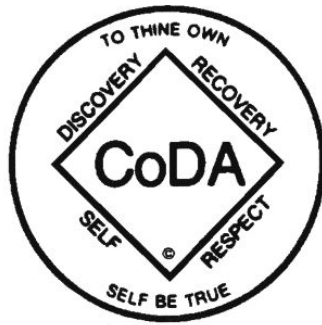


**CoDA LITERATURE COMMITTEE  
(CLC)**

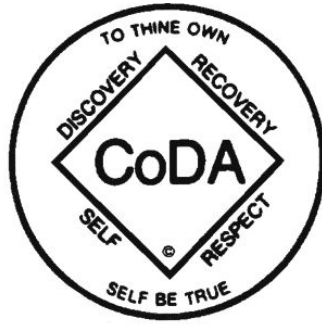
**POLICIES AND PROCEDURES MANUAL**

**Revised 05/20/2017**



## **Purpose of Policies and Procedures**

- 1.1 This manual acts as an administrative guide/operations manual/office handbook for this committee.
- 1.2 This manual sets guidelines for how the CoDA Literature Committee (CLC) will operate.
- 1.3 This manual sets guidelines for committee members.
- 1.4 This manual is a reference source for CLC's Policies and Procedures.
- 1.5 This manual can be changed by the Committee, as needed.



## CLC Mission and History

### 2.1 Mission Statement

The CoDA Literature Committee's mission is to encourage and facilitate the creation of new literature written by and for the Fellowship of Co-Dependents Anonymous. Writing for CoDA is a wonderful way to "carry the message," as expressed in Step Twelve. The CLC welcomes participation from CoDA members. We invite submissions from individuals and from groups. For information on current projects, to find out how to participate, and to offer suggestions for new or existing literature, please contact the Committee at [lit@coda.org](mailto:lit@coda.org).

### 2.2 Partial history of the CLC

The CLC is one of the older committees of CoDA

The ***Affirmation Booklet*** collection of affirmations was submitted to the CoDA Service Conference (CSC) in October, 1998, and became Conference-endorsed. In 2005, the New England region requested that CoDA Literature Committee review the booklet for the purpose of removing negative affirmations, replacing them with new, positive ones. The edited version was Conference approved in 2006.

The ***In This Moment Daily Meditation Book*** was in process for a long time -- well over ten years. In the beginning, meditations were written and collected at workshops, but along with the changes in leadership, some meditations were lost, and others couldn't be used because there were no releases. In 1999, the CoDA Literature Committee (CLC) began again to write and collect meditations and releases. Besides numerous emails and conference calls, the CLC met about five or six times over the course of three years addressing this monumental task of reading, choosing, editing, and finalizing 366 entries. The project became Conference endorsed in 2005.

**Building CoDA Community: Healthy Meetings Matter** was developed in response to a 2006 New England issue requesting that a new handbook be written on the topic of healthy meetings. The CoDA Literature Committee (CLC) also used information taken from some pamphlets that CoRe was planning to discontinue (*Why is CoDA Conference Endorsed Literature Vital?*, *Starting a New Meeting*, and *Using the Twelve Traditions*) as well as two CLC submissions (*Thirteenth Stepping in Co-Dependents Anonymous* and *Fellowship in CoDA*). This booklet was Conference endorsed in 2008.

The **Second Edition of the CoDA Book** came about because the material needed to be updated to reflect changes in the CoDA Fellowship through the years. At the 2005 and 2006 CoDA Service Conference (CSC), the delegates from the state of Washington requested the removal from CoDA literature of language which prohibited meetings from using non-CoDA approved literature. The changes made to the CoDA Book by the CoDA Literature Committee (CLC) resulted in the need for conforming changes to the *Newcomers Handbook*, and the *Twelve Steps and Twelve Traditions Workbook*.

Also at the 2005 CSC, the delegates from the state of Texas requested that material previously removed from the CoDA Book be reinstated. When the CLC took on this project, the committee decided to edit the original material rather than to reinsert it without change. The CoDA Book additions were Conference-endorsed at CSC in 2007.

The **Twelve Steps and Twelve Traditions Workbook** began when a group of codependents in Southern California decided to meet on a weekly basis to study CoDA's Twelve Steps and Twelve Traditions. The group created a set of questions for themselves, then discussed each one and wrote the answers.

When the CoDA Literature Committee (CLC) learned about the exciting work being done, they invited the group from Southern California to offer their work to the entire Fellowship by working with CLC. Thus began the long process of writing, editing, proofreading and ultimately publishing the CoDA Twelve Steps and Twelve Traditions Workbook. The Southern California group wrote three Steps and three Traditions at a time. As CLC received each set, they worked with a member of the group to edit and rewrite as necessary. Both groups pledged to continue working on this until the project was complete.

The **Twelve Steps and Twelve Traditions Workbook** was published in four different sections, as each one was completed. The Workbook was written, edited, endorsed by the CoDA Service Conference (CSC) and printed for distribution over the course of four years, the first three sections in 1998; the last sections in 2001. After that, all Twelve Steps and Twelve Traditions were combined into one Workbook.

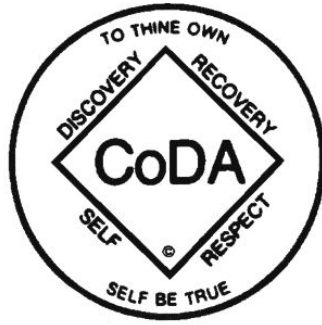
This was a labor of love to everyone who worked on it. The CLC is forever grateful that the group from Southern California said yes to sharing their work with the CoDA Fellowship.

***Peeling the Onion*** originated from two Voting Entity (VE) requests. At the 2003 CoDA Service Conference (CSC), the delegates from the state of California submitted a document called *Abstinence in CoDA*. In 2004, the delegates from state of Arizona suggested that the CoDA Literature Committee (CLC) develop literature that would introduce the concepts of sex, love, relationship addiction, and relationship anorexia. Some CoDA members who had been in recovery for many years felt they needed to take their recovery to a deeper level by addressing these issues.

In discussing this project, the CLC met with opposition within the committee itself as to whether this topic was even appropriate. Realizing this polarization could happen among the CSC members, the CLC brought the idea before the CSC in 2005 to get their approval before continuing with this project.

CLC members who were interested in this project met in Rhode Island. Because of the sensitive nature of this project, the whole first day was spent with each member sharing their relevant experiences. Due to the level of openness and honesty, the project became closed to new members. ***Peeling the Onion*** was Conference endorsed in 2006.

As of May, 2017, there are 21 CoDA publications in print: books, pamphlets, booklets, handbooks and a workbook. In addition, the CLC has developed and modified several service pieces, documents which are available to any CoDA member from the [coda.org](http://coda.org) website.



## **Duties and Responsibilities of a Committee Members**

### **3.1 Membership**

The Committee is composed of active members of the CoDA fellowship who have regularly attended CoDA meetings for at least two years, and who have a working knowledge of the Steps and Traditions. At least one member of the Committee shall be the Chair of the CLC and who shall have served at least one year on the CLC as an active member before taking that position.

### **3.2 Criteria for Active Committee Members**

An active committee member is

- One who is actively creating, editing, or working on a piece of CLC literature for CoDA.
- One who is responsive and gives input on projects and group conscience discussions.
- A project leader who provides timely progress reports to the CLC on a regular basis.

### **3.3 Responsibilities of CLC Members**

The Committee is charged by the CoDA Service Conference (“CSC”) and the Board of Trustees to operate in accordance with the CoDA Fellowship Service Manual (“FSM”). The Committee requires writers to sign an Assignment of Copyright form (available on the CoDA website, [www.coda.org](http://www.coda.org)) which gives CoDA the legal right to edit, adapt, publish, and sell contributions as CoDA literature. This is part of the group conscience process as expressed through the CoDA Literature Committee. The final product becomes the property of the Fellowship, not of any individual author. Submitting authors remain anonymous.

After the piece goes through the Committee's group conscience process, a final literature draft is made available to CoDA Delegates, Trustees, and members of the Fellowship for review and endorsement at the annual CoDA Service Conference. As expressed in the FSM, the Committee pledges to review and respectfully consider material submitted by the Fellowship to the CLC for release as CoDA Conference Endorsed literature; to maintain communication and cooperation between the Committee and all CoDA committees, boards, organizations, and the Fellowship; and that this process will be carried out in a timely and prudent manner.

In connection with these responsibilities, the Committee ensures the receipt of, and evaluates the written submissions presented to the Committee by members of the Fellowship, and if accepted by the Committee, takes appropriate action to bring such submissions to a final product for review and approval by the CSC.

### 3.4 Chair of the Committee Selection

The CLC selects a chair each year through a group conscience process. Ideally the chair will be someone who has been on the CLC for at least two years prior to serving as chair. Although the chair is selected every year, a chair will typically serve for two years.

### 3.5 Responsibilities of the Committee Chair

- Coordinate CLC meetings and conference calls as necessary.
- Discuss with the Board any matters that come within the purview of the Board with respect to copyright, use, or dissemination of CoDA's intellectual property.
- Be in touch with each CLC member and project leader.
- Support project leaders.
- Circulate CLC information/issues to all CLC members.
- Send out issues for group conscience, set deadlines for responses, and collect responses.
- Relay the group conscience internally to CLC members or, if needed, externally as well. Maintain a record of group conscience decisions.
- Maintain contact with the CoDA Board's liaison to CLC.
- Provide quarterly reports to the Fellowship through the QSR (Quarterly Service Report).
- Respond to e-mail that comes from the [lit@coda.org](mailto:lit@coda.org) address and snail

mail from Phoenix.

- Obtain copyright releases and send acknowledgment(s) to the original author(s); Maintain releases and other material until the material is recorded and archived.<sup>1</sup>
- Review and approve expense reports from CLC members in compliance with CoDA's Expense Reimbursement Requests policies and processes.
- Keep tabs on committee expenses to make sure the CLC is within budget.
- Create by group conscience a yearly budget for the CLC to present to the CSC for approval.
- Write an annual report to the CSC on the activities of the committee.
- Prepare motions to present to the CSC for any CLC completed projects for endorsement of new or revised literature.
- Attend the annual CSC (CoDA Service Conference) to represent the CLC.
- Participate in the Chairs Forum throughout the year.

Note that all of the above tasks may be delegated to other CLC members

### 3.6 Project Leaders

When the CLC takes on a project to develop or revise a piece of literature members volunteer to work on that project. One person from among these volunteers will serve as the project leader for the project. After consulting with potential project leaders, the Chair/s recommends candidates to the entire CLC for a group conscience vote.

- A member of the CLC who is willing to serve and who follows the “active member” guidelines outlined above may serve as a project leader.
- The Chair may recommend replacing an inactive project leader through a group conscience vote of the entire CLC.
- The Chair/s and project leaders make recommendations to the entire CLC for a group conscience vote.

### 3.7 Attendance at Face-to-Face Meetings (Individual projects)

In general, CLC uses e-mail for a majority of its editing; however, when

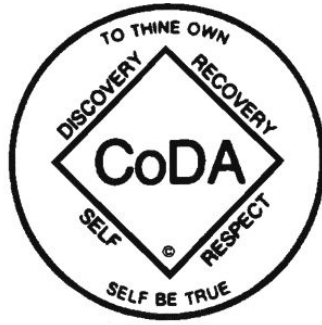
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<sup>1</sup> As of this writing, the process for recording copyrights and archiving copyrighted materials has not been established.



expedient, as determined by the Chair, the CLC may use face-to-face meetings for editing work and/or group conscience discussions and voting. The following are guidelines for who may attend face-to-face meetings of project teams:

- Active project leaders of the projects to be worked on at the meeting.
- Actively participating members of those projects.
- Any interested CLC members who don't require travel reimbursement.
- All CLC members are welcome to attend any face-to-face meeting; however, budgetary limitations may preclude CLC from paying all costs. First consideration is given to members who are involved in projects scheduled for editing or development.
- The Chair is responsible to report the outcomes of face-to-face meetings to the entire CLC.



## CLC Procedures

### 4.1 CLC Submission procedures

There are several ways that ideas are presented that result in new or updated literature. The following examples are common ways that submissions or suggestions for new literature are received:

- A project may initially be the work of one person with no group conscience before it comes to the CLC.

Any CoDA member may submit an **original** document to the CLC for consideration to become a CLC project and the author must complete a Copyright Assignment form. Once accepted, the CLC begins a process of revision, editing, and proofing. The completed document is presented at the annual CoDA Service Conference (CSC) for endorsement. For example, *Common Threads of Codependency* sprang from an individual submission by a CLC member. *Sponsorship—What's In It For Me?* began when an individual submission with the same title inspired CLC members to develop literature that looked at sponsorship from each side of the relationship and incorporated material from previous sponsorship literature.

- Emails from the membership may be sent to [lit@coda.org](mailto:lit@coda.org) on different topics the members would like to see developed. A group conscience is taken by CLC to determine whether or not the project is realistic and doable. If consensus is reached, original literature is generated to address the issue.
- A local meeting may have been using information developed by members in the regional area. As the popularity of the piece grows, the local area will often email a copy to the CLC and ask that it become Conference-endorsed.
- Voting Entities (VEs) are groups that have voting privileges, such as a

state, province, or country. Before each annual CoDA Service Conference (CSC), CoDA groups and members submit issues to their VE to be brought before the whole Conference. The Trustees delegate these issues to the appropriate committee. The *Peeling the Onion* project began as a motion from Arizona at the 2004 CSC for literature to address the concepts of love, sex, and relationship addiction and relationship anorexia. *Tools for Recovery* began as a 2003 request from California for CLC to produce a piece of literature focusing on the different recovery tools that members use as they work their individual program.

#### 4.2 Selecting a Project

- Any proposed projects must be approved by a majority vote of the entire CLC membership.
- Priority for activities of the Committee is given to projects currently approved by CSC and any Issues assigned to CLC at the CSC.
- In the case of submissions of written pieces, a copyright release (Copyright Assignment) must be obtained from the submitting author. This form gives CoDA the legal right to edit, adapt, publish, and sell such contributions as CoDA literature. A copy is attached to this document as Appendix B. For the most current version, please visit the [coda.org](http://coda.org) website.
- In the event that the CLC membership feels a new piece of literature is potentially controversial, the CLC may vote to submit the proposal in an expanded form to the CSC for its approval before the drafting process begins.

#### 4.3 Working a Project

- Once a project is selected, the CLC chooses a project leader who will oversee the project through completion to publication.
- Anyone on the committee can sign on to work on the project.
- Most of the initial writing, editing, and revising is done by emails, with conference calls if necessary. Some projects are completed entirely by email. Others require face-to-face discussion and editing by group consensus.
- The project leader or their proxy reports to the full CSC on the progress of the project.
- It is the responsibility of the project leader, working with her/his project team, to develop the proposed literature and complete the project within an agreed upon time frame. This can be done by e-mail or face-to-face meetings.

- Only approved projects are to be worked on at face-to-face meetings. No new proposed literature is to be edited at a face-to-face meeting if it has not previously been reviewed and approved by the entire CLC membership.
- After approved projects are edited at a face-to-face meeting, drafts are distributed to all CLC members for review. The intent is to allow every member of the CLC to have his/her comments and input considered in the editing process.

#### 4.4 Full CLC Approval

- Every committee member is given the opportunity to edit and vote upon new literature to be submitted to the CoDA Service Conference (CSC).
- All new projects and final literature drafts to be submitted to the CSC must be approved by a majority vote of the entire CLC. Every effort will be made to strive for a consensus among CLC membership with all literature projects.
- Any impending vote is announced by the Chair via e-mail not less than 10 days before a deadline date is given.
- Votes are tallied by the Chair and announced as soon as possible.
- If part of the CLC has a face-to-face meeting and wishes to recommend overturning a previous group conscience decision, then that recommendation must be presented to, discussed by, and voted upon by the entire CLC.

#### 4.5 Completing a Project

After gaining approval of CLC members, the project is presented at the annual CoDA Service Conference for endorsement by the Fellowship's voting members. Once approved at CSC, the document is officially CoDA Conference-endorsed literature.

The next step in the process is to send the piece to CoRe to be prepared for publication. CLC is involved in the final proofing process and has some input as to the form of the piece; i.e., pamphlet, booklet, handbook, etc. and the choice of colors for the cover. We also provide a short description of the piece for the CoRe catalog. We await the final product, trusting that the new literature will benefit the Fellowship of Co-Dependents Anonymous.

## Appendix A. Standard Chair's and Committee Member's Brief Duties & Responsibilities:

- When you **become a new chair**, introduce yourself as chair to Board, Finance committee, Bookkeeper, and Webmaster with your email address. ([board@coda.org](mailto:board@coda.org), [Finance@coda.org](mailto:Finance@coda.org), [Bookkeeper@coda.org](mailto:Bookkeeper@coda.org), & [Webmaster@coda.org](mailto:Webmaster@coda.org) ) **If your email changes**, let these people know so they can contact the right person when they need to contact the chair of your committee.
- Get email addresses and phone numbers of each new committee member and distribute list to all members.
  - Ensure that Webmaster gets list of email addresses to put on committee alias
  - Get group conscience on whether committee members would like Board Liaison(s) automatically linked to committee email alias (meaning that Board Liaison would receive all committee email correspondence)
- Coordinate & Lead teleconference monthly meetings
  - Could use [meetingwizard.com](http://meetingwizard.com) , [doodle.com](http://doodle.com) or similar site for members availability OR
  - Get a group conscience for regular meeting day of month and time
    - Make adjustments when necessary
- Prepare Agendas for all meetings (teleconference and F2F meetings)
  - Cc: Board Liaison(s)
  - Ensure Meeting Minutes are taken and copies are sent to members and Board Liaison(s)
- Facilitate teleconference calls for meetings
  - Use either [freeconference.com](http://freeconference.com) or [freeconferencing.com](http://freeconferencing.com) or [freeconferencecall.com](http://freeconferencecall.com) or search for other options on the internet.
    - Create an account and save number and code for extended length of time
  - GC about Recording meeting call to facilitate the taking of meeting minutes
    - Host has different code for recording than participants (sites are

slightly different but several use \*9 to record)

- Serve as committee liaison between the Board of Trustees; other standing committees; the World and local Fellowship and outside the Fellowship.
- Keep committee member email list updated on [coda.org](http://coda.org) website through Webmaster as changes may occur throughout the year
- Check who your Board liaison(s) is by checking [the CoDA website](http://theCoDAwebsite) or ask by the Board email: [board@coda.org](mailto:board@coda.org) (May also be posted in the QSR.)
- Check who your Finance Liaison(s) is by checking with the Finance committee at [finance@coda.org](mailto:finance@coda.org) (May also be posted in the QSR.)
- Attend Chairs Forum meetings
  - Report back to committee members
- Facilitate QSRs (either prepare each Quarterly Service Report and send to Board liaison(s) and QSR Editor or ensure that members take turns preparing QSRs)
- Plan, schedule, and facilitate 1-2 (depending on approved CSC budget) F2F meeting per CSC year (1 meeting early in year is more the case.)
  - See Appendix C of Expense Reimbursement Policy for specific responsibilities regarding finances and F2F.
  - Get a group conscience on convenient location, dates and hotel (use prudence and CoDA Finance policies and procedures online; stay within CSC approved budget constraints)
  - Notify Bookkeeper, Finance, and Treasurer of dates, location and expected participants to facilitate ERRs and requests for advances.
  - Prepare working agenda with attending member's flight schedules; cell phone numbers; hotel address/phone number
  - Bring ERRs to meeting for members, Members submit to Bookkeeper, Treasurer and Finance from their own email.
  - Send revised Agenda with specific times met, attendees, housing list showing who shared rooms for how many nights, and an explanation for any unusual expenses to Bookkeeper; Board Liaison(s); Finance Liaison(s), & Treasurer
- Prepare and present CSC Report, Goals/Objectives and Budget per CSC Deadlines

- o Coordinate details with group members
- o Report is similar to a yearly QSR
- o Forms for Goals/Objectives and Budget are online on [coda.org](http://coda.org)
- o Submit copies of CSC Reports and Goals/Objectives to [SubmitCSC@coda.org](mailto:SubmitCSC@coda.org). This will send them to the Board Liaison(s); Webmaster; Events Committee, and CoDA Email List Coordinator.
- o Submit Budgets to [Budget@coda.org](mailto:Budget@coda.org) to send to above and Finance Committee.
- o Meet noted deadlines (usually 30 days prior to CSC)
- Create any needed motions for CoDA Service Conference (CSC) and meet set deadline on [coda.org](http://coda.org)
  - o Copy Board liaison(s); Webmaster; Events Committee
  - o Meet noted deadlines (usually 60 days prior to CSC)
  - o Work with group conscience in decision making process of all motions
  - o Contact any other committee or entity that may be affected by committee motion(s) (e.g., SSC, CoRe, Chairs Forum, etc.)
- Attend and participate at yearly CSC as committee representative (Chair)
  - o Coordinate/present committee Report presentation; any motion(s); Goals/Objectives; Budget at CSC
  - o Participate with any committee recruiting efforts and/or Board/Chair events
- Serve as part of the approval process for member ERR approval (according to Finance policy and procedures)
- Work with Events committee & Board with committee time/day allocation with CSC agenda, if needed (for motions, Report & Goals/Objectives)

## Appendix B. Copyright Assignment

**THIS ASSIGNMENT** ("Assignment") is made by and between Co-Dependents Anonymous, Inc., an Arizona corporation with offices located at P.O. Box 33577, Phoenix, AZ 85067 ("CoDA"), and \_\_\_\_\_ ("Assignor").

Assignor is the sole owner of an undivided whole interest in the literary work(s) of authorship entitled: \_\_\_\_\_ (the "Copyrights"), including all rights throughout the world, and warrants that he or she was born in the year \_\_\_\_\_ and is a citizen of or domiciled in \_\_\_\_\_; and CoDA desires to acquire an undivided whole interest in the Assignor's right, title and interest in the Copyrights;

**NOW, THEREFORE**, for consideration of the publication of the Copyrights, the adequacy of which is hereby acknowledged, Assignor hereby sells, assigns, and transfers to CoDA, its legal representatives, successors and assigns, all of Assignor's right, title and interest in and to the Copyrights, as well as any registrations and copyright registration applications relating thereto, along with the right to secure renewals, reissues, and extensions of the Copyrights; all works based upon, derived from, or incorporating the Work; all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto; all causes of action, either in law or in equity for past, present, or future infringement based on the copyrights; and all rights corresponding to the foregoing throughout the world. Without additional consideration, Assignor agrees to execute all papers and to perform such other proper acts as CoDA may deem necessary to secure for CoDA or its designee the rights assigned herein.

Assignor agrees that any dispute between Assignor and CoDA relating to the Copyrights and which cannot be resolved amicably will be resolved by binding arbitration under the then-current commercial arbitration rules of the American Arbitration Association in Phoenix, Arizona, or at such other location as the CoDA Board of Directors may reasonably select.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_

(City and State)

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

(Full Legal Name)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_