what has allowed us to use much of their program materials – Steps, Traditions, etc.

**Motion Key:** 4817                      **Number:** Service  
Structure  
Motion 2-  
REV                      **Item Type:** MOTION                      **Date:** 10/20/2016

**Vote:** UNANIMOUS

**Committee:** Service Structure

**Member Names:**

**Subject:** Service Structure Motion 2-REVISED

**Description:**

# CoDA Service Items

MOTION APPROVED: 32 FOR; 0 AGAINST; 0 ABSTENTION UNANIMOUS

THIS WAS A PREVIOUSLY TABLED MOTION REVISION

That Part 3 of the newly restructured FSM, CoDA Guidelines for Service Levels Between Meetings and CoDA, Inc. be replaced with the document that is attached to this motion. In addition, Section 04 of Part 1 of the FSM, CoDA Structure and General Information, will be replaced as indicated below. A revised version of Part 1 has also been attached.

Replace old Section 04  
The Intergroup (Community Service Group)

A strong CoDA Intergroup (community service group) (CSG) is the key to the success of CoDA in general. This CoDA community group may also be called an Intergroup (community service committee) a sense of community at the local level leads to success in attracting and sustaining the involvement of members of the fellowship in service work and in community building activities. The Intergroup (CSG) is made up of Group Service Representatives (GSRs) from area meetings and CoDA members from the local Fellowship. The Twelve Service Concepts of CoDA offer guidance in establishing service boards.

The Voting Entity (VE)

Voting Entity definition: Each State and Territory of the United States of America and each Country is automatically entitled to send two (2) Delegates.

Sometimes two or more Voting Entities may choose to join together in order to combine resources and better serve the needs of their meetings and Intergroups. A Voting Entity may also choose to divide into two or more Voting entities according to CoDA's By-laws.

In any organization, levels of management are necessary to connect and coordinate localized activities with broader levels of planning, information distribution, and organization. The Voting Entity organization provides a bridge between Intergroups (community service groups), and CoDA. Every CoDA member is welcomed and encouraged to attend all CoDA service meetings.

With new Section 04

Intergroup/Community Service Group (CSG)

A strong CoDA Intergroup sometimes called a Community Service Group (CSG) contributes to the success of CoDA in general. A sense of community at the local level leads to success in attracting and sustaining the involvement of members of the fellowship in service work and in community building activities. The Intergroup/CSG is made up of Group Service Representatives (GSRs) from area meetings and CoDA members from the local Fellowship. The Twelve Traditions and the Twelve Service Concepts of CoDA offer guidance in establishing service boards. Intergroups/CSGs typically elect officers and committee chairs.

Voting Entity

A Voting Entity (VE) is a level of Fellowship within CoDA that handles the business aspects for a group typically made up of two or more Intergroups/CSGs and/or Meetings. An Intergroup/CSG may serve as a Voting Entity if decided by group conscience when it is the only Intergroup/CSG within a VE. The Voting Entity organization provides a bridge between Intergroups/CSGs, and CoDA, Inc.

Each State and Territory of the United States of America and each Country is automatically defined as a VE and entitled to send two (2) Delegates to the CoDA Service Conference (CSC). Sometimes two or more Voting Entities may choose to join together in order to combine resources and better serve the needs of their meetings and Intergroups. A Voting Entity may also choose to divide into two or more Voting entities according to CoDA's By-laws.

For more information on Intergroups/CSGs and VEs please see Part 3 of the FSM, CoDA Guidelines for Service Levels Between Meetings and CoDA, Inc.

**Intent:**

IMC created a manual for Intergroups and Voting Entities which was never submitted for CSC approval. SSC has updated this manual and is submitting it to replace the little bit of information that is in the Part 3 approved in Motion 1. This new manual has much more useful information for Intergroups and Voting Entities.

**Remarks:**

Links to attachments  
<http://coda.org/default/assets/File/2016%20CSC/SSC%20Motion%20%232%20Attachment%201-%20New%20FSM%20Part%203%20Rev%202.docx>  
<http://coda.org/default/assets/File/2016%20CSC/SSC%20Motion%20%232%20Attachment%202-%20New%20FSM%20Part%201%20Rev%201.docx>

---

**Motion Key:** 4818

**Number:** FSM-BOD7

**Item Type:** MOTION

**Date:** 10/21/2016

**Vote:** WITHDRAWN



# CoDA Service Items

**Committee:** Voting Entities

**Member Names:**

**Subject:** VEI Colorado #3-REVISION

**Description:**

MOTION DEFEATED: 12 FOR; 16 AGAINST; 3 ABSTENTIONS  
THE ORIGINAL MOTION WAS GIVEN BACK TO THE VE TO PRESENT TO THE FELLOWSHIP. THIS IS THEIR REVISION

MOTION: We move that Motion #15110 be overturned and brought back to the fellowship and presented at CSC 2017 as a new motion with artwork, distinction between years and months and a budget proposal (or cost analysis) for the change.

**Intent:**

To allow the fellowship to vote on this legacy change once they have been presented with full information on how it will impact and transform all of the CoDA medallions from here on out.  
Since this motion was not brought up by a VE, but by CoRe, and it was a last minute motion, not given to the delegates 60 days in advance for GC, was brought up on the last day of the 2015 CSC.

**Remarks:**

Up until the motion had been presented medallions had been:

Months – Arabic

Years – Roman Numerals

The change would make it:

Months – Arabic

Years – Arabic

Concerns:

- 1) If both months and years are in Arabic, will it be distinguishable?
- 2) Have any other 12-step programs changed this tradition? The only other medallions we have seen without roman numerals (using Arabic for years) aren't official 12-step programs, they are off-shoots or other recovery-like programs. Is the CoDA fellowship willing to stray from other 12-step program traditions?
- 3) This motion was not initiated by the CoDA fellowship
- 4) AA continues to create medallions using roman numerals for 80+ years. We would like to continue with the tradition that our fellowship started with.
- 5) There was no budget costs presented with this motion as to what it would cost to change over to the new design.
- 6) There was no artwork or prototypes presented with the motion
- 7) Even with Arabic numbers people can still misread the numbers.
- 8) How does CoDA plan to address the change for the transition of having two different coins being picked up in meetings at the same time for years to come?

Reference:

Motion Date: 7/17/2015 Meeting Type: CSC Number: 15110

Item Type: MOTION Motion Key: 4598

Committee: CoRe Member Names: David L.

Subject: Motion 1

Vote: MAJORITY

Description: That CoRe be authorized to use Arabic numerals instead of Roman numerals on CoDA medallions for all future medallion production.

Intent: To make it easier to read the numbers on the medallions.

Remarks: CoRe office staff have requested this change, because as the numbers increase, it is getting harder to sort the medallions and assure that the correct medallions are sent when ordered. This will also make the medallions easier for the Fellowship to read. Pro: 23 Con: 11 Abstentions: 1

---

**Motion Key:** 4822      **Number:** CORE BOD ELECTIONS      **Item Type:** MOTION      **Date:** 10/21/2016

**Vote:** MAJORITY

**Committee:** CoRe Board

**Member Names:**

**Subject:** CoRe Board Elections

**Description:**

CORE BOARD NOMINATIONS  
SLATE PRESENTED WAS:(There were 4 nominees for 3 positions - the one with least votes will be alternate)

1) David L

2) Liliana R

# CoDA Service Items

- 3) Marcy V
- 4) Salle H

The vote was taken via paper and counted.  
FINAL COUNT - approved in this order:

- 1) Marcy
- 2) Salle
- 3) Liliana
- 4) David L - alternate

**Intent:**

**Remarks:**

---

**Motion Key:** 4823                      **Number:** Communication Committee 1-REV2                      **Item Type:** MOTION                      **Date:** 10/21/2016

**Vote:** WITHDRAWN

**Committee:** Communication

**Member Names:**

**Subject:** Communication Committee 1-REV2

**Description:**

THIS MOTION WAS WITHDRAWN BY THE COMMUNICATION COMMITTEE ON THE LAST DAY OF CSC DUE TO ISSUES DURING CRAFTING.

MOTION: 23 FOR; 3 AGAINST; 3 ABSTENTIONS - APPROVED

THIS MOTION WAS PREVIOUSLY TABLED  
Communications Revised Motion #1

Motion: That the following text from the Meeting Handbook be updated in the Fellowship Service Manual and Meeting Handbook and then added to the new meeting format text and before starting the online form to list a new meeting to read:

CURRENT: An open or closed group may be "restricted." For example, a meeting may be listed as "closed - women." In this example, only women who are codependent (or have the desire to develop healthy and loving relationships) may attend this meeting. Another example, a meeting may be listed as "open-Gay/Lesbian". In this example "Anyone"; (as described above) may attend this meeting. It also means that this meeting may be designated Gay/Lesbian but it is still open to those who are not Gay/Lesbian.

However, in respecting the spirit of Traditions One, Three, and Five, we honor one exception. No member of our Fellowship shall be turned away from even a closed or restricted meeting, if there is no other meeting available to this person.

SUGGESTED: "A CoDA meeting may be "open" or "closed". "Open" means that anyone can attend. "Anyone" means codependents, non-codependents, students, or representatives of other organizations (including the media), etc. (It is expected, and may be specifically asked, that all such visitors agree to respect our need for anonymity and confidentiality.)

A "closed" meeting, however, is a meeting attended only by people who are codependent or who have the desire to develop healthy and loving relationships. Newcomers who think they may be codependent and/or have the desire to develop healthy and loving relationships can attend a closed meeting.

A meeting may be further restricted. For example, a meeting may be listed as "closed - women." In this example, only women who are codependent (or have the desire to develop healthy and loving relationships) may attend this meeting. Another example, a meeting may be listed as "LGBTQ". In this example "Anyone" (as described above) may attend this meeting. It also means that this meeting may be designated LGBTQ but it is still open to those who do not identify as LGBTQ.

However, in respecting the spirit of Traditions One, Three, and Five, we honor one exception. No member of our Fellowship shall be turned away from even a closed or restricted meeting, if there is no other meeting available to this person.

**Intent:**

**Remarks:**



# CoDA Service Items

- ? a place to practice the group conscience process and Traditions
- ? an opportunity to practice healthier behaviors in relationships
- ? an opportunity to watch others grow
- ? the feeling of satisfaction of making progress through the Steps and Traditions
- ? the ability to celebrate progress with others
- ? a way to acquire notes, knowledge, and experience that we can use when we sponsor others
- ? another opportunity to practice creating a safe environment.

Here are some comments from CoDA members about the rewards they received participating in a dedicated Step study group:

"Others' shares opened up new avenues of self-discovery for me to explore."

"No one else is doing this perfectly either."

"Seeing others deal with the same issues I'm going through, I see others and myself in a new light; I got more points of view.

"For me, working the Steps in a committed group used my own codependence as a strategy for my growth; I was afraid to let down the group, so my fear drove my need to complete the Steps and not give up mid-way through."

"Continuing my commitment while others dropped out and dealing with the disappointment of expectations helped me experience the grief of my dreams of these new relationships I didn't even know I had, and to re-commit to my own recovery journey."

"I got to celebrate the successful completion of our commitment to each other and ourselves with the remaining members."

"I also have my written margin notes and answers to all the questions to share so I can more easily say 'yes' when others have since asked me to sponsor them through the Steps and Traditions."

"I am willing to show up for others much more readily than just for myself to do my homework, sometimes remembering my feelings of healthy shame when thinking of not doing it"

"I really appreciated the pacing of the group especially because I had bogged down and had not been able to complete my Step Four."

How do I find a Step Study?

There are several ways that Step Studies are announced; newly forming Step Studies are sometimes announced at regular CODA meetings. If this is not the case, you could do the following:

- ? Ask your sponsor
- ? Ask other members at your meeting and/or during fellowship
- ? Check your intergroup or regional / Voting Entity's website
- ? If none of these have worked, you could start your own... see below.

How do I join?

Show up at the right place and time with curiosity and a desire to work the Steps and Traditions.

How do I start a Step Study?

Anyone can start a Step Study. There are no special skills or requirements needed beyond a willingness to serve (and perhaps step out of your comfort zone).

Here's a comment from one participant who started such a group:

"When I wanted to work the Steps, I mentioned it at fellowship after the meeting. Another person responded that she was interested too. The two of us decided the best day and time for us, where we could meet, and when we could begin. If no one else wanted to work Steps and Traditions, we were a group. For a few weeks, we announced our new Step group at all the CoDA meetings we attended.

We created flyers announcing starting date, time, location, and contact information. We handed them out in meetings and posted them on bulletin boards at meeting sites. We also made an electronic copy of our flyer to post on our intergroup's website.

At the first meeting, those who attended began planning the meeting format using the group conscience process. We went from there."

Sample formats and a sample flyer are provided in the appendix to this document.

How to make decisions as a group: The Group Conscience Process

Excerpted from the booklet Healthy Meetings Matter pages 7-8:

Decisions are made in CoDA through a process of thoughtful discussion called Group Conscience. In this process, every member present has voice and vote. With the help of a loving Higher Power, members open their minds to all viewpoints presented and then cast a vote for the one seen as best for CoDA.

A Group Conscience decision grows out of the combined wisdom of the whole group. While every person has the right to express opinions, the Group Conscience determines the particular course of action. A Group Conscience discussion may be over quickly if everyone agrees. In other cases, sharing may continue for an extended time as people discuss the issue in terms of several different Traditions. For some questions, group members may want to announce in advance that a specific issue will be addressed at the next business meeting. Ideally, during the group Conscience discussion, members reach a consensus. If they do not, then a vote is taken and the majority reflects the Group Conscience.

Group conscience is about putting aside the "self" and looking to a loving Higher Power for guidance. We demonstrate our openness to the will of our Higher Power by accepting the outcome, even when we disagree. This is a

# CoDA Service Items

humbling process- one that is new for many of us. "For our group purpose, there is but one ultimate authority - a loving Higher Power as expressed to our Group Conscience. Our leaders are but trusted servants, they do not govern" (Tradition 2).

Through the Group Conscience, we establish healthier ways of relating to one another: we create boundaries for the group, learn to compromise, and resolve conflicts. Learn more about the Group Conscience process in the Fellowship Service Manual (FSM) on the CoDA website ([www.coda.org](http://www.coda.org)).

Questions for Group Conscience

CoDA is structured according to the Twelve Traditions. The Fourth Tradition gives each group the freedom to choose its own structure, which is determined by Group Conscience at the Group's business meetings.

Some structural decisions to be made include:

- What guidelines will be made for sharing? (see Healthy Meetings Matter p. 6)
- How might the meeting deal with crosstalk? (See the pamphlet Experiences with Crosstalk)
- How and for how long will newcomers be greeted and able to join?
- What are the group's financial needs and Seventh Tradition obligations? How will those needs be met? Meeting Starter Packet (MSP), Tradition Seven
- How long will this Step Study group last?
- How long will each session last?
- What format will our Step Study group use? (see Appendix A for a sample format)
- What literature can the group use? (see Tradition Six)
- How often will our Step Study group meet?
- What if I miss a meeting?
- Where will the group meet?
- Is there homework? How much?
- When and how will business meetings take place? (MSP provides a wealth of information and guidelines on meeting structure.)

Other Questions

Do I still need a sponsor if I am in a Step Study?

No, you don't need to have a sponsor to be a part of a Step Study. However, having one while working in the group can be very beneficial. A Step study group is not intended to take the place of the sponsoring relationship.

It is our experience that, as in any relationship, there are times we become triggered by other members of our Step Study group. The work we are doing promises to churn up our painful histories, and the actions of other members will likely trigger us at times.

Therefore, our ongoing communication with a sponsor outside the group is a healthier choice than reacting in familiar, codependent ways within the group.

For more information on Sponsorship, consider reading part one of the CoDA Booklet, Sponsorship: What's in it for me? and CoDependents Anonymous, Chapter 5, "What are Sponsors?"

Does the group need a leader or teacher?

While a Step Study group can have one, our 8th Tradition reminds us that we do not use professionals, and our Second Tradition reminds us of the spirit of equality. All members participate in CoDA meetings as individual recovering codependents, not as leaders or teachers. Each meeting has a facilitator who reads the script, and this responsibility can be rotated equally amongst the members.

Building CoDA Community: Healthy Meetings Matter page 17 states: "In CoDA, no one is paid to share experience, strength, and hope, whether at meetings, as sponsors, or in any other Twelve Step related activity. Professionals attending CoDA meetings do so as members only, and do not use the Fellowship to further their business interests."

At times, a sponsor may be willing to take on several new sponsees and lead several sponsees through the Steps together at one time. By necessity, this is efficiency in sponsoring, not leading or teaching. Here are comments from one sponsor who leads groups of her sponsees through the Steps together:

"I used to get irritated when the people at my home group shared about their codependency issues without ever mentioning how they were working the Steps to solve their problems. So I decided to take a group through the Steps using the CoDA Twelve Steps and Twelve Traditions Workbook over a period of several months. I discovered that the ideal schedule was to meet once a week for 90 minutes and spend two weeks on each Step with two extra weeks for the participants to work on their 4th Step inventories for a total of 26 weeks. At each meeting we would also spend some time discussing some topic related to recovery such as boundaries, communication skills, how to find a sponsor, etc.

Before we started, I needed to be very clear about my expectations: that everyone would stick it out to the end, that they would keep up with the homework, and that they would all be ready to sponsor others when we finished. As it turned out, all of these expectations went unmet: half the people who started were gone by the last workshop, only one or two kept up with the assignments, and only one started sponsoring at the end. I got to practice that part of my recovery where I do the footwork and let go of the results.

I'm happy to report that I recently finished my fourth series of workshops. Each time I've done this, the shares at my meeting have moved toward carrying the message, not the mess, if only for a while."

Do we share our Fourth / Fifth Step with the whole group?

# CoDA Service Items

This is a question best answered in a group conscience. Below are some personal experiences of working Steps Four and Five for consideration:

"All of the members of my Step Study had sponsors. Each of us shared with our sponsor. With the group, we shared about the feelings that came up when doing the Fourth and Fifth Steps and summarized what we found out about ourselves."

"In my most recent small group experience, we each shared our answers to the questions and prompts from the Twelve Steps and Twelve Traditions Workbook with each other. My compassion for others grew and our intimacy with each other did too."

"Hearing others in our small group share openly and from the heart modeled that new behavior for me. I found that others' courage gave me courage, and that I felt more equality with others knowing that we dealt with similar codependency issues."

"In our most recent Step Study group experience we studied the workbook material for both Steps Four and Five before beginning our personal work on the Fourth and sharing our Fifth Steps. We became familiar with the purposes and gifts of the writing, the giving, and the receiving of the Fourth and Fifth Steps. We then made our group conscience decision regarding how we would proceed. Which Fourth Step formats would we use and in what order?"

Appendices

A: Sample Format

This format can be modified and/or adapted by your meeting. Electronic copies are available at [www.coda.org](http://www.coda.org)

B: Sample Flyer

C: Revised and Combined Step Four Inventory List

E: Group inventory format and questions.

A: Sample Format

Step Study Meeting Format

1. Good evening and welcome to our Step Study. My name is \_\_\_\_\_ and I am a codependent. I am your meeting leader tonight. Please turn off all cell phones for the duration of the meeting. Please join me in a moment of silence followed by the CoDA Opening Prayer:

In the spirit of love and truth, we ask our Higher Power to guide us as we share our experience, strength, and hope.

We open our hearts to the light of wisdom, the warmth of love, and the joy of acceptance.

2. May I please have a volunteer read the Twelve Promises of Codependents Anonymous on page 8 of our workbooks? Thank you.

3. A reminder: CoDA is self-supporting through its own contributions. You may donate as we pass the basket. May I please have a volunteer to operate the timer? Thank you.

4. Tonight we are on page \_\_\_\_\_ of our workbooks. We will stop reading and/or sharing at 8:30pm.

(Weeks that we read: )

a. We will take turns reading a paragraph at a time and sharing if anything comes up. Sharing is limited to 3 minutes (2 plus 1 to wrap up), and will start with the person who read and continue in tag style.

(Weeks that we Answer Questions: )

b. We will take turns reading a question from the workbook and sharing our responses. Sharing reading is not timed, and will continue clockwise beginning with the person who read the question. Please limit your sharing to what you have written.

After all have read, others may share new thoughts keeping in mind our agreed upon guide for sharing. In this meeting we speak about ourselves and our experiences using "I" statements, and avoid sharing at or about others with "you" statements. We work toward taking responsibility in our own lives rather than giving advice to others. Crosstalk guidelines help keep this meeting a safe place for all.

(Weeks that we Share our Fourth Step Writing: )

c. We now have the opportunity to share what we have written. This is another important recovery tool. However, no one is required to read if she feels it is not appropriate at this time. If you do not wish to read when it becomes your turn, please just state your name and say that you pass knowing that it is your responsibility to arrange with your sponsor or another person to share that portion of your Fourth Step work.

After all others have read, I will ask again if anyone who passed would care to read. You may consider again participating in this way.

6. Please join me in (the CoDA Step Prayer for this Step or the Serenity Prayer for this Tradition.)

7. Will the person to my left please begin?

At 8:30pm:

It is now time for Group Sharing. You may share on tonight's topic or a burning desire. Sharing is limited to 3 minutes (2 plus 1 to wrap up), and will continue in tag style. Who would like to begin?

At 8:50pm:

8. That is all the time we have for sharing. If you did not get a chance to share, please

# CoDA Service Items

talk to someone after the meeting or use our Phone/Email List to reach out.

9. CoDA is an anonymous program. We ask that you respect the anonymity and confidentiality of each person in this meeting. We ask that who you see here, what is said here, when you leave here, let it stay here.

10. Homework for next week is \_\_\_\_\_. Are there any CoDA announcements?

11. Thank you for letting me be of service. Please join me in the CoDA Closing Prayer.

We thank our Higher Power for all that we have received from this meeting.

As we close, may we take with us the wisdom, love, acceptance, and hope of recovery.

Appendix B: Sample Flyer

New Step and Tradition Study group forming!

“A Group Title”

We will be using CoDA's The Twelve Steps and Twelve Traditions

Workbook,

available at most meetings' literature tables,

via the [intergroup] literature person (literature@intergroup.org), and via

CoRE.

Please bring your copy to each meeting.

First meeting: Febtober the 41st, 1989

Meets: Every Tuesday, 7:00-8:30pm

Location: Public Recreation Hall. First Floor Study Room.

123 State Street, Anytown, Anyplace

(123 State Street is in the downtown center just north of the State and

Main intersection)

(To get to the first floor study room, enter from the main entrance on State street,

proceed down the left-hand hallway.

First Floor Study Room is just after the service elevator on the right.)

For More information, contact:

Abraham L: newequality@email.com or 1 (234) 567-8910 9a-9p, please.

Mahatma G: craftmyself@email.com or 1 (098) 765-4321 7a-10p, please,

no text messages.

In addition to the text, consider images, clipart, etc.

This can be straightforward, for example, a picture of CoDA's green Twelve Steps and Twelve Traditions Workbook, to metaphorical, such as a photo of some kind indicating getting from one place to another by committing to working through the Steps and Traditions with others.

Appendix C: Revised and Combined Step Four Inventory List

Below is a combined list of possible inventory approaches that I and others have found useful, based on page 49 of CoDA's Twelve Steps and Twelve Traditions Workbook, 2007 Edition. This is your Fourth Step; you get to decide, with guidance, which approaches you wish to use and in which order.

1. Answer the 22 personalized questions found on pages 170 and 171 of the Workbook.

2. Using the 2011 list of Patterns and Characteristics, precede each pattern with “How did I harm myself and others by...? or using this statement “Ways I have harmed myself and others by\_\_\_\_\_are...” (Example: “How did I harm myself and others by being unable to identify my feelings?” Or “Ways I have harmed myself and others by being unable to identify my feelings are...”.) You may also wish to copy the chart on page 52 for the same exercise.

3. Make a list of those incidents in your life when you felt pain, fear, confusion, anger, resentment or shame. Also those times when you have felt criticized, judged, or condemned. Examine those incidents and times and list the codependent beliefs or behaviors you adopted from those experiences.

4. Inventory your positive behaviors and see the good in yourself. What qualities attributes, values, and talents bring you joy, comfort, passion, serenity, or acceptance.

5. Inventory all your current or past relationships that come to mind. This list may include parents, siblings, friends, Higher Power, God, institutions, lovers, spouse, children, boss, co-workers, self, pets, work, money, traffic, home, clutter, teachers, preachers, guru, recovery...What feels healthy and what doesn't?

6. Break down your history by age periods and note the patterns of your disease or positive qualities or behaviors that still work well for you. What incidents come to mind in these eras of your life, e.g. birth to 5; 6 to 12; 13 to 18; 20's; 30's; etc.?

7. Inventory the times that you believe you behaved immorally. In which you feel remorse or guilt today.

In addition to the methods above, there are several Fourth Step formats available in other CoDA literature.

- Codependents Anonymous includes the suggestion of a chart format in Chapter 3, Step 4. Chapter 3, Step One provides an additional list of questions that are useful in a Fourth Step inventory.

- In the pamphlet Communication and Recovery, the section “How do we assess our codependent communication patterns?”, paragraph two includes several questions to consider.

- The pamphlet Sponsorship: What's in it for me? in the section “What do I look for in sponsors?” which can help us inventory what we are looking for in a sponsorship relationship. When we are ready to sponsor others, the section “How do we set initial boundaries with our sponsees?” has a short

# CoDA Service Items

list of questions to consider. Once we are sponsoring, the section "What if we hate sponsoring?" has an excellent list of questions to consider before ending the relationship.

- Inventory the communication patterns you grew up with. (Review CoDA pamphlet: Communication and Recovery, "How do we assess our codependent communication patterns?")

---

**Intent:**

To provide members who wish to work the Steps, either with or without a sponsor, with a tool and guidelines for how to work the Steps with a group.

**Remarks:**

"I have worked the Steps with a group while I had a sponsor and when I didn't; I found the group process interesting, helpful, and triggering so found using my sponsor, when I had one, helpful in those situations. Not having a sponsor is not the only reason for having and using this guide. It is a different and interesting experience as a first time or another time through."

---

**Motion Key:** 4826                      **Number:** Bylaw  
Change-  
EVENTS1-  
REV                      **Item Type:** BYLAW                      **Date:** 10/21/2016

**Vote:** MAJORITY

**Committee:** Events

**Member Names:**

**Subject:** Bylaw Change-EVENTS1-REVISION

**Description:**

MOTION

MOTION APPROVED: 22 FOR; 4 AGAINST; 3 ABSTENTIONS

THIS MOTION WAS PREVIOUSLY TABLED TO COLLABORATE WITH NORCAL, SOCAL AND THE BOARD

MOTION:

The date and place of the CoDA Service Conference is recommended by Events Committee in conjunction with the CoDA Board and ratified by Conference. The date and location, avoiding major federal holidays and religious holidays, will be announced two years in advance at the CoDA Service Conference.

This will replace the last sentence in the first paragraph of Article V, Section 1 which reads:  
"The date and place of the Conference are customarily set by the preceding Conference."

**Intent:**

To have the bylaws reflect how this is currently performed.

**Remarks:**

For the past 24 years, the CoDA Service Conference was held in late September to early October. For the past 5 years, the CoDA Service Conference has been held in July to increase attendance. This did not occur. In collaboration with CoDA Board, SoCal and NorCal Voting Entities, CSC will be held in October while avoiding major federal holidays and religious holidays. It was decided that it is not prudent to put specific date in the bylaws.

---

**Motion Key:** 4828                      **Number:** CSC DAY  
FOUR  
OPEN AND  
CLOSE                      **Item Type:** MOTION                      **Date:** 10/21/2016

**Vote:** UNANIMOUS

**Committee:** CSC

**Member Names:**

**Subject:** CSC DAY FOUR OPEN AND CLOSE

**Description:**

CSC FINAL DAY OPENED AT 9AM WITH A QUORUM.

OCTOBER 20TH CSC MINUTES WERE APPROVED, WITH CHANGES, UNANIMOUSLY.

MARY I MADE A MOTION TO APPROVE ALL THE MINUTES OF THE ENTIRE CONFERENCE AS CORRECTED AND PRESENTED. DARLENE H SECONDED.

MINUTES AND REGISTRATION LIST WILL BE SENT OUT AFTER CONFERENCE.

---

