

**CoDA Service Conference 2017**

**Motion Form**

**Committee: CoDA Events Committee Date: 8/1/2017**

**Motion Number: Events #3**

**Result (data entry purposes only)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Motion: Change the current FSM “Procedures for Submit CSC Items in Part 4, Section page 10 of the Fellowship Service manual.**

FSM Part 4 pg 10. Title: Procedures for Submitting CSC Items:

**Bullet #1 Currently Reads:**

All Motions will submitted to the Events committee and to the Webmaster in electronic form no later than 60 days before the start of conference.

**--Request change**

**All Motions will be emailed to submitcsc@coda.org no later than 60 days before the start of conference.**

**Bullet #3 Currently Reads:**

All Reports, Goals, and Budgets will be submitted to the Events committee and to the Webmaster in electronic form no later than 30 days before the start of conference. Budgets will also be submitted to the Finance Committee at the same time

**-Requested change**

**All reports, goals, and budgets will be emailed to submitcsc@coda.org and to the Finance Committee no later than 30 days before the start of conference.**

**Bullet #7 currently reads**

The delegate package will be available on the website and notification of availability (via email blast) distributed no later than 50 days prior to the start of the CSC. If paper copies are required for people without internet availability, they must be mailed no later than 50 days prior to the start of conference.

--Request change

“The delegate package will be posted on coda.org website and email notification of availability will occur no later than 50 days prior to the start of the CSC. For those who do not have access to the internet, they must ask someone in their Voting Entity for assistance to print or download all necessary information. It is the responsibility of the delegate(s) to track and obtain all changes which are posted on the delegate webpage. Hard copy of the delegate packages will NOT be available at the CSC.

**Intent:**

Update procedure to reflect how it is currently being done

**Remarks:**

 Last Revised 8/01/2017