

**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)

**Committee: Board**

**Date: May 8, 2021 Assigned Number: 3\_\_\_\_\_**

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

**Motion Name: Voting Entity Issues Motion Submissions Procedure Change**

**Motion/Issue:**

Move that Voting Entities be granted the right to bring motions directly to CSC precisely as the CoDA Board of Trustees and World Standing Committees currently do.

This motion affects wording in the Part 4 Section 2 of the **Fellowship Service Manual;** in particular, the **Definition of VEI,**the **Procedures for Submitting CSC Items,**and the **Guidelines for Presenting VEIs.**SeePages 9-11 of the FSM as attached below.

Proposed changes as follows to:

Fellowship Service Manual, Part 4, Section 02 (Pages 9-11)

Guidelines for Board, Committee and Voting Entity (VE) Reports, Issues and Motions Presented at CoDA Service Conference (CSC)

**Changes in bold lettering for ease of understanding. ~~Strikethroughs~~ so you can see what is being stricken. Current wording provided in the Remark section.**

DEFINITIONS:­

• Foundational Motions are those motions that change something in the Foundational Documents. Foundational Documents define what the CoDA program is, and include but are not limited to the Welcome (long and short version), Preamble, Twelve Steps, Twelve Traditions, Patterns & Characteristics of CoDependents and Recovery Patterns and Characteristics of CoDependence, Twelve Promises, Twelve Service Concepts, and the Fellowship Service Manual (FSM).

• By Law Motions are those motions that change something in the By Laws. Bylaws outline the structure of our organization. They establish and protect the rights, and specify the duties and responsibilities of an organization's members, Board of Trustees, and others. Legally, they must be formally adopted and amended according to the procedure defined within them.

• Policy Motions are those motions that change something in our Policies. CoDA Policies typically describe a principle or rule to guide decisions and affect the overall management of Corporate and Fellowship affairs. An example is the Expense Reimbursement Policy.

• Voting Entity **Motions** ~~Issues~~ (~~VEIs~~) are those issues that are formed as a result of a group conscience process at the Voting Entity level~~.~~**, which resulted in a CSC Motion. These were formerly known as Voting Entity Issues (VEIs).** ~~They are submitted to VEI@coda.org on Motion/VEI form. They are usually assigned either to the Board or to a Committee for further action~~

• Board/Committee Reports are the written and/or verbal accounts that give information about the particular entity. The contents of each report may vary and should include at least the following:

* ~~Voting Entity Issues assigned in the past year~~
* Accomplishments against last year’s goals
* Any other accomplishments over the past year

• Voting Entity Reports are given by Delegates or VE members to update the CSC on VE activities

• Budgets are categorized estimates of expected expenses over the following year.

• Procedural Motions are motions that change something in our documented Procedures. Procedures are the specific steps that we follow to accomplish various tasks. They keep the “business” of CoDA World functioning.

▪ The following types of procedures require submission to CSC for approval when originally developed or when changed:

• Any procedure that is currently included in in the FSM

• Any procedure that documents a process used during the CSC

• Any procedure that involves people outside the group(s), (committee(s) /board(s)) that defined it.

▪ The following types of procedures do not require submission to CSC for approval when originally developed or when changed:

• Any procedure or procedural change that is required by law

• Any procedure used internally by a single group or by multiple groups (e.g. Board, Committees, VE) who all agree to it

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 ~~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. 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 By Law 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 Motions ~~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.

Guidelines for Presenting Voting Entity Issues **as a Motion** to CSC

1. Local Voting Entity **(VE)** discusses an issue and **writes a Motion** f~~orms a recommendation~~ to resolve **the** ~~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**, as a Motion by** **completing the Motion/Voting Entity (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.~~
5. ~~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.~~
6. ~~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.~~
7. The VEI **motion** may not dishonor or be in conflict with any By-laws, Steps, Traditions or legal considerations. ~~If so, in its written response, the assigned Board or committee must cite specific reasons for the conflict.~~
8. ~~Assigned Board or Committee, in collaboration with the VE, may develop a motion to be presented at the CSC.~~
9. ~~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~~ **Board or a CoDA Standing Committee** in drafting and presenting the motion. **The Board or a CoDA Standing Committee may also offer assistance or provide guidance to the VE in drafting and presenting the motion.**
10. ~~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.~~
11. ~~The VE Delegate is responsible for following up on the status of their Voting Entity issues and reporting back to their membership.~~

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

To provide the Fellowship through their Voting Entities the power to make CoDA policy in keeping with the inverted pyramid structure model.

**Remarks:**

In doing this, we felt it was important to keep the term of Voting Entity Issue (VEI) to keep clear distinction that the motion is coming from the Voting Entity/Fellowship, which is the top of the inverted pyramid.

Existing: Fellowship Service Manual, Part 4, Section 02 (Pages 9-11)

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• 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](mailto: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.

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o Goals

o VE issues o Budgets

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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.
5. 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.
6. 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.
7. 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.
8. Assigned Board or Committee, in collaboration with the VE, may develop a motion to be presented at the CSC.
9. 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.
10. 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.
11. The VE Delegate is responsible for following up on the status of their Voting Entity issues and reporting back to their membership.

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

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

**\_\_\_\_ FSM P3 \_\_X FSM P4 \_\_\_\_ FSM P5**

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

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

**(Data Entry Use Only)**

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

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