

## **Frequently Asked Question (FAQ) CSC (CoDA Service Conference)**

**For All Voting Entity (VE) Delegates and First Time VE Delegates**

### **When is CSC?**

The CSC begins Monday evening October 9, with a welcome reception at 6PM, and concludes Friday October 13, at noon. The CSC business meeting begins Tuesday morning at 8:00am

### **How do I register for CSC?**

Please register at the following Link:

<https://www.eventbrite.com/e/2017-international-coda-convention-workshops-and-speaker-meeting-registration-29749375182>

### **How do I prepare to attend CSC?**

As the **Voting Entity (VE)** Delegate you will be voting on all the motions. You will be voting on behalf of your local VE group conscious. It is important that you communicate and receive feedback regarding the motions from your local VE fellowship. It is suggested you review the **Fellowship Service Manual (FSM)** and the CoDA Bylaws, found on the CoDA website.

### **As an International delegate what do I need to know?**

**WCC (World Connections Committee)** members support special needs for new international delegates. There may be specific and time sensitive international nuances such as Visa applications; please plan accordingly. It is suggested that you allow extra travel time and consider the time zones crossed. For specific international questions or concerns, please contact: [wcc@coda.org](mailto:wcc@coda.org)

### **Who makes my hotel reservations and transportation arrangements?**

Each delegate is responsible to make all their own travel arrangements (including airfare, hotel, food and shuttle, etc.) to and from the hotel where the CoDA Service Conference (CSC) is to be held. Coordinate with your local Voting Entity to determine who is

responsible for paying for your travel costs, this decision is made locally.

For additional travel and hotel information please visit this link:

<https://www.eventbrite.com/e/2017-international-coda-convention-workshops-and-speaker-meeting-registration-29749375182>

### **Is there a “Delegate Checklist”?**

Yes, the following link will bring you to the delegate checklist.

<http://coda.org/default/assets/File/Delegate%20Checklist.pdf>

### **I am a first time Delegate, is there someone who can help me?**

The CSC offers a “buddy” program. A buddy is an experienced attendee, committee chair, or former Delegate. If you would like a buddy, please email the Voting Entity Liaison (VEL) at [imcvel@coda.org](mailto:imcvel@coda.org)

### **How can a CoDA Conference Buddy help me?**

**As a new delegate...**you will have an experienced delegate to sit next to during the conference to help you with your questions, as your first conference may be very confusing and/or challenging.

**As a returning delegate...**this is a valuable service to the new delegate. Remember back to your first time attending when you might have been confused and/or challenged with understanding the CSC process. Please sit next to your CoDA Conference Buddy.

*It is suggested that you make contact with your buddy before arriving, if at all possible.*

### **How can I sign up to be a buddy?**

Thank you for your service! If you are an experienced attendee, committee chair, or former Delegate and would like to be a Buddy, please email the Voting Entity Liaison (VEL) at [imcvel@coda.org](mailto:imcvel@coda.org)

### **Do I need to bring a computer?**

If you typically use a computer to take notes and access files, it will be helpful to bring a computer. The meeting room is configured with tables that accommodate computers. The intent is to provide Internet access in the business meeting room. Bring fully charged computers, iPads, smart devices, chargers, etc. Wifi may also be available in the lobby and hotel rooms.

We suggest you download in advance all the motions, committee annual reports and goals to your computer. It would be helpful to also download the FSM and Bylaws. Please turn all electronic devices to “silent mode” so you do not disturb conference participants.

### **What are my responsibilities as a delegate at CSC?**

You will vote on important motions on behalf of your local Voting Entity. In order to vote, you MUST be prompt for meetings and MUST be present and accounted for, the entire time that motions and business items are being discussed. The CSC is in session starting Tuesday morning through Friday until the Conference is adjourned at noon. You are responsible to vote on Motions presented, participate in the discussion, and craft motions if necessary. You will also attend committee events and meetings, and you are welcome to join a committee if you desire to be of service. Of course, you will also participate in CoDA fellowship.

The Fellowship Service Manual States:

- *“The Voting Entity Delegate is a service volunteer who is selected/ elected at the Voting Entity or by other means determined by the group conscience of the Voting Entity members. The Voting Entity Delegate is that Voting Entity's representative to the CoDA Service Conference.*
- *The primary function of the Voting Entity Delegate is to facilitate communication between the Voting Entity and CoDA. This includes attending CoDA's Service Conference to vote, on behalf of the Voting Entity, on Conference motions affecting CoDA as a whole. Also, a Delegate is invited to join committee(s) or other services at the world level, thus performing service in accordance with Tradition Seven. This valuable participation builds important relationships at the World level, therefore fostering the communication within the whole Fellowship... The job is rewarding, gratifying, and spiritually uplifting, providing exposure to the enormous experience of the group conscience at the CoDA level.”*

### **Where can I find the Delegate Package?**

The delegate package will be available 60 days before the CSC and can be found at this link: <http://coda.org/index.cfm/service-info/delegate-package/>

### **Will there be an Orientation for Delegates?**

Yes. The new delegate orientation will take place on Tuesday morning before the first business meeting. When you arrive on Monday go to the registration table for more information. The VEL will be there to answer your questions and assist.

### **How are motions presented and votes conducted?**

A detailed guideline of how motions are presented and voted on can be found in the **CoDA Fellowship Service Manual (FSM)**: Community Problem Solving Method of Decision Making: Bringing A Motion to Vote.

The process is designed to allow approximately 20 minutes per motion. Group conscience and trusting in a Higher Power will help balance the imperfect allocation of time need for voting on motions. Section 10 pages 49-64 will assist the Delegates in learning everything you need to know about CSC.

### **How do I find the Fellowship Service Manual (FSM) and the Bylaws?**

#### **The FSM link**

is: <http://coda.org/default/assets/File/Literature/Fellowship%20Service%20Manual%202015.pdf>

#### **Bylaws link is:**

<http://coda.org/default/assets/File/By%20Laws%202012-approved.pdf>

### **What is the purpose of the Fellowship Service Manual (FSM)?**

The purpose of the FSM is to provide a comprehensive description of our service structure and to furnish spiritual guidelines for applying the *Twelve Traditions* to our service work. It also provides an overview and examples of the group conscience process.

### **What is the purpose of the Bylaws?**

The Corporation, through the Board of Trustees, is responsible for the legal and business needs of the Fellowship. Each Trustee shall comply with and be bound by all terms and provisions of these By-laws of Co-Dependents Anonymous, Inc., and all public laws, such as those of the State of Arizona or the United States Internal Revenue Service, which affect CoDA's corporate, nonprofit and tax exempt status. The Board has buy one spiritual purpose: that of serving the Fellowship.

### **What do I need for my self-care while attending the business meeting?**

You will be in a meeting room throughout the day, concentrating on business matters. Consider your comfort needs that may include layered clothing, a sweater or jacket, etc. Also consider bringing water and snacks plus any medications that you might need during the day (including something for headaches, nausea, etc).

### **How do I know whether to vote for, against, or abstain from a motion?**

Your vote represents the group conscious of your local voting entity. The motions will be posted on the Website 60 days prior to CSC. Please read them, share them with your VE Fellowship, get group conscious as to how they want you to vote, You can vote for, against or abstain. (an abstain is counted as a no vote).

### **How does the voting process work?**

At the CSC the following process is closely followed. First, a Committee Chair puts a preliminary motion on the floor with the basic reason. Next, members can provide statements in favor or against the preliminary motion for 6 to 12 minutes. Up to 3 people can speak in favor and up to 3 people can speak against the preliminary motion, for 1 minute each. After hearing these discussions you can vote for or against, based on how you feel your local VE would like you to vote.

### **How do I know what to take notes on?**

You will receive minutes with voting results. Meanwhile, some delegates download the motions on to their computer and make notes via the computer. Others prior to CSC print the motions and bring them to CSC and make notes directly on them.

### **If I am triggered during the CSC, what tools are available to assist me if I need help?**

- There will be a list of local meetings as well as marathon meetings at the venue.
- The Serenity Prayer.
- The **Voting Entity Liaison (VEL)** will be available throughout the CAS to answer questions.
- There will be volunteers with badges that can help or assist.
- Use the Affirmations - Recovery is a process, I respect each member for where that member is in recovery. I practice my program by sharing my experience, strength and hope with others, not by pointing out faults and flaws in others. When I participate in a group discussion, I maintain focus on the subject at hand. My attention and focus is a gift I offer other members.
- Any CSC participant may call for “30 seconds of silence”, at any time. This is a tool used to remind the assembly of Higher Power’s guiding presence and/or to slow down an escalating debate. Each period of silence will be following by the Serenity Prayer. Any voting member may also request a group conscience if it is needed to help the overall efficiency of conducting business.

### **How serious is the meeting or is there any laughing for comic relief?**

This is CoDA’s yearly CSC where we do the business of CoDA. Comic relief is appreciated and helpful.

### **After CSC is over, what should I do?**

One of the most important roles of a Delegate is to bring information from the SCS back to the Voting Entity. Work with your Voting Entity that elected you and discuss how best to bring the information back and make it available to your VE. You WE may also have a

description of responsibilities are after you leave CSC. Please contact your VE to see how you can serve as their Voting Entity Delegate. This is usually a one to two year commitment depending on what your Voting Entity has in their bylaws or guidelines.

### **What if I have additional Questions?**

Email our Voting Entity Liaison (VEL) at [imcvel@coda.org](mailto:imcvel@coda.org)

### **What is a CoDA Standing Committee and how do I volunteer to do service on a CoDA Standing Committee?**

Below you will find a list of all the CoDA Standing Committees and their email address. You can find further descriptions for the committees in section 7 of the Fellowship Service Manual at [coda.org](http://coda.org). At CSC each Standing Committee will give an Annual Report and review their goals for the coming year. If you feel called to serve, it may be helpful to start with Step Eleven, pray, and trust your Higher Power to decide which committee to serve. There will be opportunity to attend recruitment events with committees that interest you.

### **CoDA Standing Committees and emails**

CoDA Events Committee (CEC) - [events@coda.org](mailto:events@coda.org)  
Plans CoDA's Service Conference (CSC) and International Convention (ICC)

CoDA Literature Committee (CLC) [literature@coda.org](mailto:literature@coda.org)  
Develops Literature

Communications Committee - [comm@coda.org](mailto:comm@coda.org)  
Working communications issues within CoDA at all levels

Co-NNections® Committee - [connections@coda.org](mailto:connections@coda.org)  
Accepts Articles from people wishing to share their experience and hope.

Finance Committee - [finance@coda.org](mailto:finance@coda.org)

Establishes Fiscal Policy

Hospitals and Institutions Committee (H and I) - [hosp@coda.org](mailto:hosp@coda.org)  
Carries CoDA's message to Hospitals & Institutions

Issues Mediation Committee (IMC) - [imc@coda.org](mailto:imc@coda.org)  
Mediates disputes in CoDA. Monitors Voting Entity Issues (VEI's).  
Awards TRO's

Outreach Committee - [outreach@coda.org](mailto:outreach@coda.org).  
Works to carry the message to codependents who still suffer

Service Structure Committee (SSC) - [ssc@coda.org](mailto:ssc@coda.org)  
Support and maintain CoDA's foundational documents

Spanish Outreach Committee (SPO) - [espanol@coda.org](mailto:espanol@coda.org)  
Answers Spanish Questions via email

Translation Management Committee (TMC) - [tmc@coda.org](mailto:tmc@coda.org)  
Works with organizations translating CoDA literature into other languages.

World Communication Committee (WCC) – [wcc@coda.org](mailto:wcc@coda.org)  
Works with the International Fellowship.