

## NSC 2003 Items

**Item** NSC03001      **ACTION**      **Date** 9/17/2003      **Vote** 2/3 VOTE  
**Committee**      **Name**

**Subject** Quorum Count

**Discussion**

Originally determined to be 30 voting members, but revised to 29. 19 members required to vote.

For - 28

Against - 0

Abstain - 1

**Intent**

Set the quorum count.

**Special Remarks**

David L. was counted as a voting member before he had been ratified. The counts were revised by group conscience of the voting members after the error was noticed.

**Item** NSC03002      **MOTION**      **Date** 9/17/2003      **Vote** 2/3 VOTE

**Committee**      **Name** Dave S. seconded by Jeanne K.

**Subject** Motion to change the Agenda

**Discussion**

Motion to change Agenda to allow the "problem solving" method to be covered today and goals tomorrow.

For - 21

Against - 0

Abstain - 3

**Intent**

**Special Remarks**

**Item** NSC03003      **MOTION**      **Date** 9/17/2003      **Vote** 2/3 VOTE

**Committee** Conference      **Name** Annie

**Subject** Motion to Ratify David L. as trustee

**Discussion**

Motion to ratify David L. of TX as a Trustee.

For - 23

Against - 0

Abstain - 2

**Intent**

**Special Remarks**

He has served a one year appointed term, and needed to be ratified.

**Item** NSC03004      **MOTION**      **Date** 9/17/2003      **Vote** 2/3 VOTE

**Committee** ITI      **Name** Allison F.

**Subject** Motion to elect IMC nominees as a group

**Discussion**

Volunteers will be approved as one slate. Nominees include:

Jay F. of Northern CA

Della B. of TX

Rick M. of VA

George F. of WA

Ramona P. of VA

**Intent**

Elect nominees as a group

**Special Remarks**

Election process for the Issues Mediation Committee discussed.

**Item** NSC03005      MOTION      **Date** 9/17/2003 **Vote** 2/3 VOTE  
**Committee** ITI      **Name** Allison F.  
**Subject** Motion to elect the following people to the Issues Mediation Committee

**Discussion**

Moved to elect IMC members:

Jay F. of Northern CA

Della B. of TX

Rick M. of VA

George F. of WA

Ramona P. of VA

For 23

Against - 5

Abstain - 2

**Intent**

Elect members to IMC Issues Mediation Committee

**Special Remarks**

**Item** NSC03006      MOTION      **Date** 9/17/2003 **Vote**  
**Committee** Elections      **Name** Allison F.  
**Subject** Motion to elect Election Committee

**Discussion**

Elect the following Election Committee volunteers:

Maggie from AZ

John of NM

Garry of WA

**Intent**

Elect Committee members.

**Special Remarks**

**Item** NSC03007      FYI      **Date** 9/17/2003 **Vote**  
**Committee**      **Name**

**Subject** Assign state issues

**Discussion**

ITI - So. CA #1,

NLC - So. CA #2,

SSC - So. CA #1; FL; MD/DE #3, Board asking for feedback from SSC;TX; AZ#4;NE#2

Board - MD/DE #1, #2 and #3; AZ #1, #2, and #3;NE #1

Finance - NEOCC #2

**Intent**

**Special Remarks**

**Item** NSC03008      FYI      **Date** 9/17/2003 **Vote**  
**Committee**      **Name**

**Subject** Quorum Count

**Discussion**

27 Voting members present, 19 needed to conduct business.

**Intent**

**Special Remarks**

**Item** NSC03009      MOTION      **Date** 9/17/2003 **Vote** 2/3 VOTE  
**Committee**      **Name**

**Subject** Approve changes in agenda

**Discussion**

Changes were requested in order of business.

**Intent**

To approve the new agenda

**Special Remarks**

**Item** NSC03010      FYI                      **Date**    9/18/2003    **Vote**

**Committee**                                      **Name**

**Subject**    Quorum Count

**Discussion**

25 present

**Intent****Special Remarks**

**Item** NSC03011      MOTION                      **Date**    9/18/2003    **Vote**    2/3 VOTE

**Committee**    Board                                      **Name**    Judi T

**Subject**    Bylaw changes

**Discussion**

Add to: Article VII, Section 7, Regular and Special Board Meetings

A. Action required or permitted to be taken at a directors' meeting may be taken without a meeting, if the action is taken by all of the directors. The action must be evidenced by one or more written consents describing the action taken, signed by each director and included in the minutes or filed with the corporate records reflecting the action taken.

B. Action taken under this section is effective when the last director signs the consent, unless the consent specified a different effective date.

C. A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

D. Any director may revoke a consent by delivering a signed revocation of the consent to the president or secretary before the date the last director signs the consent or consents.

**Intent**

In order to be able to do some business via email, the Board proposes two possible amendments, shown as motion NSC03011 and motion NSC03012. The Board would adopt only one of them. The Board will need to be sure that Arizona corporate laws would allow this change.

**Special Remarks**

Both motions were passed and the Board will adopt whatever Arizona law will allow.

**Item** NSC03012      MOTION                      **Date**    9/18/2003    **Vote**    2/3 VOTE

**Committee**    Board                                      **Name**

**Subject**    Bylaw changes

**Discussion**

Add to: Article VII, Section 7, Regular and Special Board Meetings

Action required or permitted to be taken at a directors' meeting may be taken without a meeting, including email, if the action is taken by all of the directors. The action shall be included in the minutes.

**Intent**

In order to be able to do some business via email, the Board proposes two possible amendments, shown as motion NSC03011 and motion NSC03012. The Board would adopt only one of them. The Board will need to be sure that Arizona corporate laws would allow this change.

**Special Remarks**

Both motions were passed and the Board will adopt whatever Arizona law will allow.

**Item** NSC03013      MOTION                      **Date**    9/18/2003    **Vote**    UNANIMOUS

**Committee** Literature **Name** Jane

**Subject** Literature Committee Report

**Discussion**

Motion to accept the NSC2003 Literature Committee report, including three new projects, Coda Teen- CoDA on Campus, Tools of Recovery, and What Does Abstinence Mean to Me in CoDA.

**Intent**

To create new literature.

**Special Remarks**

**Item** NSC03014 **MOTION** **Date** 9/18/2003 **Vote** 2/3 VOTE

**Committee** Board **Name** Judi T

**Subject** Cease listing Cyber Meetings

**Discussion**

Move that we cease listing cyber-meetings in the meeting database.

**Intent**

To be consistent with our traditions.

**Special Remarks**

**Item** NSC03015 **MOTION** **Date** 9/18/2003 **Vote** TABLED

**Committee** Board **Name** Judi T

**Subject** Establish a section on the website for online support

**Discussion**

Move that CoDA establish a section on the website for online support, consistent with the attached guidelines.

**Intent**

To provide an online support presence to our Fellowship.

**Special Remarks**

**Item** NSC03016 **FYI** **Date** 9/18/2003 **Vote**

**Committee** Conference **Name**

**Subject** Presenting budgets

**Discussion**

Committees should present budgets during reports.

**Intent**

To give the delegates more time to look at proposed budgets.

**Special Remarks**

**Item** NSC03017 **FYI** **Date** 9/18/2003 **Vote**

**Committee** Conference **Name**

**Subject** Finance committee will report final budget

**Discussion**

When the Finance Committee gives their final report they will present the total budget.

**Intent**

To avoid having the conference vote on each committees budget before all the budgets have been presented.

**Special Remarks**

**Item** NSC03018 **MOTION** **Date** 9/19/2003 **Vote** UNANIMOUS

**Committee** NLC **Name** Jane H.

**Subject** Sheila's Tape

**Discussion**

The NLC has group conscienced Sheila's tape to be added to our CoDA tape Collection. The NLC seeks endorsement of this tape by the CoDA NSC 2003

**Intent**

Continue to create tapes which support recovery in our CoDA Fellowship

**Special Remarks**

**Item** NSC03019      **MOTION**      **Date** 9/19/2003      **Vote** UNANIMOUS  
**Committee** Literature      **Name** Jane H  
**Subject** Endorse "Common Threads of Codependency"

**Discussion**

NLC makes a motion for the NSC to endorse "Common threads of Codependency: Codependents talk about Codependency, Recover, Relapse and Authenticity" as an original piece of literature to be prepared for publication.

**Intent**

To prepare "Common Threads of Codependency" in a booklet format to be available to the fellowship through CoRe.

**Special Remarks**

Only change to your drafts to remove " and Recovery" from the title page and the top of the Table of Contents - these were 'typos'.

**Item** NSC03020      **MOTION**      **Date** 9/19/2003      **Vote** 2/3 VOTE  
**Committee** NLC      **Name** Jane H.

**Subject** Newcomers Handbook

**Discussion**

The NLC has worked on and group conscienced the revisions of "The Newcomers Handbook." We submit this piece of literature for endorsement by the CoDA NSC-2003

**Intent**

To address the Texas State Issue that requested that the Newcomers Handbook be updated.

**Special Remarks**

\*As of today, all revisions have been group conscienced by the NLC and we thank those who worked on this project

**Item** NSC03021      **MOTION**      **Date** 9/19/2003      **Vote** 2/3 VOTE  
**Committee** NLC      **Name** Jane H.

**Subject** Blurbs

**Discussion**

The NLC has worked on and group conscienced short descriptions of our CoDA endorsed literature which may be used in any way that is helpful to the Fellowship. We submit this service item called "CoDA Literature Blurbs" for endorsement by the CoDA NSC2003

**Intent**

To help the Fellowship in deciding which CoDA endorsed literature they wish to purchase, or in any other use that could be helpful to the membership.

**Special Remarks**

CoDA members have wanted these descriptions for some time and the NLC is pleased that it's finally

**Item** NSC03022      **MOTION**      **Date** 9/19/2003      **Vote** 2/3 VOTE  
**Committee** Website Team      **Name** Ann R

**Subject** How to locate Online meetings and chatrooms.

**Discussion**

To provide an information section on the website that will give information about online resources and meetings. Instructions for locating resources and a list of resources (disclaimers of non endorsement would appear). A committee of trusted servants would review resources before listing them.

**Intent**

To provide a meeting source to those that need this to carry the message.

**Special Remarks**

22 for

5 opposed

4 abstentions

**Item** NSC03023      **FYI**      **Date** 9/19/2003      **Vote** UNANIMOUS  
**Committee** Conference      **Name**

**Subject** Accept motions 1 through 17 as corrected

**Discussion**

Typos and errors to the first 17 items were presented and accepted.

**Intent**

To correct the printed motions

**Special Remarks**

**Item** NSC03024 **MOTION** **Date** 9/19/2003 **Vote** UNANIMOUS

**Committee** Issues, Teens and Institutions **Name** Ramona P

**Subject** Separate CoDA Teen, Issues Mediation and Hospitals & Institutions as full committees

**Discussion**

Recognize CoDA Teen, Issues Mediation and Hospitals & Institutions as 3 separate standing committees

**Intent**

Making CoDA Teen, Issues Mediation, Hospitals and Institutions each separate standing committees again would help others to locate and request info.

The reasons for combining the committees have been resolved.

**Special Remarks**

The project leader of CoDA Teen has shown leadership qualities. The amount accomplished indicates this person is really involved. We already have a budget established to facilitate this transaction

**Item** NSC03025 **MOTION** **Date** 9/19/2003 **Vote** UNANIMOUS

**Committee** Issues Subcommittee of ITI **Name** Ramona P

**Subject** Allow alternate delegates to serve

**Discussion**

Allow alternate delegates to serve on Issues Mediation Committee

**Intent**

Expand the available service volunteers.

**Special Remarks**

**Item** NSC03026 **MOTION** **Date** 9/19/2003 **Vote** 2/3 VOTE

**Committee** Election committee **Name** Garry N

**Subject** Elect CoDA board officers

**Discussion**

Election of 3 board members and one alternate:

Jay L of Florida - alternate

David L of Texas

Ramona P of Virginia

Doug P of Florida

Motion made to accept slate as presented

**Intent**

Approve slate as presented

**Special Remarks**

yea 26

opposed 3

abstain2

**Item** NSC03027 **MOTION** **Date** 9/19/2003 **Vote** 2/3 VOTE

**Committee** Election committee **Name** Garry N

**Subject** Election of CoRe Board members

**Discussion**

Mary I of North Carolina

Gene D. Georgia

Motion made to accept slate as presented

**Intent**

Approve slate as presented

**Special Remarks**

Yea - 29

Opposed - 0

abstain- 1

**Item** NSC03028      **MOTION**      **Date** 9/19/2003      **Vote** 2/3 VOTE

**Committee** Election committee      **Name** Garry N

**Subject** Election of US Delegate to CoDA - World Service conference

**Discussion**

Geri M. - delegate - CA

Judi T.- delegate - MA

Dan D. - alternate CO

Motion made to accept slate as presented

**Intent**

Approve slate as presented

**Special Remarks**

Yea - 27

Nay - 0

abstain - 2

**Item** NSC03029      **MOTION**      **Date** 9/19/2003      **Vote** UNANIMOUS

**Committee** conference      **Name**

**Subject** Review and approve motions

**Discussion**

Review and approval of motions NSC03018 through 28

**Intent****Special Remarks**

yea – 32

**Item** NSC03030      **MOTION**      **Date** 9/20/2003      **Vote** 2/3 VOTE

**Committee** SSC      **Name** Allison F.

**Subject** Approval of Section 05 of CAQ

**Discussion**

That NSC approve the following for the Commonly Asked Questions section (Section 05) of the CoDA Fellowship Service Manual:

"Does CoDA Inc. have an "umbrella" insurance Policy that would cover our meeting?"

No, CoDA does not have an "umbrella" insurance policy that covers individual meetings."

**Intent**

To provide readily accessible and consistent information to the Fellowship on this topic

**Special Remarks**

Yea - 24

Nay - 0

Abstain - 1

**Item** NSC03031      **MOTION**      **Date** 9/20/2003      **Vote** UNANIMOUS

**Committee** SSC      **Name** Allison F.

**Subject** Customization of CoDA seal for local organizations

**Discussion**

That NSC approve the following change to the CoDA Fellowship Service Manual - section 17-Use of CoDA Seals & Symbols

"CoDA groups may use the following the seals on their letterheads, newsletters, journals, flyers, another publications. They can be customized with the name of the CoDA organization inside the seal."

**Intent**

To clarify that use of the customizable CoDA seal is not restricted to state use only as was often inferred from the previous wording.

**Special Remarks**

Yea - 26

Nay - 0

Abstain - 0

**Item** NSC03032      **MOTION**      **Date** 9/20/2003      **Vote** 2/3 VOTE

**Committee** SSC      **Name** Allison F

**Subject** Approve CoDA Fellowship Service Manual Sect 2

**Discussion**

That NSC approve the following paragraph for inclusion in the CoDA Fellowship Service Manual - Section 2- Group Conscience Process

"The group conscience process is used to make decisions at all levels of CoDA Starting in the home group meeting. The home group typically has a business meeting monthly to discuss issues affecting the group such as how to address cross talk, what literature to by, how to welcome newcomer, etc. A group conscience may also be called for during a regular meeting if a decision is needed right away and can't wait for the regular business meeting. Anyone may ask for a group conscience at anytime during a CoDA meeting, when immediate attention is needed to ensure the safety of an individual or the group, or to uphold the CoDA Traditions."

**Intent**

To further clarify the application of the Group Conscience process.

**Special Remarks**

Yea - 24

Nay - 1

Abstain - 2

**Item** NSC03033      **MOTION**      **Date** 9/20/2003      **Vote** 2/3 VOTE

**Committee** SSC      **Name** Allison F

**Subject** Approve Group Conscience process

**Discussion**

That NSC approve the following paragraph for inclusion in the CoDA Fellowship Service Manual Section 2 - The Group Conscience Process, following "Disagreement, Mediation, and Resolution in Our Group Conscience Process."

The Limits of Autonomy: When a Group Conscience Decision affects Other Groups or CoDA as a Whole.

Our Fourth Tradition reminds us "Each group should remain autonomous except in matters affecting other groups and service groups, is independent and self-directed. However, if their group conscience decision affects other groups or CoDA as a whole, then that effect needs to be considered. The Steps, Traditions or will of the Fellowship as expressed by decisions made at National Service Conference cannot simply be suspended by group conscience in the meeting or service group.

If a group does not agree with the interpretation of a Step or Tradition or the application of an NSC decision, They may want to present their concerns to their state assembly in order to formulate a state's issue, or they may want to discuss their concerns with the Board of Trustees. In some cases, if direct resolution proves difficult, it may be useful to consult the Issues Mediation Committee.

Sometimes a CoDA member or group may perceive that their group or CoDA as a whole is being adversely affected by the group conscience decision of another group (meeting or service). The methods described in the section "Disagreement, Mediation, and Resolution in Our Group Conscience Process" (see above) can be applied to groups as well as individuals. First talk to the group and try to resolve the problem directly. If unsuccessful, seek guidance as described above.

**Intent**

To clarify application of the Fourth Tradition to the Group Conscience process

**Special Remarks**

Yea - 25

Nay - 0

Abstain - 2

**Item** NSC03034      **MOTION**      **Date** 9/20/2003      **Vote** 2/3 VOTE

**Committee** SSC      **Name** Allison F

**Subject** Approve CAQ What constitutes a Group

**Discussion**

That the NSC approve the following process to be added to the CoDA Fellowship Service Manual - Section 5- Commonly asked Questions - What Constitutes a CoDA Group.

"The community service group can, by group conscience decision, remove a meeting from their meeting list if it is determined that that meeting is not following the principle of CoDA and does not choose to change.

The Community service group can then recommend to the state assembly or regional assembly that that meeting be removed from state or regional meeting lists.

The state or regional assembly can decide by group conscience whether or not to remove that meeting from their meeting list.

If the state or regional assembly decides to remove that meeting from their list, They can recommend to the Board of Trustees that that meeting be removed from the National meeting list.

The Board can decide by group conscience whether or not to remove that meeting from the national meeting list."

**Intent**

We perceive that meetings who do not adhere to elements of what constitutes a CoDA groups are violating a CoDA boundary, The intent of this motion is to provide guidelines on how to apply the Group Conscience process to this situation.

**Special Remarks**

Yea - 24

Nay - 1

Abstain - 4

**Item** NSC03035      **MOTION**      **Date** 9/20/2003      **Vote** 2/3 VOTE

**Committee** SSC      **Name** Allison F.

**Subject** Change Preamble phrase

**Discussion**

Change the phrase of the Preamble that now reads "The only requirement for membership is the desire for healthy and fulfilling relationships," to " The only requirement for membership is a desire for healthy and loving relationships."

**Intent**

Make the Preamble consistent with the Third Tradition

**Special Remarks**

Yea - 28

Nay 1

abstain -0

**Item** NSC03036      **MOTION**      **Date** 9/20/2003      **Vote** WITHDRAWN

**Committee** Finance Committee      **Name** Joanna H.

**Subject** Approve expense report or advance request

**Discussion**

Move to accept the attached "Expense Report or Advance Request" form.

**Intent**

To make the standard Expense report form available to members for use in obtaining reimbursement. It is necessary to use a standard Expense Report form to clearly classify expenses for recording by our Accountant/Bookkeeper.

**Special Remarks**

Continue with motion

yea - 6

nay - majority

abstain 3

**Item** NSC03037      **MOTION**      **Date** 9/20/2003      **Vote** 2/3 VOTE

**Committee** F.C.      **Name**

**Subject** Institute annual audits

**Discussion**

To institute annual audits of CoRe, Inc. with CoDA Inc. hiring and paying the Auditor.

**Intent**

To enhance the accountability for CoDA, Inc and CoRe, Inc.

**Special Remarks**

Yea - 25

Nay - 0

abstain -5

**Item** NSC03038      **MOTION**      **Date** 9/20/2003      **Vote** WITHDRAWN

**Committee** F.C.      **Name**

**Subject** Approve Guideline and Publish in TSG

**Discussion**

Move to Approve the following guideline and publish in TSG:

Expenses submitted over 1 year old, legally, do not have to be reimbursed.

Expense reports not submitted within six (6) months of the expense will be considered Delinquent.

Any Chair/Board Member aware of Delinquent Expense reports will make the Board aware of the situation. The Board will contact the individual and advise them that the Expense Report is considered Delinquent and CoDA, Inc. will not accept further service work from them until the Delinquent Expense Report is submitted or resolved.

**Intent**

To encourage timely submission of Expense Reports. To record expenses in a timely manner so accurate financial reports can be produced.

**Special Remarks**

This partially addresses the concerns of Ohio State Issue number 2. There has been a history of some Trusted Servants not submitting Expense Reports in a timely manner.

This motion was withdrawn and reintroduced as NSC03045.

Yea -

nay -

abstain -

**Item** NSC03039      **MOTION**      **Date** 9/20/2003      **Vote** 2/3 VOTE

**Committee** NSC 2003      **Name** Ann R

**Subject** conference to be held in Albany, NY

**Discussion**

NCS2004 be held in Albany, NY

**Intent**

To hold NSC 2004 in Albany NY

**Special Remarks**

Yea - 27

nay - 0

abstain - 1

**Item** NSC03040      **MOTION**      **Date** 9/20/2003      **Vote** 2/3 VOTE

**Committee** NSC2003      **Name** Ann R

**Subject** NSC2005 be held in NH

**Discussion**

NSC2005 be held in NH-New England area

**Intent**

NSC2005 be held in NH-New England area

**Special Remarks**

Allow time for NE - survey results on How many would attend extra day of Spiritual Day and Time change to summer. We are Adding these items to the form this time and will make available to them.

Yea - 23

Nay - 4

Abstain - 2

**Item** NSC03042      **MOTION**      **Date** 9/20/2003      **Vote** 2/3 VOTE

**Committee** Ad Hoc Committee      **Name** Fred H.

**Subject** accept report AH Committee report

**Discussion**

Move to enter the ad hoc committee report as an accepted group conscience document of the ad hoc

**Intent**

To put the report in the CoDA archives

**Special Remarks**

Yea - 28

Nay - 0

Abstain - 1

**Item** NSC03043      **FYI**      **Date** 9/20/2003      **Vote**

**Committee** Board      **Name**

**Subject** Printing and distribution of already translated materials

**Discussion**

The CoDA board supports WS in printing and distributing the already translated materials, marked as draft.

**Intent**

To serve the still suffering codependent and to review ASAP

**Special Remarks**

**Item** NSC03044      **MOTION**      **Date** 9/20/2003      **Vote** MAJORITY

**Committee** Ad Hoc committee      **Name**

**Subject** Invite CoDA WS and CoDA, Inc to build a plan.

**Discussion**

Invite CoDA WS board in conjunction w/Coda, Inc Board to work together to form a plan to consolidate the 2 entities under CoDA, Inc Bylaws with modifications to those bylaws as needed, to be brought to NSC for ratification next year.

**Intent****Special Remarks**

Yea - 19

Nay - 5

Abstain - 5

**Item** NSC03045      **MOTION**      **Date** 9/20/2003      **Vote** 2/3 VOTE

**Committee** Finance Committee      **Name** Curtis F.

**Subject** Move to approve the guidelines

**Discussion**

Expenses submitted over one year old - legally do not have to be reimbursed. Expense reports not submitted within six (6) months of the expense will be considered delinquent

Any Chair/Board Member aware of Delinquent Expense reports will make the Board aware of the situation. The Board will contact the individual and advise then that the Expense Report is considered Delinquent. CoDA, Inc. will not reimburse expenses if not submitted within one year

**Intent**

To encourage timely submission of Expense Reports. To record expenses in a timely manner so accurate financial reports can be produced

**Special Remarks**

This partially addresses the concerns of Ohio State issue Number 2. There has been a history of some Trusted Servants not submitting Expense reports in a timely manner

Yea - 23

Nay - 1

Abstain -2

**Item** NSC03046      **MOTION**      **Date** 9/20/2003      **Vote** 2/3 VOTE

**Committee** Finance Committee      **Name**

**Subject** To create a "Trusted Servant Guidebook"

**Discussion**

To create a "Trusted Servant Guidebook" (TSG) for Delegates, Committee Chairs and Trustees serving at the CoDA, Inc. Level. The TSG to be available on the CoDA Website with password protection. TSG to be divided into two sections. Section One: would contain Items concerning CoDA, Inc. business practices (such as Expense Guidelines) or legally mandated requirements. Section Two: would contain any information the Committee and Trustees wanted to record about committee rules, Recurring calendar items, To Do Lists. Trustees and Committee Chairs would be authorized to change this material.

**Intent**

To provide a single reference document containing: administrative guidelines, role definition/organization flow, accountability standards, communication expectations, report deadlines, administrative policy and procedures.

To communicate the will of the Conference to our trusted servants. To consolidate our corporate

**Special Remarks**

CoDA, Inc. Does not have a document available that consolidates and retains this information in one readily available location

Yea - 19

Nay - 2

Abstain - 3

**Item** NSC03047      **MOTION**      **Date** 9/20/2003      **Vote** 2/3 VOTE

**Committee** Finance Committee      **Name**

**Subject** \$10,000 to be allocated to the CoDA Board

**Discussion**

\$10,000 to be allocated to the CoDA Board to support the consolidation effort and to use for translation of Coda Endorsed Literature from English to foreign languages

**Intent**

**Special Remarks**

yea - 23

Nay - 0

Abstain - 2

**Item** NSC03048      **MOTION**      **Date** 9/20/2003      **Vote** UNANIMOUS

**Committee** Finance Committee      **Name**

**Subject** Accept budget as amended

**Discussion**

Accept budget as amended

**Intent****Special Remarks**

Yea - 25

Nay - 0

Abstain – 0

**Item** NSC03049      **MOTION**      **Date** 9/20/2003      **Vote** UNANIMOUS

**Committee** CoDA Board      **Name** Judi T.

**Subject** NSC direct CoRe to include all NSC CoDA endorsed Lit.

**Discussion**

Move that NSC direct CoRe to include all NSC CoDA endorsed Literature and service items on the CoRe order form, including translations thereof.

**Intent**

To carry the message to still suffering codependents, including non-English speakers

**Special Remarks**

Yea - 25

Nay - 0

Abstain - 0

**Item** NSC03050      **MOTION**      **Date** 9/20/2003      **Vote** 2/3 VOTE

**Committee** SSC      **Name** Allison F. (SSC chair)

**Subject** Conference Procedures and the Community Problem Solving Method of Decision Making

**Discussion**

That the NSC to approve the following changes to Section 13 of the CoDA Fellowship Service Manual- Conference Procedures.

Section 13      Conference Procedures and the Community

Problem Solving Method of Decision Making

**Background**

During the 1994 Service Conference, the Fellowship allowed the Board to conduct the Conference in a different manner than using Robert's Rules of Order. This manner of conducting business was called the Community Problem Solving Method or Interactive Decision Making Method. Unlike the more rigid structure of Robert's Rules, this method is relatively simple to learn and lacks the legal and potentially antagonistic tone of standard parliamentary procedure. It is a friendlier and more cooperative method of decision making where motions are made only after information around the problem has been gathered and solutions brainstormed.

At the end of the 1994 Conference, many comments were made as to how smoothly the Conference went in comparison to the years before. For the first time in CoDA's history, all of the agenda items were completed by adjournment. Much of the success of this Conference was attributed to the new method of conducting the business meeting. One of the last actions of the Conference was when the Conference Committee made a motion # 94079 "That we recommend the 1995 Service Conference use the Community Interactive Method for its Conference." This motion passed unanimously. As a result of this motion, this is the method the Board used to conduct business at the 1995 Service Conference. It has been used ever since.

**Introduction to the Community Problem Solving Method**

The Community Problem Solving Method follows a basic four-stage process:

1. Identifying an issue or problem gathering information
2. Brainstorming formulating solutions or recommendations
3. Crafting a motion from the suggested solutions or recommendations
4. Voting on the motion (No second or amendments are needed.)

Because everyone has a chance to be heard during each stage of the process, the motions formulated tend to strongly reflect the combined conscience of all the members present. Compromise (finding middle ground) is often reached without extra effort, and minority opinions find a place in the final motion. Thus, unanimous votes are common; bitterness and antagonism are reduced.

Within this friendlier structure of the Community Problem Solving Method, it is still possible to adhere to scheduled timelines and conduct official business, including formulating and passing motions that are binding according to the Charter and By-laws of CoDA, Inc.

Within the existing structure of the National Service Conference (NSC), each committee usually does the initial groundwork of brainstorming issues and giving possible solutions in the form of preliminary motions. Preliminary motions are presented to the NSC during committee reports. The NSC then has the opportunity to give more input and feedback if necessary. The final motions are then crafted on the floor and the vote taken. There may be some brief time lapse while motions are crafted, but in actuality, time is saved since there are no seconds to be made and no amendments or amendments to the amendments to be dealt with.

Delegates, committee members, and Trustees of CoDA developed the "Community Problem Solving Method" for use at the annual National Service Conference. Although these guidelines apply specifically to the NSC, they may be adapted to conduct business at any type of service meeting.

This method allows people to express their thoughts and opinions in a structured process, and through that process motions are crafted which express the group conscience of the participants.

#### National Service Conference (NSC) Guidelines/Procedures

##### 1. Use of the Community Problem Solving Method as our Method of Group Conscience Decision Making

The Community Problem Solving Method will be the guidelines used to achieve group conscience and to facilitate the business of the NSC. Time limits and procedures for the Community Problem Solving Method are outlined in the subsection titled "Community Problem Solving Method of Decision Making: Sequence for Bringing a Motion to Vote."

##### 2. Preparation and Adoption of the NSC Agenda

It is the responsibility of the Board of Trustees to assure that all business matters are presented to the Fellowship. To this end, the Board of Trustees prepares the initial agenda for the NSC. This agenda is adopted (or modified and then adopted) by a group conscience decision at the beginning of the NSC.

##### 3. To Modify the NSC Agenda

Committees may reschedule their appointed report times on the NSC agenda by a group conscience decision of the NSC. Committees are encouraged to request changes as far in advance as possible. Requests for rescheduling should be made no later than immediately prior to the committee report which directly precedes the originally scheduled time slot for the committee requesting a change. (If a committee is not ready to report and has not requested a change to the agenda, the committee's report will be listed as "unfinished business" at the end of the agenda.)

##### 4. Role of the Chair/Facilitator

Conference time management is essential to accomplish our work. The Board of Trustees Chairperson is

responsible for promoting the smooth and orderly flow of business.

The Chairperson may be assisted by a Facilitator.

The Chairperson/Facilitator is charged with maintaining order at the microphone and in the conference room. Therefore, when the Chairperson/Facilitator strikes the gavel or calls for "thirty seconds" of silence, all speaking and discussion will cease. Each period of silence will be followed by the Serenity Prayer.

There may be times when the Chairperson/Facilitator may need to interrupt a speaker to ask for clarification, correct a procedural error or maintain time limits adopted by group conscience.

The Chairperson/Facilitator may call for a group conscience at any time in order to reach a quick consensus to complete business.

## 5. Microphones and time limits for speaking

People addressing the NSC do so at the microphone. This is to assure that attendees can hear NSC business clearly and that all NSC business is correctly recorded.

One person speaks at a time.

At appropriate times when conducting business, for discussion of the issues and to make recommendations, there may be one microphone set up for those in favor of a preliminary motion and one set up for those opposing a preliminary motion. A third microphone is set up in the middle for people who need clarification or may offer clarification.

Speakers must line up at the appropriate microphone and wait to be recognized by the Chairperson/Facilitator. The Chairperson/Facilitator will alternate microphones and will recognize the speakers at each mike before they speak. Those speaking at the center microphone will be recognized over those speakers at the other two microphones. After being recognized by the Chairperson/Facilitator, the speakers identify themselves by stating their first name and the state they are representing. Speakers may then address the NSC.

When speaking, express feelings, give opinions, share experience, show reservations and concerns, offer realistic criticism, assess possible flaws, and offer possible alternative solutions and options. Whenever possible, after you share a feeling, **RECOMMEND AN ACTION OR SOLUTION WHICH THAT FEELING SUPPORTS**. The NSC is not a place just to vent or complain.

At the National Service Conference, persons who address the NSC may speak to an issue only once for 1 minute each. Time limits may be changed by group conscience. Persons using the middle microphone for clarification or to make a request for information may speak more than once.

## 6. Speaking privileges and voting privileges

Generally, speaking privileges (also known as "voice" privileges) are restricted to people who have voting privileges. During committee reports, however, all participants in the development of that report may speak regardless of voting rights.

Each CoDA Trustee has a vote at the Service NSC; the CoRe Publications Board has two voting members. ("CoDA Fellowship Service Manual: Section 09-CoDA National Service Structure," and "Co-Dependents Anonymous, Inc. Bylaws: Article IV- Membership and Voting.")

State Delegates have voting privileges (CoDA Fellowship Service Manual, Section 08, Regional and State Service, and "Co-Dependents Anonymous, Inc. Bylaws: Article IV- Membership and Voting.")

While voting privileges are restricted, all CoDA members are welcome to attend the NSC and work on a national committee.

According to Tradition Two, a group conscience decision grows out of the combined wisdom of the whole group guided by our Higher Power, but time simply does not permit every person to speak on every issue at NSC. However, non-voting members who want to have their opinions shared with the NSC may apply an adaptation of the process used to bring a group conscience opinion to a service board via the Group Representative:

- a) Speak with your state Delegate and give that person a written summary of the opinion you want expressed.
- b) If you have no state Delegate, you may request "voice" privileges (see below).

"The NSC may extend voice privileges at NSC to any member that it deems appropriate or necessary. Voice may be granted for the entire NSC, or on individual issues. This flexibility is sometimes needed to gain the valuable input and services and services of members who are not specifically included in the above paragraphs." ("Co-Dependents Anonymous, Inc. Bylaws: Article IV- Membership and Voting.")

#### 7. Addressing disruptive behavior

Due to the nature of our Twelve Step recovery program, it is especially important that members feel safe (emotionally and physically) when participating in business service meetings. Group conscience may call for the elimination of speaking privileges or removal from the meeting of a person who attempts to consistently disrupt, interrupt, or otherwise impede the progress of the meeting. (Please refer to the CoDA Fellowship Service Manual, Section 2, The Group Conscience Process, Disagreement, Mediation, and Resolution in Our Group Conscience Process, for additional information regarding conflict resolution.)

#### 8. Calling for Thirty Seconds or for a Group Conscience

At any time during the NSC, any NSC participant may call for "thirty seconds" of silence to ask for Higher Power guidance on a particular issue. Thirty seconds may also be called when gratitude for Higher Power guidance is appropriate. Each period of silence will be followed 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.

#### 9. Presence During the Group Conscience Process and Passing the Badge

It is the responsibility of each voting member to be prompt for meetings and to be present during the entire period of time an item of business is discussed. Whenever possible, it is recommended that all voting members be present during all business presented on the NSC floor, including the introduction and discussion of all business and preliminary motions.

Voting members must be present during the entire community problem solving method for a motion (presentation of the issue or preliminary motion, discussion and brainstorming, crafting a motion from the suggested solutions) in order to vote on that motion.

If a voting Delegate has to leave the room during NSC business, an Alternate Delegate may vote in the absence of the Delegate by exchanging badges. Voting Alternate Delegates, who have been passed the badge, must be present during the entire problem solving method for a motion in order to vote on that motion.

If a motion or preliminary motion is on the floor, a badge may not be exchanged until discussion and voting on that motion is completed.

When a Delegate or Alternate uses a badge to address the NSC concerning a motion, he or she may not pass that badge until the discussion and the vote on that motion have been completed.

A volunteer may be asked to hold badges of any voting member that needs to leave the room during this process. These badges will not be returned until the vote has been taken. "A group conscience decision grows out of the combined wisdom invested in the whole group." (CoDA Fellowship Service Manual, Section 2). It is important that voting members be present and open to all view points presented to be able to vote for the one they see as best for CoDA.

It is also important for voting members to stay for the entire NSC whenever possible. When too many voting members leave early, there is no quorum to conduct business.

#### 10. Fifteen-Minute Breaks Between Committee Reports

Other than breaks for meals, a fifteen-minute break occurs between committee reports unless group conscience determines otherwise. It is highly recommended that committees utilize the fifteen-minute break time to hand out copies of their reports and preliminary motions prior to their verbal reports. This provides the NSC an opportunity to consider key points and prepare for any discussion. The fifteen-minute break is in place for this information to be distributed.

#### 11. Distribution of Information

All information distributed to the NSC must be information that either reflects a committee's group conscience or is board-approved NSC material. A group conscience vote from the NSC is required before any other materials may be distributed.

#### 12. Committee Report Times

Committee members must be present and ready to report when the allotted time occurs for their committee business. By group conscience vote of the NSC, committees may reschedule their appointed report times on the NSC agenda. Committees are encouraged to request changes as far in advance as possible. If a committee is not ready to report and has not requested a change to the agenda, the committee's report will be listed as "unfinished business" at the end of the agenda, unless otherwise decided by group conscience.

#### 13. Time Limit for Committee Reports

At NSC, committee reports are scheduled for one hour each but will be limited to a maximum of two hours of floor time unless decided otherwise by group conscience. If the time expires, and a committee is not finished, the remaining business for that committee may be submitted at the end of the NSC agenda under "unfinished business." Committee business not discussed or resolved at NSC will be referred to the Board of Trustees for resolution. Ratification of Board decisions may or may not be necessary at the next NSC.

#### 14. Avoiding Committee Work on the NSC Floor

Because NSC and committee report time is limited, it is recommended that committee work (reviewing issues, gathering information, brainstorming, forming recommendations) not be conducted on the NSC floor. New issues should be referred to a committee before that committee's report whenever possible. If NSC participants have comments about committee handouts received in the Delegate packet before NSC, they may send those comments to the committee any time before that committee's report. If a new issue arises during a committee report, it is recommended that the issue be sent back to committee for discussion. The committee may then present a report on that issue during the "new business" section of the NSC agenda. New issues may be discussed during a committee report if the group conscience vote of the NSC chooses to discuss the issue. If a committee motion is tabled, it falls into the "unfinished business" or "Old Business" section of the NSC agenda.

After a committee gives its report and questions have been addressed, the Facilitator can ask if the NSC accepts the report. If the NSC accepts the report, that means it approves the committees plans for the coming

year and supports funding those plans. APPROVAL OF THE ACTUAL CoDA BUDGET, INCLUDING ALL COMMITTEE BUDGETS, ONLY OCCURS DURING THE FINANCE COMMITTEE REPORT. If members of the NSC choose not to accept the report in its entirety, motions may be needed on each of the committee's plans individually.

## 15. Motions

Before presentation, preliminary motions are legibly written on the supplied motion forms and those forms are handed to the person responsible for recording motions. Next, a preliminary motion is read into a microphone. At that time, voting members may discuss the preliminary motion at the microphones.

### COMMUNITY PROBLEM SOLVING METHOD OF DECISION MAKING: SEQUENCE FOR BRINGING A MOTION TO VOTE

The following is a possible way for placing limits on the discussion of a motion. This process is designed to allow approximately 20 minutes per motion. Naturally, some motions will take more or less time and will not necessarily be stopped mid-process if the allotted time per motion runs out sooner than completion. Group conscience and trusting in a Higher Power will help balance the imperfect allocation of time needed for voting on motions.

The process is not designed to handle formal amendments, "motions to table", "points of order" or other such traditional business terms and situations. During the period of time at the beginning of the NSC when NSC procedures are put in place, this timeline or a comparative one may be put in place. By group conscience, everything is flexible in this method, especially time and speaker limitations.

2 min. 1. Committee Chair puts a preliminary motion on the floor and presents the basic reasoning in favor of passing the preliminary motion. Comments may be made as to why the particular solution reflected in the preliminary motion was the final committee recommendation.

5 min. 2. The Facilitator asks for questions and information pertaining to the preliminary motion

6-12 min. 3. Statements in favor of and in opposition to the preliminary motion are given: a. Alternating microphones, Up to 3 people can speak for and up to 3 people can speak against the preliminary motion, for 1 minute each. An even number of speakers is not required. b.. If more than 3 people want to speak pro or con, they may briefly confer among themselves to decide which three people will speak for the group. The speakers will try to include the nonspeakers' main points. It is recommended that speakers not repeat the points another speaker has already addressed.. -- If a Committee feels a motion needs more time for discussion within the Committee's allocated time, by a group conscience of the assembly, more time can be used for questions and answers, and twice as many statements pro and con may be heard. Of course, group conscience can also just put a time limit on this input with as many speakers speaking alternatively as possible within the time limit. Conferring so as points aren't repeated is still advised c. Recorders note main points for and against the preliminary motion.

5 min 4. Changes are made to the preliminary motion per group conscience. When finalized, the motion is read back to make certain it is in its final form.

1 min. 5. The Facilitator calls for a vote: Those in favor; Those opposed; Abstentions. a. Motions that receive 2/3 or more votes are binding on the Board of Trustees unless that motion is later deemed in conflict with the law or the CoDA Bylaws. b.. Motions with 2/3 vote for Committee work only require support from the Board; the Board does not do Committee work.

1 min. 6. One additional speaker on the minority opinion maybe heard at this time.

30 sec. 7. Any participant may call for "30 seconds of silence" at any time in order to remind the assembly of Higher Power's guiding presence and/or to slow down an escalating debate. Each period of silence will be followed by the Serenity Prayer.

### COMMITTEE GUIDELINES FOR CRAFTING PRELIMINARY MOTIONS

The Community Problem Solving Method can be used by Committees working to examine issues and put their recommendations together into preliminary motions for the NSC.

The Community Problem Solving Method is similar to the process often known as "Brainstorming." It involves members calling out their ideas as someone writes the ideas down. Members do not criticize or comment on the ideas offered-- all ideas are treated equally and are just written down. Keeping a self-check on body language such as rolling of the eyes is important. The idea is to release inhibitions of our critical thinking and get out as many ideas as possible in a short period of time. The group can agree to a time limit on each phase of the process.

A. What is the issue? . [5 Minutes]

During the first phase of the process, members call out their ideas focused on an issue. "What is the problem if any?" may be a question for focus. The brainstorming might possibly fall easily into a Pro and Con issue and can be divided accordingly. The members then may see the need to eliminate items that don't seem to fit or apply. The next step of this phase may be to prioritize issues that need immediate attention, while leaving the rest for later to consider. This process can repeat itself for individual issues if needed.

B. Brainstorm the important elements of the issue. (Pros and Cons) [5 Minutes]

Let ideas flow freely. Every idea is valid.

C. What information is needed to reach a solution? What sources need to be checked? Who will follow up with gathering the information?

The next step of the process involves gathering information pertinent to the problem. Some people may have immediate information that can be gathered by the brainstorming technique, but other information may involve asking resource people their side of the issue, gathering statistics, gathering facts and such. A plan that designates who will do what by when can then be set. When the next step of the process is ready to be undertaken, the information is reviewed and pros and cons if necessary.

D. Brainstorm possible solutions to the problem. [10 Minutes]

Brainstorming possible solutions to a situation is next, with the same brainstorming guidelines in effect as in the first step. Solutions that don't seem possible are eliminated in the next step, and prioritizing may once again be appropriate.

E. Prioritize solutions and if needed list pros and cons of the solutions. [10-15 Minutes]

F. Craft a preliminary motion [10 Minutes]

Formulate the ideas and possible solutions into a recommendation that can be offered to the NSC as a preliminary motion. Details as whose responsibility it would be to carry out the motion in what frame may also be appropriate. The crafting of the preliminary motion follows. People who are good with language syntax may be in charge of the crafting.

G. Prepare your preliminary motion for consideration at the Service NSC. Fill out the appropriate motion form including the intent of the motion for future reference (there are no other "minutes" of the NSC). Prior to your report, give the completed motion forms to the person recording motions. Any changes can be made as needed during discussion of the motion.

## GUIDELINE FOR BOARD AND COMMITTEE REPORTS AT NATIONAL SERVICE NSC (NSC)

It is helpful to include the following in reports to the NSC:

1. The status of all states' issues received in the past year and at the current NSC and responses to those issues.
2. The status of other issues received from the Fellowship during the year (from individuals, groups, communities, other committees or boards) and responses to those issues.

Responses to issues may include:

- a. Determination that issue has already been addressed; therefore, the state or other Fellowship **Intent**

recommendation is not needed. Include references to CoDA guidelines already in place that address the To make the Conference Procedures easier to understand.

**Special Remarks**

Yea - 21

Nay - 0

Abstain - 6

**Item** NSC03051      **MOTION**      **Date** 9/20/2003      **Vote** UNANIMOUS

**Committee** IMC      **Name** Ramona P.

**Subject** To elect Wallace E and Geri M. as members of the Mediation committee.

**Discussion**

To elect Wallace E and Geri M. as members of the Mediation committee.

Wallace E. TX

Geri M. CA

**Intent**

**Special Remarks**

yea - 25

Nay - 0

Abstain - 0

**Item** NSC03052      **MOTION**      **Date** 9/20/2003      **Vote** DEFEATED

**Committee** New Business      **Name** Curtis

**Subject** CoDA conference endorse Formation/reformation of message board

**Discussion**

CoDA conference endorse Formation/reformation of message board/Chat room similar to CoShareNet - an online sharing group of codependents

**Intent**

To facilitate sharing, healing, growth, recovery - carrying the message

**Special Remarks**

Could be another tool for recovery - we had one - it died Maybe we're ready to try again. One problem was Lurkers - There were 50 to 100 people registered but only a few (about 10) shared, so there were some trust issues

Yea - 11

Nay - 7

Abstain - 8

**Item** NSC03053      **MOTION**      **Date** 9/20/2003      **Vote** UNANIMOUS

**Committee**      **Name**

**Subject** motion to approve motions nsc03030 to nsc03052

**Discussion**

motion to approve motions NSC03030 to NSC03052

**Intent**

**Special Remarks**

Yea - 29

Nay - 0

Abstain - 0