

**CoDA Service Conference 2018**

**Motion Form**

**Committee: Service Structure Date: 7/21/18**

**Motion Number: SSC #2 Revision #: 1**

**Revision Date: 8/8/18**

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

**Motion: That the following changes to the Fellowship Service Manual be approved to be made in the designated parts and in the combined document:**

* **That the attached Glossary (SSC Attachment 1 - Glossary) be included as a separate document called Fellowship Service Manual Glossary.**
* **To replace the following Meeting Phone List sample text on page 38 of Part 2 of the FSM (see attached document):**

**This meeting has a contact list which can be used as a valuable recovery tool. Members who place their names, phone number and or e-mail address on the list agree to be contacted, to listen to others, to offer support and share their experience, strength & hope, and information, not advice, when they have time available**

**with the following:**

**This meeting makes use of a phone list, which can be a valuable tool in recovery. The people whose name appears on this list have offered to listen to other members and share their experience, strength and hope, not advice. This does not constitute any obligation on anyone’s part.**

**Please keep in mind the following: This list is not to be used for any form of solicitation or announcement. Please respect the privacy and anonymity of the members on this list.**

* **In Part 1 on page 28 under CoDA Service Items/Literature change “Meeting Starter Packet” to “Meeting Handbook which is now Part 2 of the Fellowship Service Manual (FSM)”.**
* **That the FSM web page be modified to include the new FSM Glossary as shown in SSC Attachment 2 – FSM Page.**
* **That the following be added to Part 1 on page 12 under “CoDA Meetings”:**

**The requirements to be considered a CoDA meeting are to read the four following Foundational Documents:**

* **Welcome (long or short form)**
* **Preface**
* **12 Steps**
* **12 Traditions**

**as written at every meeting and to register the meeting with CoDA, Inc. These documents can be found later in this manual. Meetings who choose not to read these documents in full will not be listed in the CoDA Meeting Directory on the**[**coda.org**](http://www.coda.org/) **website since they are not considered CoDA meetings.**

**The reason CoDA requires that all four Foundational documents be read is to promote CoDA unity, per Tradition One:**

**Our common welfare should come first; personal recovery depends upon CoDA unity.**

* **To replace the following in Part 2 on page 5 under “What is a CoDA Meeting”:**

**There are minimal requirements to be considered a CoDA meeting. These requirements are to read the four following Foundational Documents at every meeting. These documents can be found later in this manual. Meetings who choose not to read these documents will not be listed in the CoDA Meeting Directory on the** [**coda.org**](http://www.coda.org/) **website since they are not considered CoDA meetings.**

* **Welcome**
* **Preface**
* **12 Steps**
* **12 Traditions**

**With:**

**There are minimal requirements to be considered a CoDA meeting. These requirements are to read the four following Foundational Documents *as written* at every meeting. These documents can be found later in this manual. Meetings who choose not to read these documents will not be listed in the CoDA Meeting Directory on the** [**coda.org**](http://www.coda.org/) **website since they are not considered CoDA meetings.**

* **Welcome (long or short form)**
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* **To replace the word “organizations” with the word “entities” in Part 3, page 5, “Purpose of this Manual”.**

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**Intent: To provide a definition of terms used in the Fellowship Service Manual. To clarify in the Meeting Phone List sample that people’s information should not be used for any form of solicitation or announcement and that people’s privacy should be respected. To correct the name of the Meeting Starter Packet. To ensure that people understand the requirements to be considered a CoDA meeting. To correct one word that we don’t typically use in our documents.**

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**Remarks:**

**This motion requires changes to: (please check any that apply)**

**By Laws X FSM P1 X FSM P2**

**X FSM P3 FSM P4 FSM P5**

**Change of Responsibility X FSM Glossary**

**Other:**