**(VEI) Voting Entity Issues Submission Guidelines**

**CoDA Fellowship Service Manual (FSM) Part 4 --- Last Revision: 2017-05-23**

Voting Entity Issues (VEIs)are those issues that are formed as a result of a group conscience process at the Voting Entity level. They are not submitted in Motion form since they are usually assigned either to the Board or to a Committee for further action.

Those VEIs that are received at least 30 days before CSC will be assigned at CSC. VEIs that come in after that, and during the rest of the year, will be assigned whenever they come in. Whoever has been assigned a VEI will report their responses to the Board, to the VE who initiated the issue and to the Fellowship. Any decisions that require motions will be submitted in time for voting at the next CSC.

**Guidelines for Presenting Voting Entity Issues to CSC**

1. The Voting Entity discusses an issue and forms a recommendation by group conscience process.
2. The Voting Entity sends their issue and recommendation to the Board of Trustees. [Board@Coda.org](mailto:Board@Coda.org)
3. The Board responds to the issue or they may send the issue to an appropriate committee.
4. If a Committee receives a Voting Entity Issue, they examine the issue and determine a response by group conscience.
5. Board or Committee responses to Voting Entity Issues are presented at the CoDA Service Conference during Board or committee reports. Responses may also be published in the Quarterly Service Report (QSR) between CSC’s.
6. The Board or Committee shall establish and maintain communication with the originating Voting Entity (VE) during their process of deliberation to the extent that is possible and form their issue into a motion and present it at the next Conference. If in deliberation the board or committee decides against the VEI, the VE Delegate has the option to bring it as a motion directly to CoDA Service Conference providing it’s not a Bylaw or legal issue.   
   NOTE: ***The following italicized additional clarification wording has been submitted to 2017 CSC as IMC Motion #1:***  
   ***When*** *the Board or assigned Committee decides against the Voting Entity Issue (VEI), the Voting Entity (VE) has the option to bring the motion the following year to CSC, providing it’s not a Bylaw, Tradition or legal issue. If the Voting Entity decides to bring the VEI to CSC, the VE will meet all criteria that involve presenting a motion at the next CSC. See Procedures for Submitting CSC Items in Part 4 page 10.*
7. The Issues Mediation Committee (IMC) will maintain and publish the progress of the deliberations regarding the Voting Entity Issue.
8. The Delegate is responsible for following up on the status of their Voting Entity issues and reporting back to their membership.

For further information or clarification, please contact   
Issues Mediation Committee (IMC) at [IMC@CoDA.org](mailto:IMC@CoDA.org)