2017 CoDA Service Conference (CSC) Delegate Packet Instructions

Welcome to the 2017 CoDA Delegate Packet. This is a bit different than how we’ve made this information available in years past; we hope to provide a clear understanding to both new & returning delegates and to the fellowship as a whole as to how to utilize this packet effectively.

We will email all delegates & all fellowship members who are signed up to receive CoDA Announcements emails each time there are updates (We are hoping their will be less updates this year than in the past)

Please be aware that packets will not be printed out at CSC, so if at all possible please print all relevant files out & bring them with you. If you are unable to do so, we request that you email [events@coda.org](mailto:events@coda.org) as early as possible, thank you!

In the recent past, we have posted all documents both as a single zip file & as separate forms on coda.org to give you the choice of downloading 1 item at a time, or everything at once. Due to concerns that method was causing confusion, we are adding a 3rd option this year while also keeping the other 2 options: 4 separate zip files with specific categories; plus the Conference Agenda & this set of instructions will also be available separately & above the folders in every zip packet.

Also, every folder inside of each zip packet will be dated with the date it was last updated. The majority of subfolders will not be updated. Our hope is to make it easy & possible for delegates to only need to print each zip folder once.

There will also be a single file available on codependents.org as in past years. That link will be included in all emails.

The categories of the separate zip packets are as follows: (please be aware that folders will both become available & be filled on different dates; we will email you every time there is an addition)

1. All motions. This is the most important category; as this will contain the majority of the items that we hope the fellowship will provide feedback to support your delegates in the group conscience process regarding these issues.

Subfolders include:

1. By Law Change Motions (due by 7/27/17)
2. On Time Committee Motions (due by 8/11/17)
3. Late Committee Motions
4. Voting Entity Issues as Motion by Delegate (due by 8/11/17)
5. Voting Entity Issues (VEI’s). These are requests for changes in CoDA policy made by local fellowship organizations (intergroups, etc)

Subfolders include:

1. Received on time (due by 9/11/17)
2. Received Late
3. Committee Budgets

Subfolders include:

1. On Time (due by 9/10/17)
2. Late
3. Guide To Finance Forms
4. Everything Else

Subfolders Include:

1. CSC Agenda (which will also appear separately in each zip file)
2. All Forms (there are quite a few)
3. CoDA & CoRe (Our publishing arm) board applications
4. Committee Goals & Reports
5. All Post Conference Reports

We hope these options will minimize confusion & duplication of printed material that were experienced by some delegates & members last year.

If you have any questions, please contact [submitcsc@coda.org](mailto:submitcsc@coda.org) & someone will respond.