

**CoDA Service Conference 2021**

**Motion/Voting Entity Issue (VEI) Form**

**Check one: X Motion Board**

**\_\_ VEI** (See VEI Guidelines on reverse side of this form)

**Board** or **VE&DelegateName: Board**

**Date: May 8, 2021 Assigned Number: Motion 1**

**Revision #: 1 Revision Date: May 28, 2021\_\_\_**

**Motion** or **VE Issue Name: Posting Deadline Wording Change\_\_\_\_\_**

**Motion/Issue:**

Move to correct the wording of the following sentence from Part 4, Section 2, Page 10 of the Fellowship Service Manual, Last Revision 2021-05-09:

Replace existing with:

**Procedures for Submitting CSC Items:**

To ensure that Voting Entities have an opportunity to review all CSC submissions prior to CSC:

•  All Motions will be emailed to submitcsc@coda.org no later than 75 days before the start of conference with revisions allowed for up to 60 days before the start of conference.

•  As defined by our Bylaws, any Bylaw changes must be submitted to the Board Secretary in electronic form no later than 75 days before the start of conference.

•  **The bylaw and other motions will be posted on the CoDA.org website and email notification of their availability will occur no later than 70 days prior to the start of the CSC. This is 5 days after the 75 days prior to the start of CSC when the above bylaw and other motions are due.**

•  All reports, goals and budgets must be emailed 30 days before the start of the conference. All reports and goals will be emailed to submitcsc@coda.org. All budgets will be emailed to budget@coda.org no later than 30 days before the start of conference.

•  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.

•  All items submitted will clearly indicate which category they belong to (see list in next bullet)

•  All items submitted will be included as Conference documents in the Delegate Package with an indication of which of the following categories they belong to:

o Bylaw changes  
o Motions submitted on time  
o Motions not submitted on time   
o Reports   
o Goals  
o VE issues   
o Budgets

•  **It is the responsibility of the VE delegate(s) to track and obtain all changes posted to the delegate webpage. Delegates are encouraged to share available information with their voting entity/intergroup/meetings and offer feedback before the 60-day motion revision cut off. Revisions are common during this period so it is imperative to keep track of revised motions. Hard copy of the delegate packages will not be available at the CSC.**

•  Voting Entity Issues (VEIs) will be posted on the coda.org website and email notification of availability will occur as quickly as possible after the 30-day cutoff.

•  Emails will be sent to registered delegates, previous delegates and community/VE/orphan meeting contacts, as well as to all currently receiving email blasts, notifying of postings as they occur

•  Voting at conference will follow these rules:

o Motions submitted on time may be voted on at the current CSC following the normal rules   
o Motions submitted after the cutoff date may still be brought to the floor by CSC vote; otherwise, vote is postponed until the following year. Late motions are typically dealt with during New Business although the CSC may vote to address a particular motion at another time.

**Intent, background, other pertinent information:**

To correct a small wording change as requested by the Service Structure Committee because of a wording error in the 2020 Board Motion 1 that was approved by the 2020 CSC, i.e. “bylaw motions, motions, and Voting Entity Issues” changed to “bylaw and other motions”.

Also, to clarify any confusion that was experienced leading into this 2021 CSC about the 75 days prior to CSC is deadline to present motions/VEIs and the webmaster is given an additional 5 days to post all motions (70 days prior to CSC).

*Motion Key: 5145  
Number: 20021   
Date 8/24/2020  
Item Type: MOTION   
Result: passed with 2/3 Vote  
Board Motion #1 - Posting Deadline Adjusted*

*Move to change this sentence from part 4, section 2 of the Fellowship Service Manual,  
•The bylaw motions, motions, and Voting Entity Issues will be posted on coda.org website and email notification of availability will occur no later than 75 days prior to the start of the CSC. (page 11)   
as follows:  
•The bylaw motions, motions, and Voting Entity Issues will be posted on the coda.org website and email notification of their availability will occur no later than 70 days prior to the start of the CSC.*

*Intent: Provide the webmaster and email list coordinator with enough time to accomplish this task.*

Current Part 4, Section 2, Page 10 of the Fellowship Service Manual, Last Revision 2021-05-09:

**Procedures for Submitting CSC Items:**

To ensure that Voting Entities have an opportunity to review all CSC submissions prior to CSC:

•  All Motions will be emailed to submitcsc@coda.org no later than 75 days before the start of conference with revisions allowed for up to 60 days before the start of conference.

•  As defined by our By Laws, any By Law changes must be submitted to the Board Secretary in electronic form no later than 75 days before the start of conference.

•  All reports, goals and budgets must be emailed 30 days before the start of the conference. All reports and goals will be emailed to submitcsc@coda.org. All budgets will be emailed to budget@coda.org no later than 30 days before the start of conference.

•  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.

•  All items submitted will clearly indicate which category they belong to (see list in next bullet)

•  All items submitted will be included as Conference documents in the Delegate Package with an indication of which of the following categories they belong to:

o Bylaw changes  
o Motions submitted on time  
o Motions not submitted on time   
o Reports   
o Goals  
o VE issues   
o Budgets

•  The bylaw motions, motions, and Voting Entity Issues will be posted on the coda.org website and email notification of their availability will occur no later than 70 days prior to the start of the CSC. It is the responsibility of the VE delegate(s) to track and obtain all changes posted to the delegate webpage. Delegates are encouraged to share available information with their voting entity/intergroup/meetings and offer feedback before the 60 day motion revision cut off. Revisions are common during this period so it is imperative to keep track of revised motions. Hard copy of the delegate packages will not be available at the CSC.

•  Voting Entity Issues (VEIs) will be posted on the coda.org website and email notification of availability will occur as quickly as possible after the 30 day cutoff.

•  Emails will be sent to registered delegates, previous delegates and community/VE/orphan meeting contacts, as well as to all currently receiving email blasts, notifying of postings as they occur

•  Voting at conference will follow these rules:

o Motions submitted on time may be voted on at the current CSC following the normal rules   
  
o Motions submitted after the cutoff date may still be brought to the floor by CSC vote; otherwise, vote is postponed until the following year. Late motions are typically dealt with during New Business although the CSC may vote to address a particular motion at another time.

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

**\_\_\_\_ By Laws \_\_\_\_ FSM P1 \_\_\_\_ FSM P2**

**\_\_\_\_ FSM P3 X\_\_| FSM P4, Page10 \_\_\_\_ FSM P5**

**\_\_\_\_ Change of Responsibility**

**\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Data Entry Use Only)**

**Motion result: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VEI Result – Assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_ (date)**

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

1. Local Voting Entity discusses an issue and forms a recommendation to resolve that issue by using the group conscience process. This issue and recommendation is called a Voting Entity Issue (VEI)
2. Voting Entity drafts the VEI, completes the VEI form, and sends it to the Board of Trustees via VEI@coda.org. From this point of submission, all email communication concerning the VEI from all parties must copy VEI@coda.org.
3. Board sends email confirmation acknowledging receipt of the VEI to the Voting Entity within 14 days.
4. Voting Entity Issues (VEI) may be submitted at any time of the year. Submission is not limited to the CSC

submission deadline.

1. Board assigns the VEI to either the board or the appropriate committee within 30 days of acknowledging receipt of VEI. Board notifies the VE at the time the VEI is assigned.
2. Assigned Board or committee examines the issue and through group conscience, develops a response or written plan to address or resolve the VEI within 90 days of being assigned. During the response/plan development, it’s important that the assignee and the VE collaborate, communicate transparently, and work together towards a mutually agreeable plan, in service to the VE.
3. The VEI may not dishonor or be in conflict with any By-laws, Steps, Traditions or legal considerations. If so, in it’s written response, the assigned Board or committee must cite specific reasons for the conflict.
4. Assigned Board or Committee, in collaboration with the VE, may develop a motion to be presented at the CSC.
5. In the event the VE is not satisfied with the response or plan from the Board or assigned Committee, the VE retains the right to draft and submit a motion to the next CSC using the electronic motion form available on the CoDA website. The motion must not dishonor any by-laws or legal considerations, and must meet all criteria for presenting a motion. (See procedures for submitting CSC items in part 4 of the FSM). The VE may request assistance from the IMC in drafting and presenting the motion.
6. The Issues Mediation Committee (IMC) will monitor the progress of the VEI to ensure the process is being followed and the timelines are being met.
7. The VE Delegate is responsible for following up on the status of their Voting Entity issues and reporting back to their membership.