



# CoDA Service Items

**Subject:** IMC Motion #2: Abstention Vote Count Amendment

**Description:**

effectively immediately for the CoDA Service Conference 2024, to change the text of the Bylaws (Article V; Section 4; Paragraph 2) as follows:

**Current Text:**

Section 4. Quorum and Resolution at the CSC

{...}

Motions {...} CSC. A motion passes if it is accepted by a simple majority of the total number of Voting Members present. If it passes by a two-thirds (2/3) vote of the total number of Voting Members present, it is binding upon the Trustees, except to the extent the implementation of such a motion would cause the Trustees to be in violation of the Board of Trustees' legal responsibilities to the Corporation and its members or would put the fiscal integrity of the Corporation at risk. A simple majority is not binding on the Board of Trustees, although they may agree to be bound by the vote.

**New Text:**

Section 4. Quorum and Resolution at the CSC

{...}

Motions {...} CSC. A motion passes if it is accepted by a simple majority of the total number of Voting Members voting in favor of or against the motion. If it passes by a two-thirds (2/3) vote of the total number of Voting Members voting in favor of or against the motion, it is binding upon the Trustees, except to the extent the implementation of such a motion would cause the Trustees to be in violation of the Board of Trustees' legal responsibilities to the Corporation and its members or would put the fiscal integrity of the Corporation at risk. A simple majority is not binding on the Board of Trustees, although they may agree to be bound by the vote.

Also, this motion will change the corresponding text in the Fellowship Service Manual – Part 4 Service Conference Procedures – Section 04 Conference Election Procedures – Voting Procedures at CSC

**Current text (Starting on Page 15):**

Voting Procedures at CSC

(Ref. CoDA Bylaws Article V, section 4 and CoDA Board Policy and Procedure Manual section 4.3)

1. General Business ...

2. Simple vs. two-thirds (?) majority

A motion passes if it is accepted by a simple majority of the total number of Voting Members present. If it passes by a two-thirds (2/3) vote of the total number of Voting Members present, it is binding upon the Trustees, except to the extent the implementation of such a motion would cause the Trustees to be in

(Text continues on Page 16)

violation of the Board of Trustees' legal responsibilities to the Corporation and its members or would put the fiscal integrity of the Corporation at risk. {...}

3. Accounting for Abstentions

According to our Bylaws a vote required for a motion to pass is a simple majority or two thirds of the Voting Members present (not just votes cast), therefore; an abstention will have the same effect as a "no" vote. Although an abstention is not counted as a "vote", an abstention is included as a Voting Member present. For example, 24 votes are cast, plus six voters abstain. A simple majority of the 30 members present constitutes 16 yes votes. A two-thirds majority would require 20 yes votes. {...}

**New text (Starting on Page 15):**

Voting Procedures at CSC

(Ref. CoDA Bylaws Article V, section 4 and CoDA Board Policy and Procedure Manual section 4.3)

1. General Business ...

2. Simple vs. two-thirds (?) majority

A motion passes if it is accepted by a simple majority of the total number of Voting Members voting in favor of or against the motion. If it passes by a two-thirds (2/3) vote of the total number of Voting Members voting in favor of or against the motion, it is binding upon the Trustees, except to the extent the implementation of such a motion would cause the Trustees to be in

(Text continues on Page 16)

violation of the Board of Trustees' legal responsibilities to the Corporation and its members or would put the fiscal integrity of the Corporation at risk. {...}

3. Accounting for Abstentions

According to our Bylaws a vote required for a motion to pass is a simple majority or two thirds of the Voting Members voting in favor of or against the motion. If the Voting Member is uncertain of the will of their Voting Entity or the committee they represent on the motion being deliberated, this will allow them to decline casting an affirmative vote or a negative vote when the "Community Problem Solving Method of Decision Making" is at the Vote casting stage. {...}

**Intent:**

The Issues Mediation Committee believe that Abstention Votes cast during CoDA Service Conference should count neither as a 'YES' nor as a 'NO' vote. Since a Delegate's vote is counted as part of the total votes cast, the net result of the current wording of the Bylaws is that the simple majority or the two-thirds (2/3) majority is calculated strictly as "Yes" votes divided by the total number of votes. The result is that the Delegates to the CoDA Service Conference have effectively only a binary choice. This amendment to the Bylaws and clarification in the Fellowship Service Manual will allow for Voting Members to take a position of neither for nor against motions that are being voted on.

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**Remarks:**

This motion requires changes to the following: (check all that apply)

- CoDA Bylaws: Article 5 – Section #4 (Page 9) \_\_\_\_\_
- FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_
- FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_
- FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_
- FSM Part 4 – Service Conference Procedures: Section # 4: Voting Procedures at CoDA Service Conference; 2. Simple vs. 2/3 Majority (Page 15) & 3. Accounting for Abstentions (Page 16)
- FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_
- Change of Responsibility: \_\_\_\_\_
- Other: \_\_\_\_\_

Specific details:  
Section # and title:  
Copy and Paste from most current FSM on coda.org

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QUESTIONS – (Yes): Are you open to crafting? In the counting for abstentions - will it be possible to include an example in the new text of the Fellowship Service Manual?

Crafting (No): legal advice helped us write this.

PROS & CONS:

Pros:

In-person – In any kind of election people either vote or don't and a vote should not be counted as a no. I certainly support, it makes a lot of sense, stops confusion, most have already studied the motions and have a sense from their delegation.

Virtual - I believe our higher power is present to help us especially during CSC, then the response and vote will be accurate, Most come prepared to vote, expecting to vote

Cons:

In-person – I may not be clear of my voting entity to reassess the conscious, if I abstain and only a small number is NOT abstaining can rule-(pass the motion) then my delegate group is not honored

Virtual - very disappointed that we are not would have liked to see language about the percent of voting for people to examine the motion if they don't want to vote yet, cons can easily vote for this if they want to and they can make another motion about the boundaries needed (percentage) regarding the Yes, No and number of Abstained to approve a motion.

Minority opinion; This makes sense for CSC, but when you take it home to the meetings-which may be very small, it may not fully apply.

VOTE: Yes - #41, No - #6,

Abstain - #0 (not included in the total vote results)

Noted Results:

Passed: 2/3 majority-binding

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**Number:** 24042                      **Item Type:** ACTION                      **Date:** 7/22/2024

**Vote:** Complete

**Committee:** Board                                              **Member Names:** Katherine T

**Subject:** Ratification of Board Motions 2023-2024

**Description:**  
The board moves that motion number 24036 be separated for its own ratification from the ratification of the 2023-2024 motions.

**Intent:**

**Remarks:**

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QUESTIONS – (Yes) Does this motion also include additional board members that were added for this year? When you say ratify - the board for the past year has done this work and submitted. When you are asking for ratification is a vote to approve all of the work you have done in the past year. Is the board bound by the Fellowship Service Manual? Why is this one motion is being separated? What is states in FSM part 5 - the Group Conscience is valid immediately - (agenda item sent 10 days prior to meeting), why was this process not followed? The motion is ratifying these board motions and now we are talking about 2 motions and then talk about the other.

Crafting (Yes or No)

PROS & CONS:

Pros:

In-person –

Virtual -

Cons:

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In-person –  
Virtual -  
Minority opinion:

VOTE: Yes - #41, No - #1,

Abstain - #0 (not included in the total vote results)

Noted Results:  
Passed by – 2/3 majority - Binding

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**Number:** 24043                      **Item Type:** ACTION                      **Date:** 7/22/2024

**Vote:** Complete

**Committee:** Board                                              **Member Names:** Katherine T

**Subject:** Ratification of Board Motion 24036

**Description:**  
Ratification of Board Motion 24036 -

**Intent:**

**Remarks:**

Per the bylaws - motions of removal of a board member must be presented to CSC for ratification.

QUESTIONS – (Yes or No)

Crafting (Yes or No)

PROS & CONS:

Pros:

In-person –

Virtual -

Cons:

In-person –

Virtual -

Minority opinion

VOTE: Yes - #23, No - #19,

Abstain - #0 (not included in the total vote results)

Noted Results:  
Passed: The Board accepted this motion by 2/3 majority vote

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**Number:** 24044                      **Item Type:** ACTION                      **Date:** 7/22/2024

**Vote:** Complete

**Committee:** CSC                                              **Member Names:**

**Subject:** Approve vote of Order of Day

**Description:**  
Break for lunch as we are 25 minutes behind and begin again as scheduled

**Intent:**

**Remarks:**

Majority vote by acclimation - Yes

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**Number:** 24045                      **Item Type:** ACTION                      **Date:** 7/22/2024

**Vote:**

**Committee:** CSC                                              **Member Names:** David (Facilitator)

**Subject:** Quorum Count after break

**Description:**

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# CoDA Service Items

Quorum count confirmed.

**Intent:**

**Remarks:**

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**Number:** 24046                      **Item Type:** MOTION                      **Date:** 7/22/2024

**Vote:** Complete

**Committee:** Board                                              **Member Names:** Jay G | Katherine T

**Subject:** Board Motion #1: Change to Bylaws, Article IV-  
Membership and Voting; Section 3. Voting  
Member Selection/Election

**Description:**  
Motion – Change wording to:  
It is the responsibility of each Voting Entity’s service board to notify, in writing, the Voting Entity Liaison, VEL, by sending their minutes with their selection/election to office of its Delegates, and terms of office. The VEL, will send an entire vetted list to the CoDA Board Secretary before CSC begins @ Secretary@coda.org

**Intent:**  
To correct current process documented in the Bylaws to reflect how the process actually occurs.

**Remarks:**  
This motion requires changes to the following: (check all that apply)

X CoDA Bylaws: Page 6, Article IV- Membership and Voting  
Section 3. Voting Member Selection/Election

- FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_
- FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_
- FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_
- FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_
- FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_
- Change of Responsibility: Update to correct current process.
- Other: \_\_\_\_\_

Specific details:  
Change the last 5 lines under Section 3 after “(number of Voting Entities in the region multiplied by (2))”.

Replace with: “It is the responsibility of each Voting Entity’s service board to notify, in writing, the Voting Entity Liaison, VEL, by sending their minutes with their selection/election to office of its Delegates, and terms of office. The VEL, will send a complete vetted list to the CoDA Board Secretary before CSC begins to Secretary@coda.org”.

The motion as stated above should be posted after “...multiplied by (2)].”, and before “Generally, this notification is provided at least thirty (30) days prior...”.

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QUESTIONS – (No)-

Crafting (No)

PROS & CONS:

Pros:

In-person –

Virtual -

Cons:

In-person –

Virtual -

Minority opinion

VOTE: Yes - #48, No - #0,

Abstain - #0, (not included in the total vote results)

Noted Results:

Passed 2/3rds Majority- Binding

# CoDA Service Items

**Number:** 24047                      **Item Type:** MOTION                      **Date:** 7/22/2024

**Vote:** Complete

**Committee:** Board                                              **Member Names:** Steve S

**Subject:** Board Motion #2: Update Bylaws Article V- Meetings of Voting Members, Section 4. Quorum and Resolution at the CSC...

**Description:**

Motion Name: Update Bylaws Article V- Meetings of Voting Members, Section 4. Quorum and Resolution at the CSC and update to the Fellowship Service Manual Part 4, Section 04 Conference Election Procedures- Voting procedures at CSC, 1. B. to reflect how the process actually occurs.

Motion – The Voting Entity Liaison (VEL), of Issues Mediations Committee (IMC), confers with the Board Secretary in the process of registering and vetting elected Delegates. The VEL then sends the list of vetted Delegates to the Board Secretary before CoDA Service Conference (CSC). The Events Committee then oversees the quorum process including selection of the CoDA Service Conference (CSC) Facilitator.

**Intent:**

To correct the bylaws and fellowship service manual to reflect how this process has been being followed for several years.

**Remarks:**

CoDA Bylaws: Page/Section #\_\_Article V- Meetings of Voting Members, Section 4. Quorum and Resolution at the CoDA Service Conference

FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_

FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_

FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_

FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_

FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_

Change of Responsibility: Update to how process actually occurs:

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

Specific details:

In the Bylaws- Article V- Meetings of Voting Members, Section 4. Quorum and Resolution, page 8.

Remove the first two sentences, “The Events committee confers with the Board Secretary... CSC Facilitator.”, and replace with the motion wording.

In the Fellowship Service Manual Part 4, Section 04 Conference Election Procedures- Voting procedures at CSC, 1. B. page 15.

After “Determination of a Quorum-”, remove, “The Events committee confers with the Board Secretary... CSC Facilitator.”, and replace with the motion wording.

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QUESTIONS – (Yes or No) - Unclear to us - does events select the facilitator and oversee the quorum process?

Crafting (No)

PROS & CONS:

Pros:

In-person –

Virtual -

Cons:

In-person –

Virtual -

Minority opinion

VOTE: Yes - #43, No - #2,

Abstain - #0, (not included in the total vote results)

Noted Results:

Passed: 2/3 majority - binding

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**Number:** 24048                      **Item Type:** MOTION                      **Date:** 7/22/2024

**Vote:** Complete

# CoDA Service Items

**Committee:** Board

**Member Names:** Katherine T

**Subject:** Board Motion #3: Add new section to the Fellowship Service Manual (FSM) Part 5, World Level Service Section 02...

**Description:**

Motion Name: Add new section to the Fellowship Service Manual (FSM) Part 5, World Level Service Details, under Section 02 Board Overseen Service Functions; after Fellowship Service Workers (FSM) and Independent Contractors, page 6; add new title of

Board Financial Responsibilities and Administration, and the following below said subtitles:

**Banking and Investment Accounts**

The opening and/or closing of any/all CoDA banking and investment accounts shall require the signatures of both the CoDA Board Chair and the CoDA Board Treasurer, with a Board motion approval to support the transaction.

In addition to the bank requirements, minutes and updated officer information from the Arizona Corporate Commission website, ([ecorp.azcc.gov](http://ecorp.azcc.gov)) presented when opening accounts.

The CoDA Attorney of record (Statutory Agent) office address and information are to be used when opening accounts. Signers personal address and name shall not be used in place of attorney's address and information. No more than \$250,000 US Dollars are to be kept at any one banking institution per the Federal Deposit Insurance Corporation (FDIC) coverage. Banking shall only be done at FDIC insured banks.

The Board of Trustees shall not open or maintain any loans, lines of credit or credit cards. Debit cards are permissible.

**Accountable Reimbursement Plan of Co-Dependents Anonymous, Inc.**

It is the policy of Co-Dependents Anonymous, Inc. ("CoDA") to reimburse employees, volunteers, partners, members, and/or independent contractors (hereinafter collectively referred to as "Reimbursee") for authorized business expenses of CoDA pursuant to the following guidelines.

Expenses must have a business connection: Authorized expenses paid by any Reimbursee of CoDA must have a business connection and must otherwise be deductible by CoDA under federal tax law. Treas. Res. § 1.62-2(d). To be deductible under federal law, the expenses must be incurred in connection with the performance of services by the Reimbursee on behalf of CoDA.

Expenses must be substantiated: Reimbursee must substantiate their business expenses to CoDA for reimbursement. Treas. Reg. § 1.62-2(e). Substantiation includes any relevant documentary evidence that shows the following with respect to every expense for which the Reimbursee seeks reimbursement:

- Amount;
- Date;
- Location (if applicable);
- Description of the business purposes of the expense; and
- Any other relevant information regarding the expense.

Documentary evidence is required for reimbursement in the form of receipts, invoices, or any similar documentation, including credit card bills and bank statements. For meals, Reimbursee need not provide receipts, invoices, credit card bills, bank statements if per diem reimbursement is used as detailed below.

Mileage reimbursement for personal vehicles: Reimbursee shall be reimbursed for the business use of their personal automobiles at the standard federal mileage rate for the period of business use. <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/private-owned-vehicle-pov-mileage-reimbursement>

Documentary evidence for mileage reimbursements must include a description of the business purpose, the starting location, ending location, and total miles. Printed driving directions from reputable internet map sources are acceptable to prove mileage. Reimbursee need not disclose the addresses of their personal residences and may instead use the nearest cross streets.

Per diem reimbursement in lieu of strict substantiation: CoDA may reimburse Reimbursee for meals based on per diem amounts. Reimbursee must demonstrate the time, place, and business purpose of their trip that gives rise to the meal per diem reimbursement. The per diem reimbursement shall only cover the costs of meals and cannot exceed federal per diem meal rates. The federal per diem meal rates for domestic travel may be located at the following address: <https://www.gsa.gov/travel/plan-book/per-diem-rates> The federal per diem meal rates for foreign travel may be located at the following address: [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp). The breakdown of the per diem meal rates for foreign travel are located at the following address: [https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=75](https://aoprals.state.gov/content.asp?content_id=114&menu_id=75).

Lodging: Lodging expenses should be direct billed to CoDA whenever possible unless requesting a private room (which will not be direct billed). Reimbursee is expected to share hotel rooms with one other Reimbursee. If Reimbursee opts not to share a hotel room, the Reimbursee is personally responsible for 50% of the lodging expense, including taxes, and cannot seek reimbursement for such amount. If Reimbursee chooses to stay for personal reasons at the end of a CoDA event, the Reimbursee is responsible for 100% of lodging. Medical exceptions may apply (contact [treasurer@coda.org](mailto:treasurer@coda.org) for clarification) and may be granted by CoDA's Board of Trustees.

Mode of Transportation: Reimbursees are free to determine their mode of transportation (e.g. by air travel vs. by car) depending on personal preferences, but Reimbursees that travel by air must select the lowest, logical, economy/standard class fare available. Reimbursees that travel by a privately owned vehicle may seek reimbursement at the current privately owned vehicle (POV) mileage reimbursement rate, accessible here: <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/private-owned-vehicle-pov-mileage-reimbursement>. When driving, reimbursement is only available for one day lodging and meals, per diem, in each direction traveled.

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Excess reimbursements must be returned: Reimbursee must return to CoDA, within sixty (60) days, any amounts provided as a reimbursement under this plan in excess of the Reimbursee's substantiated expenses. Treas. Reg. § 1.62-2(f).

Time for submitted reimbursement requests: Requests for reimbursement of business expenses under this plan must be submitted to CoDA's designated department in the manner required by such department (i.e., submitting documentary evidence together with a summary or tracking sheet) within sixty (60) days of the date of the expense).

Payment of reimbursed expenses: Reimbursements shall be paid to Reimbursees by check, wire, or other electronic method. Reimbursees may receive an advance of expenses by submitting estimated expenses (per diem calculations, mileage estimates, etc.). If an advance is received, Reimbursee must submit their final expense report within 60 days of the advance and repay any funds that were advanced in excess of the Reimbursee's substantiated expenses.

Plan year: This plan shall be maintained on a calendar-year basis.

Plan amendments and alterations: This plan shall not be amended or altered in any way by the Reimbursee or CoDA without the written and approved authorization from an outside tax attorney.

Reimbursee' failure to comply with plan: At the discretion of the CoDA, Reimbursee's failure to comply with the requirements of this plan will render his or her expenses related to such failure non-reimbursable

## Intent:

Adding documentation of important financial procedures and requirements to the FSM thus resulting changes be brought to conference.

Additionally, the Boards intent is to help support future Boards and the Fellowship with documentation

Tradition One- Our common welfare should come first; personal recovery depends upon CoDA unity.

Service Concept Two- The Fellowship of CoDA has the responsibility of determining, through its group conscience, the service work to be performed, and the best manner to perform such work. This authority is expressed through our group conscience. Authority carries responsibility; thus, CoDA groups conscientiously provide adequate funding and support for the service work they authorize.

## Remarks:

\_\_\_\_ CoDA Bylaws: Page/Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 4 – Service Conference Procedures: Section # 02  
 FSM Part 5 – World Level Service Details:

\_\_\_\_ Change of Responsibility: \_\_\_\_\_  
\_\_\_\_ Other: \_\_\_\_\_

## Specific details:

Section 02 Board Overseen Service Functions; after Fellowship Service Workers (FSM) and Independent Contractors, page 6;

Add entire motion as written above

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QUESTIONS – (Yes or No) Banking should be done at FDIC banks (should or shall)

Crafting (Yes)

PROS & CONS:

Pros:

In-person – Important for the info to be in the Fellowship Service Manual, very important for future reference for all boards.

Virtual -

Cons:

In-person –

Virtual -

Minority opinion:

VOTE: Yes - #42, No - #1,

Abstain - #0, (not included in the total vote results)

Noted Results:

Passed 2/3 majority binding

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**Number:** 24049

**Item Type:** MOTION

**Date:** 7/22/2024

**Vote:** Complete

**Committee:** Board

**Member Names:** Katherine T



# CoDA Service Items

**Subject:** Board Motion #4: World Committee Requirements

**Description:**

Motion – World Committee Requirements  
Effective July 26, 2024, the requirements for a World Level Committee are as follows:

1. One member elected to serve as Chair; Chair role not to be divided among multiple members
2. Minimum of 3 active members (including the chair)

**Intent:**

To align with the Finance Committee's "Guidelines for a rotation for funding face to face (F2F) CoDA Committee meetings"; under policies

#1- Committees must have a functioning chair to be awarded F2F funds.  
Provide an identified role for leadership duties which include CoDA Service Conference (CSC) and F2F meetings travel arrangements and completion of required reimbursement documents.

Remove concerns of breaking anonymity of personal information being shared within a committee (i.e., email lists and other contact information).

Provide one point person for the Board Liaison to communicate with.

Tradition Nine- CoDA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

Tradition Twelve- Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

**Remarks:**

\_\_\_\_ CoDA Bylaws: Page/Section # \_\_\_\_\_  
\_\_\_\_ x \_\_\_\_ FSM Part 1 – Structure and General Information: Section # \_\_\_\_ 02 \_\_\_\_  
\_\_\_\_ FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_  
\_\_\_\_ Change of Responsibility: \_\_\_\_\_  
\_\_\_\_ Other: \_\_\_\_\_

Specific details:

Part 5  
Section #03: CoDA Standing Committees  
Page 7

Currently written:

Effective October 15, 2018, the suggested guidelines for a World Level Committee is as follows:

1. Has a minimum of 3 active members.
2. Creates/updates, within a year from CSC, a Policy and Procedures Manual that specifies the Committee's mission statement and its goals.
3. Posts, in an area accessible to the Fellowship, the committee's Policy and Procedures Manual, which includes its mission statement and goals and, when possible, the Conference motion(s) that created the committee.
4. At minimum, conducts meetings every other month.
5. Posts, to an area accessible to the Fellowship, the approved and corrected minutes of the committee's regularly scheduled business meetings.

New,

replace title, add new #1 and #2 as written in the motion, and renumber remaining items

Effective July 26, 2024, the requirements for a World Level Committee are as follows:

1. One member elected to serve as Chair; Chair role not to be divided among multiple members
2. Minimum of 3 active members (including the chair)

\*\*\*\*\*

QUESTIONS – (Yes) Question on the date 7/26 - concerned about the date noted in this motion: any committee that doesn't have a chair, can they get it filled by date, what if a committee can't attract a chair?, open to crafting?  
consideration given to rotation?

Crafting (No)

PROS & CONS:

Pros:

In-person –

Virtual -

Cons:

In-person –

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Virtual - do understand, but I experienced the questioning process, I don't think it will cause a committee to be more prepared, "requirement" is a strong word - lending to the idea of the committee to be disbanded.  
Minority opinion:

VOTE: Yes - #41, No - #2,

Abstain - #2, (not included in the total vote results)

Noted Results:

Passed- 2/3rds Majority- Binding

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**Number:** 24050                      **Item Type:** ACTION                      **Date:** 7/22/2024

**Vote:**

**Committee:** CSC

**Member Names:** David (Facilitator0

**Subject:** Quorum Count after break

**Description:**

Quorum confirmed

**Intent:**

**Remarks:**

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**Number:** 24051                      **Item Type:** MOTION                      **Date:** 7/22/2024

**Vote:** Complete

**Committee:** Finance

**Member Names:** Barbara D

**Subject:** Finance Motion #3: Revised Prudent Reserve Calculation Process

**Description:**

Revised Prudent Reserve Calculation Process:

Change the first bullet of the "Finance Committee Responsibilities" that was passed at the 2023 CoDA Service Conference in the Fellowship Service Manual, part 5, page 12-13, Section 3 to read:

- The Prudent Reserve must equal one half of the total realized operational expenses from the previous calendar year. (In January of each year, or as soon as the final financial reports for the preceding year are available from the bookkeeper, the Finance Committee will calculate the prudent reserve, publish it on the Finance Committee page of the CoDA website, and announce it via the CoDA Announcements.)

**Intent:**

Per the National Council of Non-Profits:

"Most [prudent reserve] standards are based on a formula to have enough unrestricted cash to cover operating expenses for a number of months. A commonly used reserve goal is three to six months' expenses."

Source: <https://propelnonprofits.org/resources/nonprofit-operating-reserves-policy-examples/>

Per the current Fellowship Service Manual, part 2, page 11, CoDA currently advises:

"An Intergroup's and/or Voting Entity's (VEs) Prudent Reserve is generally 2-3 months of average operating expenses put in "reserve" in a meeting's budget. Its principal purpose is to provide the financial resources to continue the essential services of its Intergroup and/or VE for up to 2-3 months (or longer) in the event of unexpected and substantial reduction in the normal revenues of the meeting group(s). The prudent reserve is intended to cover expenses in the event that the group has unusually low attendance or donations. A prudent reserve is made up of a group's ongoing expenses such as rent, phone line(s), CoDA endorsed literature, refreshments, website fees and various miscellaneous expenses like photocopy expenses, etc."

HOWEVER, the Fellowship Service Manual, part 5, page 13, specifies that for CoDA world level of service:

"Prudent reserve equals \$250,000 or equal to half of the total actual operational expenses for the previous two calendar years, whichever is greater."

Even after a "Once in a Lifetime Global Pandemic", our expenses did not exceed our income; therefore, we propose that CoDA World adopt an industry accepted Prudent Reserve of 50% of the previous year's realized operating expenses (aka 6 months of average operating expenses).

**Remarks:**

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# CoDA Service Items

What is the financial impact of this motion to the CoDA Budget this year and in future years?  
This motion resets the prudent reserve to industry standards and frees up additional funds to help serve the still suffering codependent.  
This motion requires changes to the following: (check all that apply)

\_\_\_\_ CoDA Bylaws: Page/Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_  
 FSM Part 5 – World Level Service Details: Section # 3 see below \_\_\_\_\_  
\_\_\_\_ Change of Responsibility: \_\_\_\_\_  
\_\_\_\_ Other: \_\_\_\_\_

Specific details:  
Section # and title: 03 Standing Committee / Finance Committee  
Copy and Paste from most current FSM on coda.org

The current version reads:  
Finance Committee Responsibilities:  
• Review annually the amount of our prudent reserve, which is currently defined as equals \$250,000 or equal to half of the total actual operational expenses for the previous two calendar years, whichever is greater.

\*\*\*\*\*

QUESTIONS – (Yes or No) - The current procedure is taking the last 2-years or \$250,000 whichever is higher? The motion says 2023 - open to crafting. What does the total expenses include? Have you considered if there is an anomaly in a year, fixed variable or other options? Confused on wording 1/2 of the budget  
Crafting (Yes) - Change the 2024 to 2023.

PROS & CONS:

Pros:

In-person – thank you for bringing to the floor, the board agrees that we are holding back too much money, good to be able to put our liquidity to use

Virtual -

Cons:

In-person –

Virtual -

Minority opinion

VOTE: Yes - #45, No - #0,

Abstain - #0, (not included in the total vote results)

Noted Results:

Passed- 2/3rds Majority- Binding

---

**Number:** 24052                      **Item Type:** MOTION                      **Date:** 7/22/2024

**Vote:** Complete

**Committee:** Finance                                              **Member Names:** Barbara D

**Subject:** Finance Motion #2: Finance Committee Duties in the Fellowship Service Manual

**Description:**

Finance Committee Duties in the Fellowship Service Manual:

The Finance Committee moves to change the Finance Committee entry in Part 5, Section 3 "CoDA Standing Committees" of the Fellowship Service Manual to read as follows:

Finance Committee

The CoDA Finance Committee works with the CoDA Treasurer and Board to provide financial oversight, analysis, and advice to the Fellowship of CoDA with respect to:

- Prudent budgeting and investing
- Financial stability
- Monetary resources of the CoDA Fellowship.

Finance Committee Responsibilities:

- Review annually the amount of our prudent reserve, which is currently defined as equals \$250,000 or equal to half of the total actual operational expenses for the previous two calendar years, whichever is greater.
- Annually compile with the Board determine the budget for the Committees and the Fellowship. The committee considers whether or not CoDA's revenue supports the budget requests and allows for our prudent reserve, and makes a motion to approve the overall budget at the CoDA Service Conference (CSC).

# CoDA Service Items

- Provide input to the CoDA Service Conference related to the financial implications of proposals under discussion and suggest options.
- Apprise the CoDA Board and Fellowship of changing financial circumstances, which might require budgetary adjustments between CoDA Service Conferences.
- Aid trusted servants with submitting expense reimbursement requests. Review expense reports submitted by committee & board members for adherence to Accountable Reimbursement Plan of Co-Dependents Anonymous, Inc. and CoDA's Expense Reimbursement Procedure.
- Review CoDA's investments for adherence to Conference approved policy and limits set by legal entities insuring financial assets.
- Review the Accountable Reimbursement Plan of Co-Dependents Anonymous, Inc. and propose amendments when needed.

**Intent:**

Current version (2.4.2024) Part 5, Pages 12-13, to be replaced by the above, reads:

**Finance Committee**

The CoDA Finance Committee works with the CoDA Treasurer and Board to provide financial oversight, analysis, and advice to the Fellowship of CoDA with respect to:

- Prudent budgeting and investing
- Financial stability
- Monetary resources of the CoDA Fellowship.

**Finance Committee Responsibilities:**

- Calculate and report our prudent reserve to the Fellowship at the annual Service Conference. We may report it at other times of year if needed.
  - Annually review proposed budgets submitted by committees, boards, & Fellowship Services. The committee considers whether or not CoDA's income supports the budget requests and allows for our prudent reserve\* while integrating the requests into one overall budget.
  - Provide input to the CSC related to the financial implications of proposals under discussion and suggest options, as prudence requires.
  - The Finance Committee makes the motion to approve the overall budget to voting members at CSC.
  - Apprise the CoDA Board and Fellowship of changing financial circumstances, which might require budgetary adjustments between CoDA Service Conferences.
  - Review expense reports submitted by committee & board members for adherence to CoDA's Expense Reimbursement Policy.
  - Review CoDA's investments for adherence to Conference approved policy.
  - Review the Expense Reimbursement Policies and Procedures, and propose amendments when needed.
- \* Prudent reserve equals \$250,000 or equal to half of the total actual operational expenses for the previous two calendar years, whichever is greater.

Underlined words are either changed or deleted. Two points about budgeting were combined. Aid to those submitting reimbursement requests was added to the review of expense reports.

**Remarks:**

What is the financial impact of this motion to the CoDA Budget this year and in future years? The cost to implement this motion will be negligible: The cost of changing the Fellowship Service Manual this year.

\*\*This motion redefines the Prudent Reserve to \$250,000, reflects a new approach to budgeting to aid committees in that process, and reflects the current duties of the Finance Committee.

\*\*New per motion 24051 approved at CSC 2024: The Prudent Reserve must equal one half of the total realized operational expenses from the previous calendar year. (In January of each year, or as soon as the final financial reports for the preceding year are available from the bookkeeper, the Finance Committee will calculate the prudent reserve, publish it on the Finance Committee page of the CoDA website, and announce it via the CoDA Announcements.)

We ask that you use the most current FSM on coda.org and be very specific where this change should be made to include references to a certain sentence, paragraph, etc. You may copy and paste from the current FSM to ensure accuracy and indicate as "current wording:", then list the change or update by indicating "new wording:".

This motion requires changes to the following: (check all that apply)

- \_\_\_ CoDA Bylaws: Page/Section # \_\_\_\_\_
- \_\_\_ FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_
- \_\_\_ FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_
- \_\_\_ FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_
- \_\_\_ FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_
- FSM Part 5 – World Level Service Details: Section # 3 \_\_\_\_\_
- \_\_\_ Change of Responsibility: \_\_\_\_\_
- \_\_\_ Other: \_\_\_\_\_

Specific details: (make changes regarding the prudent reserve to reflect the motion #24051 approved)

Section # and title: Section 03 CoDA Standing Committees

Copy and Paste from most current FSM on coda.org Updates based on CoDA Service Conference 2023

Last revised 2.4.2024

# CoDA Service Items

\*\*\*\*\*

QUESTIONS – (Yes or No) - Second paragraph - annually compile the budget - why change the wording to annually compile? Are you open to crafting?

Crafting (Yes)

PROS & CONS:

Pros:

In-person –

Virtual - back in the day, I used to duck because it was so complicated, I just want to affirm the service and make things simple, having the finance committee pulling things together and submitting to board, they work in concert, spirit of inverted triangle, the finance committee is the gatekeeper before it is presented to board

Cons:

In-person – regards to how it is changed and every board has responsibility to meaning and also the bylaws - clearly states page 4, board supervise all financials of the corporation, page 9 article 6 of (Az Corp Commission) committee cannot authorize distribution of assets.

Virtual - in the Coda board procedures manual, a set of goals should be set at conference - I don't see that in this procedure

Minority opinion

VOTE: Yes - #46, No - #0,

Abstain - #0 (not included in the total vote results)

Noted Results:

Passed: 2/3rds Majority- Binding

---

**Number:** 24053

**Item Type:** MOTION

**Date:** 7/22/2024

**Vote:** Complete

**Committee:** Finance

**Member Names:** Barbara D

**Subject:** Finance Motion #1: Add Financial question to CoDA Service Conference procedures for passing a motion

**Description:**

Add Financial question to CoDA Service Conference procedures for passing a motion

Add a step in the Fellowship Service Manual (FSM), Part 4, Section 3, to the “Community Problem Solving Method of Decision Making: Sequence for Bringing a Motion to Vote for In-person/Virtual (via the internet) CSC” to achieve the goal of considering the financial impact of a motion in the process of passing the motion. Between the “Present” and “Q&A” steps, add a step titled “Financial Impact” (1 min. each) 2. Presenter and Finance Committee representative answer the question. “What is the estimated Financial impact of this motion to the CoDA Budget this year and in future years?” For assistance contact [finance@coda.org](mailto:finance@coda.org).

This same question is to be added to the Motion form for future CoDA Service Conferences.

**Intent:**

Asking this question in the process of considering a motion at the CoDA Service Conference will help inform the Fellowship and those voting at the CoDA Service Conference about the financial impact of passing the motion. It will help the Finance Committee to achieve one of its responsibilities in a timely manner, namely, “Provide input to the CSC related to the financial implications of proposals under discussion and suggest options, as prudence requires.” This important question should not have to compete for time/position during the Q&A period

**Remarks:**

What is the financial impact of this motion to the CoDA Budget this year and in future years? The net estimated net cost to implement this motion will be negligible: lengthening the time for each motion presentation by a maximum of two minutes, and the estimated net cost of revising the Fellowship Service Manual (FSM).

Sharing the burden of responsibility to determine the impact with the motion presenter and the Finance Committee. It provides a way for the Finance Committee to meet one of its responsibilities to the Fellowship.

This motion requires changes to the following: (check all that apply)

- CoDA Bylaws: Page/Section # \_\_\_\_\_
- FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_
- FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_
- FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_
- FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_
- FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_
- Change of Responsibility: \_\_\_\_\_

# CoDA Service Items

X  Other: Modify future motion forms for CoDA Service Conference \_\_\_\_

Specific details:

Section # and title: Section 3 Introduction to the 'Community Problem Solving Method

Sub-section: Community Problem Solving Method of Decision Making: Sequence for Bringing a Motion to Vote for In-person/Virtual (via the internet) CSC - Page 13, Part 4 of last revised 2.4.2024 - Add an additional row to the chart between 1 & 2. The rest of the chart should be renumbered.

Copy and Paste from most current FSM on coda.org

Currently:

Present

2 min.

1. The presenter puts a preliminary motion on the floor and presents the intent, background, and other pertinent information in favor of the motion.

Q & A

6 min. 2. The Facilitator asks for questions from the Voting Members pertaining to the preliminary motion.

Pros & Cons

8-12 min

4 pros and

4 cons 3. Statements in favor (pros) and in opposition (cons) to the preliminary motion are given:

a. Alternating speakers can present pros and cons for 1 minute each (up to 4 pros and 4 cons). An even number of speakers is not required and either pro or con may start.

b. If more than 4 people want to speak pro or con, they may briefly confer among themselves to decide which four people will speak for the group. The speakers will try to include the non-speakers' main points and avoid repeating points already addressed. Main points for and against the preliminary motion are recorded.

c. Additionally, up to 4 more pros and cons may be requested.

Proposed:

Present

2 min.

1. The presenter puts a preliminary motion on the floor and presents the intent, background, and other pertinent information in favor of the motion.

Financial impact

2 min each

2. Presenter and Finance Committee representative answer the question. "What is the Financial impact of this motion to the CoDA Budget this year and in future years?"

Q & A

6 min. 3. The Facilitator asks for questions from the Voting Members pertaining to the preliminary motion.

Pros & Cons

8-12 min

4 pros and

4 cons 4. Statements in favor (pros) and in opposition (cons) to the preliminary motion are given:

a. Alternating speakers can present pros and cons for 1 minute each (up to 4 pros and 4 cons). An even number of speakers is not required and either pro or con may start.

b. If more than 4 people want to speak pro or con, they may briefly confer among themselves to decide which four people will speak for the group. The speakers will try to include the non-speakers' main points and avoid repeating points already addressed. Main points for and against the preliminary motion are recorded.

c. Additionally, up to 4 more pros and cons may be requested.

\*\*\*\*\*

QUESTIONS – (Yes) is there assistance for assessing financial impact? will there be more than one person to help explain at CSC? Is there really a way to know what the financial impact will be going forward? open to crafting? Is this question going to be added to the motions form? will it be published so committees can go back to see so we don't have the burden the finance committee, a process to standardize? will this be adding time to the motions? Have you considered the cost of adding the time? Is there a reason use used Cost vs Income or Net Cost? Is this prudent to go over to add the time, does time get taken away from other committees?

Crafting (Yes)

PROS & CONS:

Pros:

In-person – as a codependent with tendency to associate - I like having the practicality of knowing, Appreciate the transparency, the CSC Conference is the authority and informs the Board of Trustees how to spend money responsibly, it would be nice to get an idea of the estimate of the cost

Virtual -

Cons:

In-person – board wants all ideas to be brought, if they put this on to the committees, the delegates may not bring it, but maybe used the Finance Committee Liaison, Motions should be passed based on what we should do, money should not be the driving force, but to figure it out after the conference

Virtual - Adding to the problem solving method this will add more time and problem

Minority opinion: adds more confusion to the motion process

VOTE: Yes - #34, No - #13,

Abstain - #1, (not included in the total vote results)



# CoDA Service Items

This motion requires changes to the following: (check all that apply)

\_\_\_ CoDA Bylaws: Page/Section # \_\_\_\_\_  
\_\_\_ FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_  
\_\_\_ FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_  
\_\_\_ FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_  
X FSM Part 4 – Service Conference Procedures: Section #02; Page 10  
\_\_\_ FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_  
\_\_\_ Change of Responsibility: \_\_\_\_\_  
\_\_\_ Other: \_\_\_\_\_

Specific details:

Section # and title:

FSM Part 4: Section 02 Guidelines for Board, Committee and Voting Entity (VE) Reports, Issues and Motions

Presented at CoDA Service Conference (CSC) -

CoDA Service Conference (CSC ) North American and International -Delegate Grant for Voting Entity Delegates- Eligibility #4 – found on Page 10

Current Wording:

4. Additional single Delegate Grants may be applied for every six years after they received their initial two Delegate Grants

New Wording:

4. Additional single Delegate Grants may be applied for every two (2) years after they received their initial two Delegate Grants.

\*\*\*\*\*

QUESTIONS – (Yes) Since there is a limited amount of money for grants and several are applying - is there a preference for those who have not received a grant vs previous recipients? Would you consider crafting to included the process of preference? Please clarification on the two grants - when do they have to be used? Does it start after the second grant is given? Is there a reason you didn't go to 4 years vs. 2? Would it be possible to make it a yearly grant if the finance allows it?

Crafting (Yes)

PROS & CONS:

Pros:

In-person – agree to increase the number of international participants, seek as a conference to remove barriers if the financial aspect allows for it, in experience is very different and it makes so much more sense than the online experience

Virtual - this has been beneficial to ensure that our delegate can participate in the CSC, CoDa is still very US centric and as an international fellowship, I appreciate that this will allow world delegates to participate

Cons: make sure that we have regulations on timing and longevity, needs to valid that they are a viable meeting

In-person – we need some incentive to do service, it can be hard for a co-dependent, having this is helpful

Virtual - wording "after we have received" - we have not used ours, that is a concern

Minority opinion: unfortunately I couldn't ask you to consider, perhaps it can be split between the Americas (3 years) and 2 years for International delegates

VOTE: Yes - #46, No - #1,

Abstain - #0, (not included in the total vote results)

Noted Results:

Passed- 2/3rds Majority- Binding

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**Number:** 24057

**Item Type:** MOTION

**Date:** 7/23/2024

**Vote:** Complete

**Committee:** IMC

**Member Names:** Jorge B

**Subject:** IMC Motion #3: Remove the paragraph, in Fellowship Service Manual (FSW), "What Are the Expectations and Responsibilities of a Delegate?..."

**Description:**

Remove the entire paragraph, in Fellowship Service Manual (FSW) Part 3 – Guidelines for Other Service Levels; Section 05 Officer Positions, "What Are the Expectations and Responsibilities of a Delegate?" And remove the link to an outdated 'Delegate Checklist' document.

Intent, background, other pertinent information (Do NOT attach a file. If you have reference documents, please embed them here):

For the last several years, the Voting Entity Liaison (VEL) has been updating and posting, in the Delegate Package, a



# CoDA Service Items

"Delegate Checklist", not the CoDA Events Committee (CEC). For this year, the document is called "Delegate Information and Guidelines". The current document in the Fellowship Service Manual (FSM) does not contain current processes, guidelines, and accurate information for our elected Delegates and Alternate Delegates.

**Intent:**

**Remarks:**

This motion requires changes to the following: (check all that apply)

- CoDA Bylaws: Page/Section # \_\_\_\_\_
- FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_
- FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_
- FSM Part 3 – Guidelines for Other Service Levels: Section # 05
- FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_
- FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_
- Change of Responsibility: \_\_\_\_\_
- Other: \_\_\_\_\_

Specific details:

FSM Part 3 Guidelines for Other Service Levels: Section # 05 Officer Positions; Page #12

Remove, in its entirety, this paragraph and link:

What Are the Expectations and Responsibilities of a Delegate?

CoDA World's Events Committee put together "A Delegates Checklist" for all delegates at Conference. This list can be found on the coda.org website at this location:

<http://coda.org/default/assets/File/Delegate%20Checklist.pdf>

\*\*\*\*\*

QUESTIONS – (Yes) Seems redundant when the link is already a part of the paragraph, is this being transferred to the Delegate Relations Committee? Will the checklist be updated and placed somewhere else? Will it be referenced in the FSM? Some statement or description should be included in the FSM as updated, even if it is a reference to the document

Crafting (Yes or No)

PROS & CONS:

Pros:

In-person – in favor, this document is a living document and changed yearly, anything in the FSM has to come to conference to be changes.

Virtual -

Cons:

In-person – Links are documents that can be updated with new information and are not a change to the standing document (FSM)

Virtual -

Minority opinion: Anytime we can simply the FSM it is a good

VOTE: Yes - #48, No - #1,

Abstain - #0, (not included in the total vote results)

Noted Results:

Passed: 2/3 majority - binding

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**Number:** 24058

**Item Type:** ACTION

**Date:** 7/23/2024

**Vote:**

**Committee:** CSC

**Member Names:** David (facilitator)

**Subject:** Quorum Count after break

**Description:**

**Intent:**

**Remarks:**

---

# CoDA Service Items

**Number:** 24059                      **Item Type:** MOTION                      **Date:** 7/23/2024

**Vote:** Complete

**Committee:** CSC                                              **Member Names:** David (facilitator)

**Subject:** Continue using the long version of the serenity prayer or go to short version

**Description:**  
How many are for the long version of the serenity prayer to continue through CSC?

**Intent:**

**Remarks:**  
Vote: Yes - #24 No - #27  
  
Abstain - #not called  
  
Noted Results:  
Majority: not use the long version through CSC

**Number:** 24060                      **Item Type:** MOTION                      **Date:** 7/23/2024

**Vote:** Complete

**Committee:** Literature                                              **Member Names:** Terry D

**Subject:** Literature Motion #1: Living Our Recovery Through Service – new booklet

**Description:**  
Living Our Recovery Through Service – new booklet

Request that CSC endorse for publication, a new booklet, Living Our Recovery Through Service. (See attached PDF DRAFT document, included in the delegate package)

- Intent:**
- 1 Living Our Recovery Through Service is a new work-booklet that explores Service as an integrated aspect of recovery in CoDA.
  - 2 The booklet includes questions and opportunities for writing.
  - 3 Service is one of the five parts of the CoDA recovery program where we learn to practice our recovery behaviors with others.
  - 4 The inverted pyramid of the CoDA service structure was included, along with a user-friendly description of how it works.
  - 5 The principles found in our Twelve Traditions, their prayers, and member quotes are featured, along with an invitation to the reader to write about the traditions.
  - 6 Could be used within sponsoring relationship.

**Remarks:**  
Service can be fun!

This motion requires changes to the following: (check all that apply)

- CoDA Bylaws: Page/Section # \_\_\_\_\_
- FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_
- FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_
- FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_
- FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_
- FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_
- Change of Responsibility: \_\_\_\_\_
- Other: New piece of literature for publication

Specific details:  
Section # and title:  
Copy and Paste from most current FSM on coda.org

\*\*\*\*\*

QUESTIONS – (Yes) when you made the decision to put a pyramid in the book that is not endorsed or found in the FSM anywhere-why didn't we put the endorsed pyramid, it doesn't match the CoDA service structure. Service items don't sell well-make it a download instead? All approved process was reviewed by an editor - is the final version or will there be a review by the editor? Have you considered - Service Concepts as an extra chapter? As a rep of the

# CoDA Service Items

AFM there was not a lot of accommodations for online meetings? Are these working documents and can changes be made?

Crafting (No)  
PROS & CONS:

Pros:

In-person – amount of information will be helpful, in our FSM the inverted pyramid is referenced 7 times and it is established at every level of CoDA

Virtual - document is amazing and I appreciate the hard work that must have been, The teams last publication , revolutionised communications of the basics of CoDA in my local meeting, causes of CoDA. I believe as a subject which is of utmost importance deserves new voice. Pyramid-I prefer the visual as it actually looks like a pyramid

Cons:

In-person – once this is endorsed by conference, it endorses the pyramid that is inaccurate to the endorsed pyramid, this is the first time this has been presented and language doesn't also translate accurately which is a concern for Canada, currently have over 450 of the current materials in stock, adding a new

Virtual - against changing the pyramid, also against the pyramid and it is very important that it is correct, the literature I feel diminishes the importance of the voting entity

Minority opinion: The Fellowship is guided by a spiritual principles if we are not following these principles it is a vote against us

VOTE: Yes - #24, No - #19,

Abstain - #1, (not included in the total vote results)

Noted Results:

Passed: Simple majority – not binding on Board

NOTE: The Board requested that a reference to the CoDA Structure Chart in the Fellowship Service Manual (FSM) be added on page 11 of the booklet; thus, accepting this motion by a 2/3 majority Board Vote.

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**Number:** 24061                      **Item Type:** MOTION                      **Date:** 7/23/2024

**Vote:** Complete

**Committee:** Literature

**Member Names:** Terry D

**Subject:** Literature Motion #2: Issues with the God word?

**Description:**

Issues with the God word?

Request that CSC endorse for publication, a new book, Issues with the God word? (See attached PDF DRAFT.)

**Intent:**

1. Issues with the God word? is a new book that gives voice to the many CoDA members who have found or are exploring non-traditional spiritual paths to working The Twelve Steps of Co-Dependents Anonymous.
2. The target audience is for the CoDA newcomer and CoDA members struggling with spirituality while working the program.
3. There is a section on Co-Dependents Anonymous book quotes.
4. This book includes the stories of CoDA members who have found a "power greater than themselves."
5. There is a section on how CoDA members with non-traditional beliefs work the steps.
6. There is a section on how CoDA members with non-traditional beliefs pray and meditate.
7. There is a section on supporting the sponsor/sponsee relationship with CoDA members with non-traditional beliefs.

**Remarks:**

This motion requires changes to the following: (check all that apply)

\_\_\_ CoDA Bylaws: Page/Section # \_\_\_\_\_  
\_\_\_ FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_  
\_\_\_ FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_  
\_\_\_ FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_  
\_\_\_ FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_  
\_\_\_ FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_  
\_\_\_ Change of Responsibility: \_\_\_\_\_  
X Other: New piece of CoDA literature for publication

Specific details:  
Section # and title:

\*\*\*\*\*

QUESTIONS – (Yes) If you could included one of each of the medium religions (non christian and judeo religions)

# CoDA Service Items

explicitly share more examples. Question the word "traditional beliefs" and what does that refer to? The content is not reflected in the title -alter the title to reflect what the book is about? Concerned about overall cost, is it possible to make books downloadable as a fee?

Crafting (No)  
PROS & CONS:

Pros:

In-person – as someone who is an atheist, anything that would help myself and others find our way to work through the God word is helpful, everybody from my meeting loved it, it is the most spiritual piece of literature

Virtual -

Cons:

In-person –

Virtual -

Minority opinion: one of our imitation - our issues with our country, governed by a religious government, it could put our members at risk

VOTE: Yes - #37, No - #8,

Abstain - #0,

Noted Results:

Passed- 2/3rds Majority- Binding

---

**Number:** 24062                      **Item Type:** MOTION                      **Date:** 7/23/2024

**Vote:** Complete

**Committee:** Literature

**Member Names:** Terry D

**Subject:** Literature Motion #3 Procedure for accepting voting entity or CoDA World service committee literature that is presented at the CoDA Service Confer...

**Description:**

Procedure for accepting voting entity or CoDA World service committee literature that is presented at the CoDA Service Conference.

CoDA Service Conference to adopt the following procedure for voting entity or CoDA World service committee literature that is presented at the CoDA Service Conference. This procedure will be added to the Fellowship Service Manual, Part Four, Section Two entitled: Guidelines for presenting voting entity motions for the CoDA Service Conference.

Procedure for accepting voting entity or CoDA World service committee literature submitted to the CoDA Service Conference:

For a new piece of literature that is submitted by a voting entity or CoDA World service committee to be considered for publication, it must comply with the following points:

1. Speaks from the voice of CoDA as a whole.
2. Contributes something new to the existing CoDA literature.
3. Adheres to The Twelve Traditions of Co-Dependents Anonymous.
4. Contains material that is relevant to CoDA's Twelve Steps, Twelve Traditions, Twelve Service Concepts, and the other parts of working the CoDA program of recovery.
5. Was written to reflect the experience, strength and hope of working the CoDA program and was reviewed and approved by a voting entity or World service committee via informed group conscience.
6. Does not contain any material which is copyrighted by an individual or organization outside of CoDA, Inc.
7. Follows the current CoDA Literature Committee Style Sheet.
8. Authors must individually sign a copyright assignment to CoDA Inc., with the understanding they may not continue to publish or use this particular work as their own.

**PROCEDURE:**

1. A voting entity or CoDA World service committee submits a piece of literature as a motion, which is provisionally endorsed by 2/3 majority at the CoDA Service Conference.
2. The CoDA Service Conference assigns the piece of literature to the CoDA Literature Committee.
3. The CoDA Literature Committee's initial response, to be completed within two weeks of the end of the CoDA Service Conference:
  - a. Is the piece in English?  
If not, return for translation.
  - b. Is the piece already copyrighted within CoDA World?  
If yes, forward to legal liaison and CoDA lawyer.
  - c. If no other copyright exists, then proceed.
4. CoDA copyright assignment process takes place.

# CoDA Service Items

5. Once copyright assignments are in place with CoDA, Inc., an email will be sent to the voting entity or committee regarding the next steps. The letter will include an invitation to send a representative to join the project group that is working on this new piece of CoDA literature.
6. The CoDA Literature Committee will create a project group to read the piece and present to the full CoDA Literature Committee to assign it a status of:
  - a. Accepted as presented The CoDA Literature Committee will submit a motion at the next CoDA Service Conference to endorse the piece for publication.
  - b. Needs work Some editing is needed to correct problems with meeting expectations or improving the clarity of the piece. The amount of work is projected to be accomplished in time for endorsement by the next CoDA Service Conference.
  - c. Multi-year project Occasionally, a great deal of work may be desirable for expansion and clarity. The CoDA Literature Committee will provide updates about these projects in their quarterly and annual reports. When completed, the CoDA Literature Committee will bring these pieces of literature to a future CoDA Service Conference for endorsement.
7. Provisionally endorsed pieces of literature will no longer be posted on coda.org.

**Intent:**

1. This procedure makes clear the process and the responsibilities for voting entities and CoDA World service committees that bring new literature to CoDA Service Conference. It also makes clear the CoDA Literature Committee process and responsibilities after the CoDA Service Conference.
2. The 2017 CoDA Service Conference passed motions #17001 and #17002 to create a way for voting entities and CoDA World service committees to bring literature directly to the CoDA Service Conference in a two-year endorsement process. The responsibility for following through post CoDA Service Conference was not addressed. The lack of a clear process following CoDA Service Conference endorsement has created confusion, lack of follow through, and delays. The 2017 motions did not include a change to the FSM.
3. The goal of this 2024 motion is to ensure that the voting entity and CoDA World service committee literature is shepherded through a fair and standard process, with clear accountability.
4. Posting drafts of provisionally endorsed literature on coda.org has created confusion and harm to CoDA as a whole. These drafts have not been fully endorsed, yet many members have made copies and edited them for their own purposes. This is a copyright infringement and intellectual property theft.
5. New CoDA Service Conference endorsed literature is made available for purchase at corepublications.org and from voting entity websites outside of the United States. The sale of our literature is the major source of income supporting the CoDA Fellowship. Downloading CoDA literature withholds revenue from the CoDA Fellowship.

**Remarks:**

This procedure will be added to the CoDA Literature Committee Policies & Procedures, which is available on the committee webpage at coda.org.

This motion requires changes to the following: (check all that apply)

- CoDA Bylaws: Page/Section # \_\_\_\_\_
- FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_
- FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_
- FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_
- FSM Part 4 – Service Conference Procedures: Section # 2 \_\_\_\_\_
- FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_
- Change of Responsibility: \_\_\_\_\_
- Other: \_\_\_\_\_

Specific details:

Section # and title:

Copy and Paste from most current FSM on coda.org

\*\*\*\*\*

QUESTIONS – (Yes) From a legal perspective, we don't apply for copyright until it is completed, Are you doing anything else with translations cost? No individual can submit literature directly correct?

Crafting (No)

PROS & CONS:

Pros:

In-person – as an author of the 30 and 40 questions, Norcal CoDa appreciates that it is in the style and attention to detail and consistency to other literature

# CoDA Service Items

Virtual -  
Cons:  
In-person –  
Virtual -  
Minority opinion:

VOTE: Yes - #45, No - #2,

Abstain - #0, (not included in the total vote results)

Noted Results:  
Passed- 2/3rds Majority- Binding

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**Number:** 24063                      **Item Type:** MOTION                      **Date:** 7/23/2024

**Vote:** Complete

**Committee:** Literature                                              **Member Names:** Terry D

**Subject:** Literature Motion #4: Changes to Fellowship Service Manual (FSM) to reflect a new definition of a CoDA meeting.

**Description:**

Changes to Fellowship Service Manual (FSM) to reflect a new definition of a CoDA meeting.

To adopt the following changes to the Fellowship Service Manual (FSM), adding the use of CoDA Service Conference endorsed literature to the definition of a CoDA meeting.

Remove:

FSM Part 2-Meeting Handbook, Section 1-what is a CoDA Meeting, pg 5- What is a CoDA meeting, Policy Regarding Outside Literature at CoDA Meetings, pg. 6

What is a CoDA Meeting

A CoDA meeting is a group of two or more people who come together around their shared desire for healthy and loving relationships. The meeting uses the Twelve Steps and Twelve Traditions of Co- Dependents Anonymous as the basis for working toward recovery. It is a place to find sponsorship and fellowship as well as the sharing of experience, strength, and hope. A strong sense of acceptance and community makes a meeting attractive both to the newcomer and old timer.

In addition, CoDA groups are required to use the Co-Dependents Anonymous book as a primary resource for the meeting. No other Twelve Step book can be used at a CoDA meeting. Exclusive use of Co-Dependents Anonymous book at meetings means that the CoDA message is not diluted in any way.

Meetings who choose not to read the four Foundational Documents or use a non-CoDA Twelve Step book will not be recognized as CoDA meetings and will not be listed in the CoDA Meeting Directory on the CoDA.org website

Policy Regarding Outside Literature at CoDA Meetings

CoDA groups may not use any other Twelve Step books, and it is strongly suggested that CoDA groups use only CoDA Conference Endorsed literature.

If a group by informed group conscience chooses to use other outside literature, in order to be an informed group conscience, that group must weigh their decision against the Twelve Traditions to ascertain if a responsible decision has been made.

Some points to consider are:

Tradition One: Using CoDA literature supports the growth of CoDA and offers unity and continuity of message.

Tradition Four: Will the decision reached by the group affect neighboring groups or CoDA as a whole? What might be a newcomers first impression of CoDA based on the literature chosen? What is a group's responsibility to newcomers?

Tradition Five: Is the decision about literature, or for that matter any decision made by the group, in line with CoDA's primary purpose?

Tradition Six: Is the use of outside literature an endorsement of a particular author? By making the work of a particular author the focus of a meeting, is that a CoDA meeting or a book study session?

Tradition Eight: Use of outside literature may border on therapy. CoDA is a self-help group and uses the Twelve Steps and Twelve Traditions as a basis for recovery.

Tradition Ten: Use of copyrighted materials not owned by CoDA may lead to problems in the future and ought to be considered in the decision-making process. CoDA will not define codependency but will describe it. Does the use of outside literature support a particular definition?

If, after considering the above points, and a group still chooses to use other outside literature, an announcement must be made at the beginning and end of the reading of said literature. Updated at 2018 CSC on 10/12/18. Further updated at 2019 CSC on 9/10/19.

Replace with:

# CoDA Service Items

What is a CoDA Meeting?

A CoDA meeting is part of the twelve-step Fellowship, Co-Dependents Anonymous. Each CoDA group is made up of two or more people who come together because of their shared desire for healthy and loving relationships, with the primary purpose of carrying the message of Co-Dependents Anonymous to those who still suffer. CoDA meetings use The Twelve Steps and Twelve Traditions of Co-Dependents Anonymous as the basis for working the CoDA recovery program. In CoDA meetings, members share their personal experience, strength, and hope, gained by working the CoDA recovery program.

Because The Twelve Steps of Co-Dependents Anonymous are the basis of our recovery, it is strongly suggested that each meeting set aside at least one meeting per month for step study. Because The Twelve Traditions of Co-Dependents Anonymous are the spiritual foundation of our meetings, our service, and our lives, it is strongly suggested that meetings set aside one meeting each month for tradition study.

The use of Co-Dependents Anonymous, our basic text, and other CoDA Service Conference endorsed literature at meetings builds unity, trust, and shared welfare. This maintains continuity in the CoDA recovery message across all CoDA meetings. CoDA Service Conference endorsed literature is written and endorsed by and for CoDA members. As such, it reflects the voice of the Fellowship of Co-Dependents Anonymous worldwide.

For more basic information about CoDA meetings, see the CoDA booklet, Newcomer Handbook, Second Edition.

To be a recognized CoDA meeting, whether in person, phone, or online, meetings:

1. Register on [coda.org](http://coda.org) by using the online registration form. Required information includes day and time of meeting, first names of one or two contact members and their email addresses, phone number is optional. Listings are expected to be updated annually and when information changes.
2. Read as written CoDA's four foundational documents, posted on [coda.org](http://coda.org), at every meeting:
  1. The Preamble of Co-Dependents Anonymous
  2. The Welcome of Co-Dependents Anonymous (long or short version)
  3. The Twelve Steps of Co-Dependents Anonymous
  4. The Twelve Traditions of Co-Dependents Anonymous
3. Use CoDA's foundational text, Co-Dependents Anonymous, "the CoDA book" as their main resource during CoDA meetings.
4. Use only CoDA Service Conference endorsed books, workbooks, booklets, and pamphlets during meetings and for sale at in-person meetings.

CoDA Traditions support the exclusive use of CoDA Service Conference endorsed literature.

We find guidance in our Traditions, particularly Traditions One, Four, Six, and Twelve:

"Our common welfare should come first; personal recovery depends upon CoDA unity."  
Tradition One tells us that CoDA unity is our first spiritual principle. CoDA's shared welfare and unity are created by using a consistent format, readings, and literature across all meetings. This allows members to go to a meeting anywhere in the world and hear the same CoDA recovery message. Using outside literature can be divisive and is outside the scope of Co-Dependents Anonymous.

"Each group should remain autonomous, except in matters affecting other groups or CoDA as a whole."  
Tradition Four states that groups have autonomy, but not at the expense of the rest of the Fellowship. The use of outside literature creates confusion, particularly for the newcomer, regarding the nature of our program. It creates inconsistency across meetings, distracting from the CoDA message.  
"A CoDA group ought never endorse, finance, or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim."  
Tradition Six is clear. CoDA meetings must keep their focus on CoDA's primary spiritual aim, as a place where suffering codependents can find recovery in the program of Co-Dependents Anonymous. Using outside literature in our meetings endorses and financially supports its author and their message instead of Co-Dependents Anonymous. It creates inconsistency, confusion, and controversy and diverts us from our primary spiritual purpose.  
"Anonymity is the spiritual foundation of all our traditions; ever reminding us to place principles before personalities."  
Tradition Twelve points us to CoDA Service Conference endorsed literature because our literature is written anonymously, by and for the CoDA Fellowship, and it places the principles found in CoDA's Twelve Steps and Twelve Traditions first.

We recommend that members of the Fellowship read CoDA Conference endorsed publications and listen to the stories of CoDA members in recovery. These publications and recordings are available from CoRe Publications. Other books, of course, are read and used by CoDA members, but CoDA, as a Fellowship, cannot recommend or endorse specific books outside approved CoDA literature. We honor Tradition Six by not endorsing any other literature, program, individual, or institution.  
Co-Dependents Anonymous, Third Edition, page 127

When a CoDA meeting uses outside literature, it is no longer adhering to the CoDA principles of unity, trust, integrity, and anonymity, even if the use of outside literature is affirmed by the meeting group conscience. When a CoDA group operates outside of the definition of a CoDA meeting, it does not adhere to the principles found in our Traditions. This affects its members, other meetings, and CoDA as a whole.

# CoDA Service Items

If a CoDA member believes a group is not acting in accordance with the definition of a CoDA meeting, that member is encouraged to bring the issue to their group conscience or group business meeting. The meeting may decide to make use of a group inventory, such as those included in The Twelve Steps & Twelve Traditions Workbook and Traditionally Speaking as part of the group conscience process.

Members may look to nearby meetings for information and support. They may also approach their intergroup, regional group, or voting entity for information, clarity, and to encourage their group to align with the definition of a CoDA meeting as stated above.

If no resolution occurs, any member or group may contact CoDA's Issues Mediation Committee (IMC) [imc@coda.org](mailto:imc@coda.org)

## Intent:

1. The CoDA Fellowship has grown and is now defining our program through the use of our own literature. With this motion, we no longer rely on published authors or other twelve-step programs to define our unique program of recovery.
2. Just as clear and fully respected boundaries are essential for healthy personal functioning, so also the CoDA Fellowship now establishes clear criteria and boundaries for what is and is not a CoDA meeting.
3. This motion creates a clear statement about the need for the exclusive use of CoDA Service Conference endorsed literature in our meetings and workshops.
4. At our founding in 1986, there was no CoDA literature beyond our four foundational documents. In the early 1990s, CoDA published our basic, foundational text, Co-Dependents Anonymous and the original Twelve Step pamphlets, which were written by and for the Fellowship. Since then, recovering CoDA members have created a growing catalog of literature, based on our shared experience, strength, and hope, thereby eliminating the need for outside literature.
5. The recovery program of Co-Dependents Anonymous is described by and for members of our Fellowship in our basic text and in other CoDA Service Conference endorsed literature. As our understanding of codependence and recovery has matured, we are led to rely on our own CoDA literature. CoDA Service Conference endorsed literature carries a consistent CoDA recovery message which creates unity across the Fellowship.
6. When CoDA meetings use books written by professional authors, or from other twelve step fellowships, those meetings are not following the traditions of Co-Dependents Anonymous.
7. Purchasing literature from corepublications.org directly supports the CoDA Fellowship financially. Purchasing outside literature deprives CoDA of financial support.
8. The primary purpose of CoDA literature is to reach the codependent who still suffers with a consistent message and to support their recovery in CoDA. Each piece of literature has been written and edited using an extensive and on-going group conscience process. Each piece has been endorsed by the group conscience of a succession of CoDA Service Conferences. CoDA literature covers many recovery concerns in publications including The Twelve Step Handbook, The Twelve Steps & Twelve Traditions Workbook, In This Moment: Daily Meditation Book, Growing Up in CoDA, and many booklets and pamphlets. Outside literature is not part of the CoDA program.

## Remarks:

Fellowship members, meetings, intergroups, and voting entities regularly ask the CoDA Literature Committee about the use of outside literature in their meetings and workshops. Some are confused, thinking outside literature can be "approved" by CoDA. Some are upset that a simple majority in their meeting group conscience is able to include published authors or other twelve-step Fellowship literature in its readings.

Members of CoDA World Service are frequently asked to solve the "non-conference endorsed literature" or outside literature dilemma by enforcing the use of CoDA Service Conference endorsed literature in their meetings. Many fellowship members, particularly those from voting entities outside of the United States, have voiced dismay that the current policy is left to the individual group conscience and have requested CoDA Service Conference endorsed literature be mandated for all CoDA meetings and CoDA workshops.

This motion requires changes to the following: (check all that apply)

- CoDA Bylaws: Page/Section # \_\_\_\_\_  
 FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_  
 FSM Part 2 – Meeting Handbook: Section #1, pages 5 and 6  
 FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_  
 FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_  
 FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_  
 Change of Responsibility: \_\_\_\_\_  
 Other: \_\_\_\_\_

Specific details:

Section # and title:

Copy and Paste from most current FSM on [coda.org](http://coda.org)

\*\*\*\*\*

QUESTIONS – (Yes) Several of the meetings I go to read other resources, isn't this motion exclusive and not inclusive and was it tabled last year? 23076 was tabled? What was it changed in the FSM? Some of our meeting





# CoDA Service Items

**Intent:**

**Remarks:**

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QUESTIONS – (Yes or No)

Crafting (Yes or No)

PROS & CONS:

Pros:

In-person –

Virtual -

Cons:

In-person –

Virtual -

Minority opinion

VOTE: Yes - #27, No - #18,

Abstain - #0, (not included in the total vote results)

Noted Results:

Passed - 2/3 majority - binding

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**Number:** 24067

**Item Type:** MOTION

**Date:** 7/23/2024

**Vote:** Complete

**Committee:** CSC

**Member Names:** Chris J

**Subject:** Floor Motion: To separate Community Problem Solving Method and 30-Second Rule

**Description:**

To separate Community Problem Solving Method and 30-Second Rule

To stop all timers during the Community Problem Solving Method (CPSM) when a 30-Second is called to maintain order during the CoDA Service Conference effective immediately for CoDA Service Conference 2024 and to have the Fellowship Service Manual updated for CoDA Service Conference 2025 to protect that time for future CSC.

**Intent:**

By tradition, the Facilitator has paused all timers when a Motion has been contentious and 30-Seconds has been called. Healthy discussion about Motions (questions, Pros/Cons, crafting) is already limited with challenges of translation, explanation & clarifications, etc. that are needed. The time for those discussions should not be compromised when 30-Seconds are called. While the Facilitator is responsible for time management during CSC, the Facilitator does not have the authority to overrule the amount of time allocated any stage of the Community Problem Solving Method.

**Remarks:**

We ask that you use the most current FSM on coda.org and be very specific where this change should be made to include references to a certain sentence, paragraph, etc. You may copy and paste from the current FSM to ensure accuracy and indicate as "current wording:", then list the change or update by indicating "new wording:".

This motion requires changes to the following: (check all that apply)

\_\_\_ CoDA Bylaws: Page/Section # \_\_\_\_\_  
\_\_\_ FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_  
\_\_\_ FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_  
\_\_\_ FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_  
\_\_\_ X FSM Part 4 – Service Conference Procedures: Section # \_\_ Sec. 1;\_4. Role of Facilitator \_\_\_\_\_  
\_\_\_ FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_  
\_\_\_ Change of Responsibility: \_\_\_\_\_  
\_\_\_ Other: \_\_\_\_\_

Specific details:

Section # and title:

Copy and Paste from most current FSM on coda.org

\*\*\*\*\*

QUESTIONS – (Yes) Where does this go? Do we have the logistical way to do this? Who does this take time away from? What about point of order, will it be included? Scope or guidance for calling 30 seconds?  
Crafting (No)

# CoDA Service Items

## PROS & CONS:

### Pros:

In-person – I don't want to lose minutes, we are already rushed. Help slow down the process so we can take the higher power and serenity prayer time to consider  
Virtual - very difficult to follow online and give us time to discuss amongst ourselves, the more I work my program, I am optimistic that we will reduce the number of 30 seconds

### Cons:

In-person – Events didn't plan for additional AV or translators time and expense. As assistant to facilitator last year, I didn't observe at anytime that we stopped the clock-timer

### Virtual -

Minority opinion: It is my understanding that we will not have translation passed 3 pm today.

VOTE: Yes - #36, No - #8,

Abstain - #2, (not included in the total vote results)

## Noted Results:

Passed- 2/3rds Majority- Binding

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**Number:** 24068                      **Item Type:** ACTION                      **Date:** 7/24/2024

**Vote:**

**Committee:** CSC

**Member Names:**

**Subject:** Quorum Count

**Description:**

Quorum Confirmed

**Intent:**

**Remarks:**

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**Number:** 24069                      **Item Type:** ACTION                      **Date:** 7/24/2024

**Vote:**

**Committee:** CSC

**Member Names:** David (facilitator)

**Subject:** Quorum Count after break

**Description:**

Quorum confirmed

**Intent:**

**Remarks:**

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**Number:** 24070                      **Item Type:** MOTION                      **Date:** 7/24/2024

**Vote:** Complete

**Committee:** CSC

**Member Names:** David (facilitator)

**Subject:** Approve Previous Days Motions

**Description:**

Review and approved previous days motions as amended.

**Intent:**

**Remarks:**

Motioned by: David M Second: Leanne G

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# CoDA Service Items

Passed by majority acclamation  
Abstain -

**Number:** 24071                      **Item Type:** MOTION                      **Date:** 7/24/2024

**Vote:** Complete

**Committee:** H&I                                              **Member Names:** Terry D

**Subject:** H&I Motion #1: Redefining the funding of  
Hospitals and Institutions (H&I) Committee work

**Description:**  
Redefining the funding of Hospitals and Institutions (H&I) Committee work

The Hospitals and Institutions Committee moves to use funds received as 7th tradition donations to the Hospitals and Institutions (H&I) Books, formerly Books for Inmates and Institutions Program (BFII), for all the expenses related to the support of recovery of codependents in hospitals and institutions. This would include the purchase and delivery of any CoDA literature to inmates or institutions through CoRe publications and electronic platforms, correspondence with institutions and their residents, including the inmate sponsorship program, grants to establish H&I book distribution programs outside of the US, and all other tasks related to the H&I committee. The BFII program donations will no longer be matched dollar for dollar from the Hospitals and Institutions Committee's budget. If donations to the H&I Books program are insufficient to cover the costs of the tasks of the H&I committee, they will be funded by the general fund of CoDA, Inc. after any escrowed funds are exhausted.

This motion replaces motion #H&I Motion 2. Dated 10/20/2016

**Intent:**  
CoDA committees no longer have individual budgets. This motion will ensure that this committee can support the distribution of literature to prisons and institutions and the functioning of all H&I tasks regardless of H&I Books 7th tradition donations

**Remarks:**  
2016 H&I Motion 2 reads as follows, accepted unanimously.

Motion: Move to use funds received as 7th tradition donations to the Books for Inmates and Institutions Program for all the expenses related to the Program which includes to purchase and deliver any CoDA literature to inmates or institutions, correspondence with inmates or institutions, or servicing the program. The program donations will be matched dollar for dollar from the Hospitals and Institutions Committee's budget up to the total amount budgeted for that year. Intent: To make all CoDA literature more available to codependents in hospitals and institutions. The amount of donations to this Program has been greater than we have been able to match and buy books. The cost of shipping a CoDA Book or Workbook is almost equal to the cost of the book. We will also be able to use Program funds to supply CoDA libraries to institutions who request them. Remarks: Currently the funds donated to the Books for Inmates and Institutions Program can only be used to purchase the Co-Dependents Anonymous books and The Twelve Steps & Twelve Traditions Workbooks in Spanish and English (Motion 13052). Because the donations have exceeded our cost for CoDA books and workbooks, there are excess dollars that cannot be used for other CoDA or H&I purposes. The motion is intended to expand the scope that the donations to the Books for Inmates and Institutions Program can be used and matched.

This motion requires changes to the following: (check all that apply)

- CoDA Bylaws: Page/Section # \_\_\_\_\_
- FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_
- FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_
- FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_
- FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_
- FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_
- Change of Responsibility:  Maintain H&I Books donation button and funding of H&I \_\_\_\_\_
- Other: \_\_\_\_\_

Specific details:  
Section # and title:  
Copy and Paste from most current FSM on coda.org

\*\*\*\*\*

QUESTIONS – (Yes) Would there be a cap out of the CoDA General Fund? How much money do you get from the inmates? Who do you support for requests of these books? Is the process for the grant process (from a motion in the past) in the works with the board?

Crafting (No)  
PROS & CONS:

Pros:  
In-person – makes everything much simpler, reaches CoDependents suffering that cannot participate in recovering in other ways



# CoDA Service Items

VOTE: Yes - #42, No - #3,

Abstain - #0, (not included in the total vote results)

Noted Results:

Passed- 2/3rds Majority- Binding

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**Number:** 24074

**Item Type:** ACTION

**Date:** 7/24/2024

**Vote:**

**Committee:** CSC

**Member Names:** David (facilitator)

**Subject:** Quorum Count after break

**Description:**

Quorum confirmed

**Intent:**

**Remarks:**

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**Number:** 24075

**Item Type:** MOTION

**Date:** 7/24/2024

**Vote:** Complete

**Committee:** VE - NorCal CoDA

**Member Names:** Debbie W

**Subject:** VE NorCal Motion #3: When Serving as a Board Member Dual Roles and Concurrent Positions at CoDA World Service create a conflict of interest...

**Description:**

Motion Name: Dual Roles and Concurrent Positions at CoDA World Service create a conflict of interest. While serving as a Board Member, Alternate Board Member, or Unelected Board Member, one cannot also serve concurrently as a Committee Chair or member of the Issues Mediation Committee (IMC) or chair of any committee.

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1. ADD this verbiage to the Fellowship Service Manual Part 5 at the end of Section 3: CoDA Standing Committees:

“Effective with the conclusion of the 2024 CoDA Service Conference (CSC), a chair of a standing committee or any member of the Issues Mediation Committee (IMC) may not serve as a Board Member, Alternate Board Member, or Unelected Board Member, one cannot also serve concurrently as a Committee Chair or member of the Issues Mediation Committee (IMC) or chair of any committee unless they relinquish their position.”

and

2. REMOVE this statement from the Fellowship Service Manual (FSM) Part 4 page 19-20: under the CoDA Board Alternate description:

- Alternate Trustees can serve as CoDA committee members. If they become a Trustee, they must resign from the committee as a member but may participate as a Board Liaison.

- Alternate Trustees may serve as a delegate or officer at the level of Intergroup or Voting Entity. An Alternate Trustee will have no vote at Conference unless serving in the capacity of Delegate. If they become a Trustee they must resign as a delegate or officer.

AND REPLACE WITH: (bold shows actual changes to be made to this section)

Alternate Trustees may serve as CoDA committee members but cannot simultaneously serve as chair of a standing committee. If they become a Trustee or are able to vote at any time, they must resign from the committee as a member but may participate as a Board Liaison.

Alternate Trustees may not serve as a member of the Issues Mediation Committee (IMC). The IMC shall remain a neutral party.

Alternate Trustees may serve as a delegate or officer at the level of Intergroup or Voting Entity. An Alternate Trustee

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# CoDA Service Items

will have no vote at Conference unless serving in the capacity of Delegate. If they become a Trustee, or have the ability to vote at any time, they must resign as a delegate or officer.

## Intent:

To clarify previously passed CSC motions 23019 and 19020 and 19018 (see motions referenced below under BACKGROUND)

And determine:

What is the definition of an interim board member? What is the definition of an alternate board member? Are either of these positions voting as full board members?

BACKGROUND:

It is well known that, as a full board member, one relinquishes their other leadership roles at the World level and the Voting Entity level.

Recently the Board voted to accept two new board alternate members midterm. They concurrently hold significant positions at the World level. One is a member of the Issues & Mediation Committee and one is a Chair of a standing committee. While a Board alternate can continue as a general committee member, it was understood that a Board alternate is not to be Chair of a committee and serve in another position per motion 19020. The Board reviewed the previous CSC motions 19018 and 19020 and voted that because there was not wording that "specifically" mentions the Board, they voted that these motions only pertained to World committees and Voting Entity Delegates.

This practice has led to issues with conflict of interest within the Board and the committees. The IMC member//Board alternate has participated as a full Board member in place of the Board Secretary who has been on medical leave for over a month. This gives the appearance of a conflict with their duties as a member of IMC, this why dual roles are seen as problematic.

Also, the other Events Chair/Board alternate has filled in multiple times at meetings for a missing Board member, voting as a full Board member concurrently holding her position as chair of Events. Again this gives the appearance of a conflict in their duties as chair.

OTHER PERTINENT INFORMATION:

We request new interim/alternate board members resign from other currently held offices at Intergroup and Voting Entity level and any CoDA Committee/Task Force positions or membership to allow others the opportunity to give service and to create time to devote to Board work.

We appreciate the eagerness and desire to serve CoDA by holding multiple leadership positions. However the conference has previously passed motions with the intent that the Chair of a committee should not engage in activities on other committees (which includes the Board—as the Board alternate sits and has voice at all Board meetings) so that they can fulfill their role in guiding the committee. In the same vein, the Voting Entity Liaison has an important role in vetting and guiding the delegates, interfacing with the CSC prep group, the Board Secretary and the Events committee. Full attention should be given to our Voting Entity delegates.

From the Issues Mediation Committee (IMC) Policies And Procedures (PandP)

2015 CSC: \* Voting Entity Liaison (VEL) position was created at the CoDA Service Conference (CSC) to work with Voting Entities, Delegates, the Board Secretary, the Events and Finance Committees through the group conscience decision making process with the IMC

FROM IMC POLICIES and PROCEDURES -- Voting Entity Liaison (VEL):

A) Voting Entity Liaison (VEL) is a neutral party and may collaborate as needed in specific issues/mediations.

B) Vets VE delegates on behalf of their Voting Entity (VE) for: i) Confirmation as a Delegate for CSC and/or ii) Consideration for receiving a possible Delegate Grant to the Voting Entity (VE).

C) Tracks history of Delegate and Host Grants awarded on the SmartSheet web-based program

D) Serves as a liaison between the Board Secretary and Voting Entities: i) Confirmation of the vetted CSC delegates

ii) Voting Entity contact list information via SmartSheet.

E) Maintains a list of VE structure contacts.

BACKGROUND:

Motions from 2023 CoDA Service Conference: MOTION DEFEATED (image)

Motions from 2019 CoDA Service Conference #1: MOTION PASSED 2/3 MAJORITY

Motion Date: 9/10/2019

Meeting Type:

CSC Number: 19020

Board Number:

# CoDA Service Items

Item Type: MOTION Member Names: Salle H Committee: Board  
Subject: Board Motion #5 - No Chair of Standing Committee on other Committees  
Amends Motion Numbers: Vote: 2/3 Vote  
Description: Move that no chair of a standing committee may serve as a full member on other standing committee.

Intent: Remove the conflict of interest involved in serving on multiple committees while also chairing a committee. Insure that every Chair meets the requirements of that primary role of guiding a committee.  
Remarks:FSM, part 1, shows the responsibility of a chair for the committee's work: "By tradition, the CoDA Service Conference gives responsibilities to working committees composed of Conference Delegates and other CoDA volunteers or to separate service boards or corporations. All are directly responsible to the Conference. The scope of the work a committee does is determined by the Conference group conscience. The chairperson of each committee assumes the responsibility to ensure the work assigned to the committee is completed in a timely manner." (page 9)  
This motion requires changes to: X FSM P1 - pg. 9; X FSM P3 - sect. 5, p. 10, 12-13, p. 20; X FSM P5 - pg. 7  
\*\*\*\*\* QUESTIONS - yes PROS & CONS -  
Pros - 3 - have been in this position, thinks its a good idea; can take care of confusion if there is too much overlap; allows more people in service  
Cons - 2 - against motion because the individual can determine if they can handle two rolls; against if "standing committee" isn't added at the end of the motion.  
CRAFTING - yes

VOTE: 34 Yes, 6 No, 2 Abstention - motion passes with 2/3rds majority  
Internal Notes:

Entered Date: 9/4/2019 Entered By: Anna SOS  
Last Updated Date:9/10/2019 Last Updated By: CoDA Admin CoDA

Motions from 2019 CoDA Service Conference #2: MOTION PASSED BY SIMPLE MAJORITY  
Motion Date: 9/10/2019 Meeting Type: CSC Number: 19018 Board Number:  
Item Type: MOTION Member Names: Salle H Committee:

Board  
Subject: Board Motion #3- Conflict of Interest of Committee Chairs having Vote at CSC  
Amends Motion Numbers: Vote: MAJORITY  
Description: Move that, effective with the conclusion of the 2019 CSC, a person can no longer simultaneously hold the position of Chair of a standing or Adhoc committee and be a Delegate for a Voting Entity at the CoDA Service Conference.

Intent: Remove the conflict of interest arising from some Committee Chair's having a vote at the CSC. Encourage rotation of service at the Voting Entity level, thereby increasing the participation of Voting Entity members.  
Remarks:FSM, part 1, shows the responsibility of a chair for the committee's work: "By tradition, the CoDA Service Conference gives responsibilities to working committees composed of Conference Delegates and other CoDA volunteers or to separate service boards or corporations. All are directly responsible to the Conference. The scope of the work a committee does is determined by the Conference group conscience. The chairperson of each committee assumes the responsibility to ensure the work assigned to the committee is completed in a timely manner." (page 9)  
This motion requires changes to: X FSM P1 - pg. 9; X FSM P3 - sect. 5, p. 10, 12-13, p. 20; X FSM P5 - pg. 7  
\*\*\*\*\* QUESTIONS - yes PROS & CONS  
Pros - 3 - in favor because of healthy rotation; concerned that a chairperson from committee influences the vote - need people to step up; Events is doing this because delegates do not have time to do the work of the committee.  
Cons - 3 - thinks service might be limited or mandated by rules; against this scenario - chair and delegate use delegate funds to pay for transportation to CSC which allows committee fund to be forwarded towards a Face2Face; against because of funding, think it makes it easier.  
CRAFTING - yes

VOTE: 25 Yes, 12 No, 3 Abstention - motion passes by simple Majority  
Internal Notes:

Tradition 12- Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## Remarks:

Remarks:  
It is well known that, as a full board member, one relinquishes their other leadership roles at the World level and the Voting Entity level.

Recently the Board voted to accept two new board alternate members midterm. They concurrently hold significant positions at the World level. One is a member of the Issues

& Mediation Committee and one is a Chair of a standing committee.

While a Board alternate can continue as a general committee member, it was understood that a Board alternate is not to be Chair of a committee and serve in another position per motion 19020.



# CoDA Service Items

Even though the Board reviewed the previous CSC motions 19018 and 19020, they voted that because there was not wording that "specifically" mentions the Board, they decided these motions only pertained to World Committees and Voting Entity Delegates.

This practice has led to issues with conflict of interest within the Board and the committees. The IMC member//Board Alternate has participated as a full board member in place of the Board Secretary who has been on medical leave. This gives the appearance of a conflict with their duties as a member of IMC. This is why dual roles are seen as problematic.

Also, the other Events Chair/Board alternate has filled in multiple times at meetings for a missing Board member, voting as a full Board member concurrently holding her position as Chair of Events. Again this gives the appearance of a conflict in their duties as chair.

## OTHER PERTINENT INFORMATION:

We request the new alternate board members resign from other currently held offices at Voting Entity level and any CoDA Committee/Task Force positions or membership to allow others the opportunity to give service and to create time to devote to Board work.

We appreciate the eagerness and desire to serve CoDA by holding multiple leadership positions. However the conference has previously passed motions with the intent that the Chair of a committee should not engage in activities on other committees (which includes the Board—as the Board alternate sits and has voice at all Board meetings) so that they can fulfill their role in guiding the committee. In the same vein, the Voting Entity Liaison has an important role in vetting and guiding the delegates, interfacing with the CSC prep group, the Board Secretary and the Events committee. However, full attention should be given to our Voting Entity delegates.

\*\*\*\*\*

From the Issues & Mediation Committee ( IMC) Policies and Procedures (P and P)

2015 CSC: Voting Entity Liaison (VEL) position was created at the CoDA Service Conference (CSC) to work with Voting Entities, Delegates, the Board Secretary, the Events and Finance Committees through the group conscience decision making process with the IMC.

From IMC Policies and Procedures -- Voting Entity Liaison (VEL):

A) Voting Entity Liaison (VE) is a neutral party and may collaborate as needed in specific issues/mediations.

B) Vets VE delegates on behalf of their Voting Entity (VE) for: i) Confirmation as a Delegate for CSC and/or ii) Consideration for receiving a possible Delegate Grant to the Voting Entity (VE).

C) Tracks history of Delegate and Host Grants awarded on the SmartSheet web-based program

D) Serves as a liaison between the Board Secretary and Voting Entities: i) Confirmation of the vetted CSC delegates ii) Voting Entity contact list information via SmartSheet. E) Maintains a list of VE structure contacts.

This motion requires changes to the following: ( check all that apply )

CoDA Bylaws: Page/Section #

FSM Part 1 – Structure and General Information: Section #

FSM Part 2 – Meeting Handbook: Section #

FSM Part 3 – Guidelines for Other Service Levels: Section #

x FSM Part 4 – Service Conference Procedures: Section # x FSM Part 5 – World Level Service Details: Section #

Change of Responsibility:

Other:

Specific details:

FSM PART 4 Section 5 Position Descriptions:  
Copy and Paste from most current FSM on coda.org

FROM: (image)

# CoDA Service Items

TO:

Alternate and Interim Trustees can serve as CoDA committee members but cannot simultaneously serve as chair of a standing committee. If they become a Trustee or are able to vote at any time, they must resign from the committee as a member but may participate as a Board Liaison.

Alternate and Interim Trustees may not serve as a member of the Issues & Mediation Committee (IMC). The IMC shall remain a neutral party.

Alternate and Interim Trustees may serve as a delegate or officer at the level of Intergroup or Voting Entity. An Alternate Trustee will have no vote at Conference unless serving in the capacity of Delegate. If they become a Trustee, or have the ability to vote at any time, they must resign as a delegate or officer.

FSM PART 5 Section 3 and CoDA Standing Committees:  
Copy and Paste from most current FSM on coda.org

FROM: (image)

TO:

ADD this verbiage AT END OF SECTION 03 CoDA Standing Committees:  
Effective with the conclusion of the 2024 CoDA Service Conference (CSC), a chair of a standing committee or any member of the Issues & Mediation Committee (IMC) may not serve as a Board Alternate or Interim Board Member unless they relinquish their position.

\*\*\*\*\*

QUESTIONS – (Yes) Is this in response to something that happened this past year? This practice has led to issues and conflict of interest, what are the conflicts that have occurred? Did they submit on time since it changes the FSM? Why is IMC being pointed out? Can you tell me where there is a conflict of interest in regards to myself as a member of the Board and a Chair of Events?

Crafting (Yes)

PROS & CONS:

Pros:

In-person – IMC ideally is a neutral party, if the person is on the board, the focus should be board work providing proper healthy boundaries, this is a matter of principles and not personalities, I think it is inappropriate - I did see a conflict of interest for the VEL in a travel situation

Virtual - point of our program is to grow and realize that things don't always work the way we want to, it a good thing to have checks and balances in place specifically for the Issues and Mediation Committee, I agree with not having a board member on that committee.

Cons:

In-person – we have problems with people stepping up to help and we have few members, in past year the board has granted voice to alternate, not right to tie board's hands to get the work done to support the fellowship, we are trusted servants, in my experience, the people we serve with have integrity and compartmentalize their roles. If this would have passed several years ago, I would have never joined the board. Anytime I felt there was a conflict in a vote, I abstained. There is a level of integrity in the board and IMC members

Virtual - it confuses me, if the board is not violating the manual, I get a weird feeling that there is a personal conflict, pointing out a committee is against the trust we gave to the board last year. If someone needs to recuse themselves on an issue, they should do that.

Minority opinion: Concerned with this motion, the information in the motion did not include in the attachments of the other motions referred to and my group did not have access to the information.

VOTE: Yes - #29, No - #13,

Abstain - #3, (not included in the total vote results)

Noted Results:

Passed- 2/3rds Majority- Binding

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**Number:** 24076

**Item Type:** ACTION

**Date:** 7/24/2024

**Vote:**

**Committee:** CSC

**Member Names:** David (facilitator)

**Subject:** Quorum Count after lunch break

**Description:**

Quorum confirmed

**Intent:**

**Remarks:**

# CoDA Service Items

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**Number:** 24077

**Item Type:** MOTION

**Date:** 7/24/2024

**Vote:** Complete

**Committee:** VE - NorCal CoDA

**Member Names:** Debbie W

**Subject:** VE NorCal Motion #2: Amendment of CoDA Inc ByLaws to Clarify the Process of Removal of a Board Member by the CoDA Board of Trustees...

**Description:**

Motion Name: Amendment of CoDA Inc ByLaws to Clarify the Process of Removal of a Board Member by the CoDA Board of Trustees insuring the Board follows the guidance of the Fellowship Service Manual

To amend Bylaws Article VII as follows:

To REMOVE:

Section 6. Removal of Trustee

A Trustee who is remiss in the duties of a Trustee and reveals an inability or unwillingness to execute these responsibilities as a Trustee, may be relieved of office and removed from the Board by an affirmative two-thirds (2/3) vote of the Trustees present and voting at a meeting at which a quorum is present. Such removal must be presented for ratification at the next Conference. Any Trustee so removed and whose removal fails to be ratified by the Voting Members, shall be subject to normal election procedures for Trustees set forth in these By Laws.

And REPLACE WITH:

Section 6. Removal of a Trustee

A Trustee who is remiss in the duties of a Trustee and reveals an inability or unwillingness to execute these responsibilities as a Trustee or if the Trustee's behavior excessively violates Fellowship Service Manual (FSM) policies, CoDA Bylaws, the Board Policies and Procedures Manual or the tenets of the Twelve Traditions and Twelve Service Concepts, may be subject to removal from the Board. For the Board to consider the removal of a Trustee, all steps in the disagreement, mediation and resolution process must take place and follow the procedure outlined in the Fellowship Service Manual Part 1 Section 3 and in the Fellowship Service Manual Part 5, Section 3.

The resolution process may also include requesting the Trustee to take a 45-day 'cooling off' period; a simple warning; temporary removal from CoDA service; and/or removal from leadership positions, etc. This time period would allow for self-development, personal growth and recovery before the Trustee returns to service. The Issues Mediation Committee (IMC) may be consulted at any time in this process for assistance.

The Board agenda containing the motion for removal of a Trustee must be emailed 10 days before the meeting. The Trustee shall be allowed to participate in the meeting, if they so desire, or offered a chance for resignation. The Trustee may be relieved of office and removed from the Board by an affirmative two-thirds (2/3) vote of the Trustees present and voting if a quorum is present. Such removal must be presented for ratification at the next Conference. Any Trustee so removed and whose removal fails to be ratified by the Voting Members at the next CSC, shall be immediately reinstated to finish their term and/or subject to normal election procedures for Trustees set forth in these By Laws.

**Intent:**

To expound on the process for removal of a Trustee in the Bylaws as outlined in the Fellowship Service Manual. In other words, the BYLAWS are to MATCH the Fellowship Service Manual (FSM)

To cross reference the ByLaws Article VII Section 6 with:

Fellowship Service Manual (FSM) Part 1 Section 3- Disagreement, mediation and resolution process AND

Fellowship Service Manual Part 5, Section 3 - Guidelines for the a Board member to be removed by the CoDA Board of Trustees-

<https://coda.org/wp-content/uploads/FSM-Combined.pdf> )

Tradition Number Two:

For our group purpose there is but one ultimate authority – a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants, they do not govern.

CoDA Blue Book:

"It is important to speak up when tradition violations occur. Each of us is harmed every time a member or group breaks or modifies any of our traditions and each time we ignore disregard or overlook tradition violations we perpetuate that hurt. The ripple effect can hurt other CoDA groups in the local, regional, national, and/or international communities."

# CoDA Service Items

"Our service work is a valuable tool. It is not a fix, a penance, or an arena for control. It is our way of passing on to others what has been given to us."

"Applying the traditions and their spiritual principles in service work means 1) learning to speak for ourselves 2) practicing spiritual equality with others, 3) maintaining boundaries. We learn to accept others' differences, to lovingly confront passive and aggressive abuses, and to work together with others for CoDA's highest good. We learn to be part of a team working toward, and developing unity within, the CoDA program."

References:

FSM – Part 1 Section 3 Communications within CoDA  
Disagreement, Mediation, and Resolution in Our Group Conscience Process

When we disagree, we express ourselves in non-personal, non-shaming ways. We do not attack an individual's point of view. Instead, we accept what the person says as true for them. In turn, we respectfully express our differing point of view. In this manner, we can share our experiences in a constructive way.

During the group conscience process, we reveal our commitment to CoDA by assuming responsibility for our behavior and accepting accountability for our actions. If we slip back into codependent attitudes and behaviors during this process, we admit it and make amends to those we have harmed. Thus, we gain a greater understanding of our Twelve Steps, Twelve Traditions, and CoDA's spiritual principles.

Occasionally, a member(s) may engage in unsafe behavior by not respecting the boundaries of others, or

someone may perceive that to happen. In such a situation, any member may call for a "time out" or "thirty seconds." During a time out or thirty seconds, everyone ceases talking and spends time seeking guidance from Higher Power. At the end of the thirty seconds, someone calls "time," and members may choose to say the Serenity Prayer before resuming the meeting.

If a "time out" or "thirty seconds" does not eliminate the contentious behavior, it may be appropriate to ask for a group conscience decision on whether a person's behavior is threatening and/or offensive. If the group decides that the person is engaging in detrimental or disruptive behavior, the group can hold that person accountable by requesting that such behavior stop. Persons so cited are encouraged to work Steps Four and Ten, and act according to personal truth. Then, another group conscience may be requested to re-establish safety and CoDA unity.

If the contentious behavior continues, then mediation may be in order. Two or more people (to avoid allegations of impropriety, one person should be mutually agreed upon between the dissenting members) may meet privately with the offending member. It is recommended that the parties directly involved in the dispute recuse themselves from the group that is attempting to offer options to resolve the dispute. These parties should also recuse themselves from the final resolution decision making process if their unhealthy behavior is excessive; and/or they exhibit bias, and/or they prove to be uncooperative. The mediators will explain why their attitude and/or behavior are unacceptable in CoDA.

If mediation fails to resolve the problem, and an individual continues to behave in an offensive manner, the group can decide (through a group conscience decision), to suspend that individual's speaking privileges or even voting privileges. In extreme cases, the group may ask the individual to leave the meeting. Each person's right to attend meetings is guaranteed by Traditions Three, Five, and Twelve. Violations of the rights and boundaries of a meeting dishonors Tradition One that says, "Our common welfare should come first; personal recovery depends upon CoDA unity." An individual may lose the rights and privileges accorded to them by that group for committing such violations.

A situation may arise where a trusted servant in a position of responsibility acts irresponsibly in performance of their duties or acts in a manner contrary to our program's principles. If so, that group (e.g., meeting, committee, board, Intergroup, or Voting Entity etc.) may call for a group conscience decision to remove that individual from that position of responsibility for that group, meeting, or CoDA entity (however, not from any other entity). In such cases, the individual(s) affected should be notified of

a group conscience meeting and allowed to participate in the process. A temporary time-period should

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be discussed with the trusted servant to allow for self-development and a return to service. Depending on the nature of the act of irresponsibility and/or the level of responsibility of the position, there may be a need for a permanent disqualification. A record of all actions should be maintained by the group and be made available to any CoDA member upon written request, or to the Fellowship if deemed necessary by the IMC.

If the dispute case is at the IMC level, any trusted servant(s) (including Board Trustees) and/or any CoDA entity(s) (including a CoDA Board), directly or indirectly involved with a dispute/complaint, are expected to follow CoDA FSM guidelines/Bylaws, and fully cooperate and participate with IMC's gathering of facts, mediation and resolution process. Some examples of cooperation are: providing truthful information relating to the dispute; negotiating and communicating earnestly and in good faith; and cooperating with IMC recommended resolution

# CoDA Service Items

actions. All should be done in a timely manner.

If a dispute is irresolvable at the IMC level, the dispute may be brought to the Board of Trustees or to CSC (if a Board member or the Board is involved with the dispute). Personal names and titles will be removed for confidentiality purposes if brought to the CSC. Bringing a dispute to the CSC is a natural progression given CoDA's inverted triangle. It also avoids a conflict of interest in the event the Board is directly involved in a dispute.

The Board of Trustees or CSC, while working together with the IMC, may apply consequences to relevant trusted servant(s) who excessively violate(s) FSM policies and/or Bylaws and who may choose not to participate with the conflict resolution process. Consequences may include requesting that the trusted servant volunteer to take a 45-day 'cooling off' period; a simple warning; temporary removal from CoDA service; and/or removal from leadership positions, etc. This time period would allow for self development, personal growth and recovery before trusted servant(s) returns to service.

The IMC will present the relevant information to either the CoDA's Board of Trustees (unless a Board

member or the Board is directly involved with the dispute) or at the next CSC to allow for accuracy, objectivity, and fairness.

It is essential that all disputing parties use CoDA's approved FSM mediation process, and not an external mediation/arbitration process. CoDA follows the 12 Steps and 12 Traditions and has its own policies and procedures. The IMC will work with CoDA members and not attorneys hired or on a pro bono basis by any party involved in the dispute. The IMC will base their recommendations on information provided by CoDA members, FSM policies and IMC procedures.

Groups, Intergroups or Voting Entities do not establish CoDA policy. CoDA policy is the responsibility of the CoDA Service Conference. When a conflict is referred to the group, Intergroups or Voting Entity, they may help the conflicting members to explore the guidance offered by our Twelve Traditions.

In summary, the first step in resolving a conflict is for the individuals involved to attempt resolution between themselves. If this is not possible, the next step is for them to ask their home group for guidance or mediation.

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If this proves unsuccessful, the next step is to seek guidance from the Intergroup. Beyond this, the Voting Entity may be contacted for assistance. As a final step, and only when necessary, members may seek guidance from our CoDA service structure by requesting assistance from the Issues Mediation Committee (see Part 5 of the Fellowship Service Manual or IMC Main Page of the CoDA Website <https://coda.org/service-info/issues-mediation-committee-main-page/>). It is recommended that individuals contact their Voting Entity Delegates for assistance in forwarding the request to the CoDA Issues Mediation Committee.

By seeking resolution in this sequence, we encourage individual growth, support group autonomy, respect our Traditions and allow our program to work.

\*\*\*\*\*

(References continued:)

FSM – Part 5 Section 03 CoDA Standing Committees

The following guidelines were established for removal of a member from a World Standing Committee or the Board of Trustees, by the members of said committee, through the committee's group conscience process after they have attempted to make use of the Dealing with Disagreements Document in the Fellowship Service Manual:

Grounds for removal of a World Standing Committee member:

If a World Standing Committee member's behavior is in conflict with any one (1) of the following, it may be cause for removal:

- The member fails to participate in committee work for six (6) consecutive months.
- The member's behavior is regularly and consistently in conflict with any of the Twelve Traditions of Codependents Anonymous.
- The member's behavior is regularly and consistently in conflict with the policies and procedures of the committee.

When the group conscience (GC) decides for removal, the GC is valid immediately if:

- The committee's agenda contains the GC as an agenda item
- The agenda is emailed ten (10) days prior to the meeting •

The chair, or the chair's designee as selected by a group conscience, shall notify the member of their removal and the reasons for that removal within three (3) days from the meeting in which the removal occurred.

# CoDA Service Items

- A removed member may file a dispute resolution request with the Issues and Mediation Committee.

Effective with the conclusion of the 2019 CSC, a person can no longer simultaneously hold the position of Chair of a standing or Ad hoc committee and be a Delegate for a Voting Entity at the CoDA Service Conference. No chair of a standing committee may serve as a full member on another standing committee.

## Remarks:

This motion requires changes to the following: (check all that apply) XCoDA Bylaws: Page Eleven /Article VII Section 6

FSM Part 1 – Structure and General Information: Section #

FSM Part 2 – Meeting Handbook: Section #

FSM Part 3 – Guidelines for Other Service Levels: Section #

FSM Part 4 – Service Conference Procedures: Section #

FSM Part 5 – World Level Service Details: Section #

Change of Responsibility:

Other:

Specific details:

Copied and Pasted from most current CoDA ByLaws on coda.org:  
<https://coda.org/wp-content/uploads/CoDA-ByLaws.pdf>

Current CoDA ByLaws Article VII Section 6 Removal of Trustee:

Copy and Paste from most current FSM on coda.org: N/A

\*\*\*\*\*

QUESTIONS – (Yes) Are you suggesting for example: the treasurer is stealing money, we have to wait for the next conference to remove them? Is there any history as to why the Bylaws and the FSM are out of sync? Are there examples? The resolution process is that similar to sanctioning in regards to taking the 45 cool off period? What if a board is in jeopardy of losing their board members what to do? Help me understand why conference and NorCal are asking the Board to not follow the bylaws as the legal document?

Crafting (No)

PROS & CONS:

Pros:

In-person – CoDA unity is harmed when any member is removed abruptly, preventing any chance for reconciliation. I'm for it because of the detail of the process that I can understand, the board should be a good example and follow the FSM

Virtual - the board is ultimately doing the work of the delegates and intended to be the bumper to keep us from going off the rails, we must keep things consistent at the board level and keep trust. I like the bylaws and FSM matching

Cons:

In-person – there are backups in the bylaws, in the bylaws it states it has to come back, there's only one story being presented and there was 8 months of one on ones, in the event the Fellowship is in danger and we could lose our nonprofit status

Virtual - As a treasurer, is a sole signer on our paypal accounts, usually people who are on the verge of being dismissed because their life has become unmanageable, giving such individual a "cooling off" period, the health and safety of the fellowship must be maintained differently, a board member out of control is a detriment to the whole, I think that one person or servant cannot be more important than the whole, mediation committee is the way to solve this problem.

Minority opinion: To automatically reinstate people, their were statements made that the board didn't answer questions, but the board will not break anonymity, to put down that we will immediately reinstate someone to their term, jeopardizes the fellowship.

VOTE: Yes - #22, No - #13,

Abstain - #4, (not included in the total vote results)

Noted Results:

Did not achieve 2/3rds majority needed for Bylaw Change.

# CoDA Service Items

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**Number:** 24078

**Item Type:** MOTION

**Date:** 7/24/2024

**Vote:** Complete

**Committee:** Communication

**Member Names:** Gail S

**Subject:** Communcations Motion #1: Update current Fellowship Service manual (FSM) Part 1 and 5 – Communications Committee descriptions

**Description:**

Update current Fellowship Service manual (FSM) Part 1 and 5 – Communications Committee descriptions

In this section write exactly what the motion is. Do NOT attach a file. (If the motion is to change something in the FSM, be sure to write exactly how the wording should appear in the FSM):  
Fellowship Service Manual (FSM), part 1, page 17

Communications Committee

The Primary function of the Communication Committee (Comm) is aiding the Fellowship by monitoring and responding to email and phone calls from our Fellowship members. You can reach us at [info@coda.org](mailto:info@coda.org) and our toll-free number 888-444-2359.

Comm aids with general meeting information. It also maintains a list of potential available sponsors for those looking for a sponsor.

Another function is facilitating the monthly Fellowship Forum with speakers and panels. <https://coda.org/meeting-materials/coda-fellowship-forum/>.

We also have an Audio-Visual Media (AVM) subcommittee that creates and submits recovery material, including meditations for our CoDA YouTube channel:

<https://www.youtube.com/channel/UC0oWXZDpoVdKbyJ0YDh1zTQ>

More information in Fellowship Service Manual (FSM) Part 5.

Fellowship Service Manual (FSM), Part 5, page  
Communications Committee

Background: A Communications Task Force was created at the 2007 CoDA Service Conference (CSC) to address the goal of improving communication within CoDA, both up and down the inverted pyramid. The following year was spent recruiting Trusted Servants to participate in the effort and gathering specific issues to be addressed. Starting in early 2009, the task force members began having regular conference calls and work began on several identified issues. Due to this work, the 2009 CSC voted to make the Communications Task Force a standing committee to continue addressing identified communication issues as they surface.

The Primary function of the Communication Committee (Comm) is aiding the Fellowship by monitoring and responding to email and phone calls from our Fellowship members. You can reach us at [info@coda.org](mailto:info@coda.org) and our toll-free number 888-444-2359.

Comm aids with general meeting information. It also maintains a list of potential available sponsors for those looking for a sponsor.

Another function is facilitating the monthly Fellowship Forum with speakers and panels. <https://coda.org/meeting-materials/coda-fellowship-forum/>.

We also have an Audio-Visual Media (AVM) subcommittee that creates and submits recovery material, including meditations for our CoDA YouTube channel:

<https://www.youtube.com/channel/UC0oWXZDpoVdKbyJ0YDh1zTQ>

The Communications Committee reports to the Fellowship quarterly through the Quarterly Service Report (QSR), and annually at the CoDA Service Conference (CSC).

CoDA Email Team (CET):

CET is a group of actively recovering codependents that serve as the “customer service” branch of CoDA. We are fulfilling our Step 12 through email rotation service work.

Our service work involves educating our Fellowship members and guests about the CoDA Twelve Step Program and Fellowship, which includes connecting codependents with meetings worldwide. We provide meeting information which includes meetings that are in person, on the phone and online/virtual. We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH). When appropriate, we refer others to specific CoDA Committees or to the CoDA Board.

Most of CET's service work takes place online through email; therefore, CET members ought to have an affinity and ability to communicate effectively over email. Folks interested in serving on the team should have at least one year of active CoDA recovery.

CoDA Phone Team (C-phone):

C-phone is a group of actively recovering codependents that are available to speak by phone with anyone that has general or specific questions about CoDA.

We provide information about face-to-face (f2f), telephone and online virtual CoDA meetings.

We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH).

We refer others to specific CoDA Committees when they miss that reference on the recorded menu. The basic idea is to briefly answer whatever question the person is asking.

We are not a counseling or crisis hotline, nor can we refer them to one, so we indicate that to the caller. But we still

# CoDA Service Items

try to be warm and communicative about CoDA as a resource for people desiring healthy and loving relationships. Calls to C-phone volunteers are automatically forwarded to those "on-call" at the time of the call or go to a message recording system. These recordings are then accessed by the next person on call, and then the call is returned. People serving on C-phone should have at least one year of active CoDA recovery.

## Verify Meetings:

We have Trusted Servant(s) that actively attempt to contact meetings to verify that their meeting is still active and that their meeting information posted on the CoDA.org website is accurate. The accuracy includes meeting contact(s) verification. We assist in updating domestic, regional, and international contact information and meeting lists by forwarding information to the appropriate Fellowship Service Worker (FSW). [verifymeetings@codaa.org](mailto:verifymeetings@codaa.org)

## Intent:

Update outdated wording to more accurately reflect the duties that the Communications Committee currently performs.

FSM Part 1  
FSM Part 5

## Remarks:

Current wording:

Fellowship Service Manual (FSM), Part 1, Page 17:

### Communications Committee (Comm)

The Communication Committee (Comm) aids The Fellowship through the Fellowship Forum, email and phone. Email and calls come into the committee through [info@codaa.org](mailto:info@codaa.org) and the 888 phoneline (888.444.2359). Comm provides: meeting information, assists members with their search for sponsors, and information to those wishing to start a meeting. More information in Part 5.

Fellowship Service Manual (FSM), Part 5, Page 10-11:

Communications Committee Background: A Communications Task Force was created at the 2007 CoDA Service Conference (CSC) to address the goal of improving communication within CoDA, both up and down the inverted pyramid. The following year was spent in recruiting people to participate in the effort and in gathering specific issues to be addressed. Starting in early 2009, the task force members began to have regular conference calls and work began in earnest on several of the identified issues. As a result of this work, the 2009 CSC voted to make the Communications Task Force a standing committee to continue to address identified communication issues as they surface.

Description of committee responsibilities: The Communications Committee (Comm) aids the Fellowship through the Fellowship Forum, email, and phone. Email and calls come into the committee through [info@codaa.org](mailto:info@codaa.org) and the 888 phone line (888.444.2359). Comm provides meeting information, assists members with their search for sponsors, and information to those wishing to start a meeting.

In addition to attending to the responsibilities listed above, the Communications Committee provides administrative support to the CoDA Email Team and the CoDA Phone Team, such as communications with the The Fellowship Service Manual of Co-Dependents Anonymous Part 5 Updates based on CoDA Service Conference 2023 Last revised 2.4.2024 Page 11 Board or CoDA Fellowship Service Workers (FSW), reporting to the Fellowship quarterly through the Quarterly Service Report (QSR), and annually at the CoDA Service Conference (CSC) and other matters helpful to their purpose.

### CoDA Email Team (CET):

CET is a group of actively recovering codependents that serve as the 'customer service' branch of CoDA. We are fulfilling Step 12 through email rotation service work.

Our service work involves educating people about the CoDA Fellowship and connecting codependents with meetings worldwide. We provide information about face-to-face (f2f), phone and online CoDA meetings. We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH). When appropriate, we refer others to specific CoDA Committees.

CET assists in updating domestic, regional, and international contact information and meeting lists by forwarding information to the appropriate Fellowship Service Worker. Where we can, we connect different people in the same region who want to start meetings. One of our goals is to be proactive in reaching out to and connecting with other codependents.

Most of CET's service work takes place online through email; therefore, CET members ought to have an affinity and ability to communicate effectively over email. People interested in serving on the team should have at least one year of active CoDA recovery.

### CoDA Phone Team (Cphone):

Cphone is a group of actively recovering codependents that are available to speak by phone with anyone wondering what CoDA meetings are like or to answer other questions that are not addressed on the recorded menu that is heard when the CoDA phone number is called.

We provide information about face-to-face (f2f), phone and online CoDA meetings. We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH). Cphone assists in updating domestic, regional, and international contact information and meeting lists by forwarding information to the appropriate Fellowship service worker. Where we can, we connect different people in the same region who want to start meetings.

One of our goals is to be proactive in reaching out to and connecting with other codependents. We refer others to specific CoDA Committees when they miss that reference on the recorded menu. The basic idea is to briefly answer whatever question the person is asking. We are not a counseling or crisis hotline nor can we refer them to one, so we indicate that to the caller. But we still try to be warm and communicative about CoDA as a resource for people desiring healthy and loving relationships.

Calls to Cphone volunteers are automatically forwarded to those "on-call" at the time of the call or go to a message



# CoDA Service Items

recording system. These recordings are then accessed by the next person on-call and the call is returned. People serving on Cphone should have at least one year of active CoDA recovery.

This motion requires changes to the following: (check all that apply)

\_\_\_\_ CoDA Bylaws: Page/Section # \_\_\_\_\_  
 FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_  
 FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_  
\_\_\_\_ Change of Responsibility: \_\_\_\_\_  
\_\_\_\_ Other: \_\_\_\_\_

Specific details:  
Section # and title:  
Copy and Paste from most current FSM on coda.org

FSM Part 1, Page 17:  
Communications Committee (Comm) The Communication Committee (Comm) aids The Fellowship through the Fellowship Forum, email and phone. Email and calls come into the committee through info@coda.org and the 888 phonenumber (888.444.2359). Comm provides: meeting information, assists members with their search for sponsors, and information to those wishing to start a meeting. More information in Part 5.

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# CoDA Service Items

CET members ought to have an affinity and ability to communicate effectively over email. People interested in serving on the team should have at least one year of active CoDA recovery. CoDA Phone Team (Cphone): Cphone is a group of actively recovering codependents that are available to speak by phone with anyone wondering what CoDA meetings are like or to answer other questions that are not addressed on the recorded menu that is heard when the CoDA phone number is called. We provide information about face-to-face (f2f), phone and online CoDA meetings. We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH). Cphone assists in updating domestic, regional, and international contact information and meeting lists by forwarding information to the appropriate Fellowship service worker. Where we can, we connect different people in the same region who want to start meetings. One of our goals is to be proactive in reaching out to and connecting with other codependents. We refer others to specific CoDA Committees when they miss that reference on the recorded menu. The basic idea is to briefly answer whatever question the person is asking. We are not a counseling or crisis hotline nor can we refer them to one, so we indicate that to the caller. But we still try to be warm and communicative about CoDA as a resource for people desiring healthy and loving relationships. Calls to Cphone volunteers are automatically forwarded to those "on-call" at the time of the call or go to a message recording system. These recordings are then accessed by the next person on-call and the call is returned. People serving on Cphone should have at least one year of active CoDA recovery

\*\*\*\*\*

QUESTIONS – (Yes) Are you open to crafting to one line? Who handles the YouTube Channel? New verifying meetings process, how many meetings have you verified and corrected? When people contact me is it an email or text? Is there a way to find out who you have already verified and updated?

Crafting (Yes)

PROS & CONS:

Pros:

In-person –

Virtual -

Cons:

In-person –

Virtual -

Minority opinion

VOTE: Yes - #46, No - #1,

Abstain - #0, (not included in the total vote results)

Noted Results:

Passed- 2/3rds Majority- Binding

**Number:** 24080

**Item Type:** ACTION

**Date:** 7/24/2024

**Vote:** POSTPONED

**Committee:** Elections

**Member Names:** Katherine T

**Subject:** Board of Trustees and CoRe Board Elections

**Description:**

Applications:

Byrle S.

Chris H.

Laurie C.

Samuel B.

Dan R.

Kathy H.

Kirsten S.

Eddy G.

Yaniv S.

**Intent:**

**Remarks:**

Election Results:

**Number:** 24081

**Item Type:** ACTION

**Date:** 7/24/2024

**Vote:**

**Committee:** CSC

**Member Names:** David (facilitator)

# CoDA Service Items

**Subject:** Quorum Count after break

**Description:** Quorum confirmed

**Intent:**

**Remarks:**

**Number:** 24082                      **Item Type:** MOTION                      **Date:** 7/24/2024

**Vote:** Complete

**Committee:** CoDAteen                                              **Member Names:** Linda C

**Subject:** CoDAteen Motion #4: Revisions / Updates to CoDAteen Handbook

**Description:** Revisions/Updated to CoDAteen Handbook

The CoDAteen Committee has found that as CoDAteen evolves and progresses, the CoDAteen Meeting Handbook needs to undergo updating and revisions. As a living document, we propose the updates shown in the attached document.

**Intent:** The CoDAteen Committee has made significant progress in the development of CoDAteen processes. This includes adult host/meeting sponsor roles and responsibilities, training, vetting and approval of the adult hosts/ meeting sponsors to keep our meetings safe for the CoDAteens. These process changes have been incorporated into the attached CoDAteen Handbook revision.

Specifically, the training process is now the shared responsibility between the CoDAteen Committee and the CoDAteen meeting sponsoring group.

Host/Sponsor has been clarified as the adult host/meeting sponsor to eliminate confusion of the role of the adult host as the adult who offers guidance to the CoDAteen meeting and does not sponsor the CoDAteen.

**Remarks:** Other than the above-mentioned modifications, there are no significant intent changes. All areas of revision have been highlighted in the attached document.

We ask that you use the most current FSM on coda.org and be very specific where this change should be made to include references to a certain sentence, paragraph, etc. You may copy and paste from the current FSM to ensure accuracy and indicate as "current wording:", then list the change or update by indicating "new wording:".

This motion requires changes to the following: (check all that apply)

- CoDA Bylaws: Page/Section # \_\_\_\_\_
- FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_
- FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_
- FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_
- FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_
- FSM Part 5 – World Level Service Details: Section # 03 CoDAteen Committee

Page 9 & 10

Change of Responsibility: \_\_\_\_\_  
 Other: \_\_\_\_\_

\*\*\*\*\*Specific details: AT CSC - COMMITTEE WILL REMOVE: CoDAteen 12 steps and 12 traditions if they are not accepted by the fellowship.  
Section # and title: Section#3, CoDA's Minimum Behavioral and Safety Requirements for CoDAteen

Current Wording in the FSM:

CoDA's Minimum Behavioral and Safety Requirements for CoDAteen  
To ensure the safety of CoDAteen members, at the recommendation of the CoDA Board of Trustees and the CoDAteen Committee, all CoDA members who work with CoDAteens are required to be sponsored and approved an adult CoDA group, intergroup, region or voting entity and meet the qualifications listed below.

# CoDA Service Items

Through group conscience, a sponsoring group is required to adopt a process to approve adult hosts/sponsors who work with CoDAteen members register with CoDA World. The approval process must meet the minimum requirements listed below.

1. Every adult CoDA member or host/sponsor involved with CoDAteen must:  
\*Be a CoDA member regularly attending CoDA meetings who has a sponsor and is working the Twelve Steps and Twelve Traditions according to the CoDA program of recovery.  
\*Be at least 25 years old with a minimum of 3 years of recovery in CoDA and have participated in CoDA service work.

\*Not have been convicted of a felony.

\*Not have been charged with any form of child abuse.

\*Not have been charged or demonstrated any inappropriate sexual behavior or be named on any sex offender's list.

\*Demonstrate emotional stability and sobriety.

\*Remain free from mind altering substances during meetings and service work.

\*Not have demonstrated violent tendencies or coercive abuse that could harm

a CoDAteen member.

2. There must be two CoDA sponsors/hosts at every CoDAteen meeting, but if this is not possible, one adult sponsor/host who is certified and sponsored by a CoDA group and meets all other requirements may be acceptable.
3. The group requirements must prohibit overt and covert sexual interaction between any adult and CoDAteen member.
4. The group requirements must prohibit conduct contrary to applicable laws. Research your local area for requirements according to the law.
5. The group requirements must contain procedures which include parental permission and medical care for the teen to participate when necessary. In some circumstances, it might be possible to accept a referral from a counselor, teacher, or doctor (See sample Parental Permission Letter in Section 5 – Service Forms in the CoDAteen Handbook).
6. Adopt a process of training adult sponsors/hosts using recommendations and resources from CoDAteen at CoDA World.
7. Adopt a process for addressing problem behaviors within the group, using recommendations and resources from CoDAteen at CoDA world.

Other points for groups to think about or consider:

1. Requiring two CoDA sponsors/hosts at every CoDAteen meeting.
2. Having background check, many areas require this by law to work with minors.
3. Deciding on age ranges for your group. In general, CoDAteen is for "teens" ages 13 to 18 however there may be younger children who are ready for CoDAteen who can participate safely in a sharing and learning experience. Each group may decide through group conscience on an acceptable age range, or they may decide to divide their meetings based on the age range. It is encouraged that older teens begin attending CoDA adult meetings while attending CoDAteen to have a smooth transition or they may form a "young adult" CoDA group.
4. Connecting CoDAteen conferences or conventions with CoDA Intergroups, Regions or Voting Entities.
5. Hosting a CoDAteen meeting that meets at the same time and place as the sponsoring CoDA meeting or group.
6. Be conscious about diversity.
7. Avoiding one-on-one interactions.
8. Always having an appropriate ratio of adults to CoDAteen members.
9. Ways CoDAteen members can be transported to and from events.
10. Organizing informational and awareness activities i.e., inviting CoDA speakers, setting up workshops, and/or information booths etc. about codependency for teens, adult hosts/sponsors and/or community.
11. Having local legal counsel review the group requirements for working with minors.

The coda.org website has many resource and free downloads to help, including CoDAteen Meeting Handbook found on the CoDAteen webpage at coda.org

New Wording:

CoDA's Minimum Behavioral and Safety Requirements for CoDAteen

To ensure the safety of CoDAteen members, at the recommendation of the CoDA Board of Trustees and the CoDAteen Committee, all CoDA members who work with CoDAteens are required to be sponsored and approved an adult CoDA group, intergroup, region or voting entity and meet the qualifications listed below.

Through informed group conscience, an adult sponsoring group is required to adopt a process to approve CoDA adult hosts/meeting sponsors who work with CoDAteen members register with CoDA.org/CoDAteen. The approval process must meet the minimum requirements listed below.

Every CoDA adult host involved with CoDAteen must:

1. Be a CoDA member regularly attending CoDA meetings who has a CoDA sponsor or CoDA co-sponsor and is working the Twelve Steps and Twelve Traditions according to the CoDA program of recovery.
2. Be at least 25 years old with a minimum of 3 years of recovery in CoDA and have participated in CoDA service work.
3. Not have been convicted of a felony.
4. Not have been charged with any form of child abuse.
5. Not have been charged or demonstrated any inappropriate sexual behavior or be named on any sex offender's list.
6. Demonstrate emotional stability and sobriety.
7. Remain free from mind altering substances during meetings and service work.

# CoDA Service Items

8. Not have demonstrated violent tendencies or coercive abuse that could harm a CoDAteen member.
9. There must be two vetted and approved CoDA adult hosts at every CoDAteen meeting, but if this is not possible, one vetted adult host who is certified and sponsored by a CoDA group and meets all other requirements may be acceptable.
10. The group requirements must prohibit overt and covert sexual interaction between any adult and CoDAteen member.
11. The group requirements must prohibit conduct contrary to applicable laws. Research your local area for requirements according to the law.
12. The group requirements must contain procedures which include Parental Permission Letter and medical care for the CoDAteen to participate when necessary. In some circumstances, it might be possible to accept a referral from a counselor, teacher, or doctor (See sample Parental Permission Letter in Section 5 – Service Forms in the CoDAteen Handbook).
13. The CoDA adult sponsoring group and CoDAteen Committee share the responsibility of following the CoDAteen approved process for training and vetting the adult hosts using recommendations and resources offered by the CoDAteen committee and the CoDAteen Meeting Handbook.
14. Adopt a process for addressing problem behaviors within the CoDAteen group, using recommendations and resources from the CoDAteen Meeting Handbook and other resources at [CoDA.org/codateen](http://CoDA.org/codateen).

Other points for groups to think about or consider:

1. Requiring two vetted and approved CoDA adult hosts at every CoDAteen meeting.
2. Having background check, many areas require this by law to work with minors.
3. Deciding on age ranges for your group. In general, CoDAteen is for “teens” ages 13 to 18 however there may be older people (e.g., 18+ who may be college and university students) who may wish to participate. There may also be younger children who are ready for CoDAteen who can participate safely in a sharing and learning experience. Each group may decide through group conscience on an acceptable age range, or they may decide to divide their meetings based on the age range. It is encouraged that older teens begin attending CoDA adult meetings while attending CoDAteen to have a smooth transition or they may form a “young adult” CoDA group.
4. Connecting CoDAteen conferences or conventions with CoDA Intergroups, Regions or Voting Entities.
5. Hosting a CoDAteen meeting that meets at the same time and place as the sponsoring CoDA meeting or group.
6. Be conscious of diversity.
7. Avoiding one-on-one interactions.
8. It is suggested to maintain an appropriate ratio of adults to CoDAteen members (Larger meetings may require additional CoDA adult hosts).
9. Ways CoDAteen members can be transported to and from events.
10. Organizing informational and awareness activities, for example, inviting CoDA speakers, setting up workshops, and/or information booths about codependency for teens in the CoDA community.
11. Having local legal counsel review the group requirements for working with minors.
12. CoDA World has many resources and free downloads to help, including the CoDAteen Meeting Handbook found on the CoDAteen webpage at [www.coda.org/codateen](http://www.coda.org/codateen).

\*\*\*\*\*

QUESTIONS – (Yes) I hear you using a term called "Living documents" Have you considered the cost to CoDA every time we make changes, the cost of copyrighting and printing? Have you considered that you will have to revised the document, the link still goes to the other document? Will there be adjustment to the document after this vote? The attachment of materials highlighted in the motion - are the highlights revisions? Downloadable only is understood - are you going to publish downloadable non-copyrighted material?

Crafting (No)

PROS & CONS:

Pros:

In-person – this goes in the FSM and does not have to be copyrighted

Virtual - we are resurrecting something in a completely different environment, lets let the two meetings that are in existence move forward and do what they need to do, support this as a living doc until we have a population to do permanent documents

Cons:

In-person –

Virtual -

Minority opinion: Because there wasn't enough information when it first came out, I cannot vote if I don't have a group conscious

VOTE: Yes - #36, No - #5,

Abstain - #2, (not included in the total vote results)

Noted results:

Passed: 2/3 majority - binding. Did not meet legal standard for steps and traditions. Steps and Traditions must be replaced with CoDA Steps and traditions before being published.

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**Number:** 24085

**Item Type:** ACTION

**Date:** 7/25/2024

**Vote:**

# CoDA Service Items

**Committee:** CSC

**Member Names:** David (facilitator)

**Subject:** Quorum Count

**Description:**

Quorum confirmed

**Intent:**

**Remarks:**

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**Number:** 24086

**Item Type:** ACTION

**Date:** 7/25/2024

**Vote:** Complete

**Committee:** CSC

**Member Names:** David (facilitator)

**Subject:** Approve Previous Days Motions

**Description:**

Approve the motions as amended

**Intent:**

**Remarks:**

Motion: David M Second: Hani S

Minority opinion - I thought we were going to vote to observe the motions because it is an incorrect document.

Yes - 40, No - 2

Abstain - 2 (not included in the total vote results)

Noted Results:

Passed: 2/3 majority - binding

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**Number:** 24087

**Item Type:** MOTION

**Date:** 7/25/2024

**Vote:** Complete

**Committee:** Board

**Member Names:** Katherine T

**Subject:** Floor Motion; The Board bring Board Motion to address the concerns from the allegations about our finances...

**Description:**

The Board bring Board floor Motion to address the concerns from the allegations about our finances made yesterday and address the audit statement in the bylaws.

Second - Tina

**Intent:**

**Remarks:**

QUESTIONS – (Yes or No)

Crafting (Yes or No)

PROS & CONS:

Pros:

In-person –

Virtual -

Cons:

In-person –

Virtual -

Minority opinion

VOTE: Yes - #26, No - #15,

Abstain - #3, (not included in the total vote results)

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# CoDA Service Items

Noted Results:  
Passed: 2/3 majority-binding

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**Number:** 24088                      **Item Type:** MOTION                      **Date:** 7/25/2024

**Vote:** Complete

**Committee:** Board                                              **Member Names:** Katherine T

**Subject:** Board Floor Motion #1: Immediately order an independent accountant, conduct an inventory of assets immediately and continue this inventory every...

**Description:**  
Immediately order an independent accountant, conduct an audit including inventory of assets and continue to be audited every year at the end of our fiscal year ending Dec. 31. This report will be posted on the Board webpage and emailed to the entire fellowship upon completion at a cost of \$8,000-\$15,000 per year.

Additionally annually publish the 990 from the Co-Dependents Anonymous Inc. on Coda.org

**Intent:**  
Correct a practice that we hadn't been educated on. We are trusted servants. We thought that our tax returns would suffice. We are doing the best we can.

**Remarks:**  
Nov 2020 - CoDA manager died and we were locked out of our reports, all audits were lost.

We've had challenges in our reporting because of change. We have sent out to the entire fellowship is a balance sheet, Audit is designed to find fraud.

\*\*\*\*\*

QUESTIONS – (Yes) How did you come up with the estimate of cost? Are going to provide a full balance sheet, P&L, all assets. Was it true that someone on the board did not ask him to discuss the financials? Can this investigation be carried out by someone else, like IMC besides the board. Shouldn't this be a full audit?

Crafting (Yes or No)

PROS & CONS:

Pros:

In-person –

Virtual - Important to know about the prudent reserve and transparency? Audit would be proper, it would be a good step for transparency for the whole fellowship and a safe CoDA, appreciate the board responding, if the audit is a first step then let's do it, acknowledge Katherine saying that we are not perfect, this motion aligns with steps 8 & 9, doing the best we can.

Cons:

In-person – It seems to me that there needs to be broader control, can you also include the 990 tax return as a part of the report for full transparency, our blue book - power tactics - hurrying others to make decisions, I feel like I am being rushed to decide on something that is beyond my comprehension at the moment

Virtual -

Minority opinion: From what I understand it is an issue more than a year old, its only 1 step in a multi-step plan. It feels like a bandaid on a gushing wound.

VOTE: Yes - #41, No - #5,

Abstain - #1, (not included in the total vote results)

NOTED RESULTS:  
Passed- 2/3rds Majority- Binding

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**Number:** 24089                      **Item Type:** ACTION                      **Date:** 7/25/2024

**Vote:**

**Committee:** CSC                                              **Member Names:** David (facilitator)

**Subject:** Quorum Count after break

**Description:**  
Quorum confirmed

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# CoDA Service Items

**Intent:**

**Remarks:**

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**Number:** 24090                      **Item Type:** MOTION                      **Date:** 7/25/2024

**Vote:** Complete

**Committee:** CoDAteen                                              **Member Names:** Rosa S

**Subject:** CoDAteen Motion #3; CoDAteen: A Bridge to Recovery

**Description:**  
CoDAteen: A Bridge to Recovery

To endorse the first edition of the booklet "CoDAteen: A Bridge to Recovery" as written by teenage and young adult members of CoDAteen

**Intent:**  
The "CoDAteen: A Bridge to Recovery" booklet aims to bring the message of hope of recovery to teens and young adults by sharing their own experience, strength, and hope, as written by young people beginning their recovery in CoDAteen. This booklet can be used by adult CoDAteen meeting hosts who are serving in CoDAteen meetings. It can also be helpful to adult CoDA members to encourage recovery for their teens or young adults through CoDAteen.

**Remarks:**  
This booklet will be posted on the CoDA.org website for additional input or suggestions for revisions from Co-Dependents Anonymous (CoDA), CoDAteen Fellowship, and CoDA World Committees. It would also be posted on the CoDAteen webpage.

This First Edition consists of personal stories narrated and collected from teens and young adults' members of CoDAteen. Some were translated from Spanish, edited, and reviewed by the CoDAteen Committee. We encourage Delegates, CoDA committees, and CoDA groups to use the revision period to offer any suggested changes, edits, and feedback.

Please note that the Committee has maintained the original words used by the participants. Please send any suggestions to [codateen@coda.org](mailto:codateen@coda.org)

We ask that you use the most current FSM on [coda.org](http://coda.org) and be very specific where this change should be made to include references to a certain sentence, paragraph, etc. You may copy and paste from the current FSM to ensure accuracy and indicate as "current wording:", then list the change or update by indicating "new wording:".

This motion requires changes to the following: (check all that apply)

- \_\_\_ CoDA Bylaws: Page/Section # \_\_\_\_\_
- \_\_\_ FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_
- \_\_\_ FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_
- \_\_\_ FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_
- \_\_\_ FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_
- \_\_\_ FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_
- \_\_\_ Change of Responsibility: \_\_\_\_\_
- \_\_\_ Other: \_\_\_\_\_

Specific details:  
Section # and title:  
Copy and Paste from most current FSM on [coda.org](http://coda.org)

\*\*\*\*\*

QUESTIONS – (Yes) legality with copyright assignments, these are not legal adults yet, do we have to have parents sign? where will this be on the website, just passed motion to not post literature for a year on the Coda website? will you allow crafting? are you aware there is another document with a similar title? is this to be printed? Will this be posted anywhere else than the CoDateen webpage,

Crafting (No)

PROS & CONS:

Pros:

In-person – material is much needed, as we develop and evolve this resource, please keep in mind it doesn't take the place of one-on-one interaction, support CoDateen so that young people, with the teens who have helped to write this, this is so good,

Virtual - Pro-thank you, if the foundational documents are in tack with the originals, support their important work and love teens have worked with you - want crafting regarding the foundational documents, pro that teens want something to relate to in their language, I think we are building a bridge to relate to teens.



# CoDA Service Items

Cons:

In-person –

Virtual - a revision to be made because of a motion, also the title of a book written by a therapist and can be confusing for teens to search and find our information, they may purchase something else.

Minority opinion

VOTE: Yes - #44, No - #3,

Abstain - #1, (not included in the total vote results)

Noted Results:

Passed- 2/3rds Majority- Binding. Did not meet legal standard for steps and traditions. Steps and Traditions must be replaced with CoDA Steps and traditions before being published

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**Number:** 24091

**Item Type:** ACTION

**Date:** 7/25/2024

**Vote:**

**Committee:** Elections

**Member Names:** Katherine T

**Subject:** Elections Voting/Results

**Description:**

Applications/Candidates:

Board of Trustees

Byrle S.

Dan R.

Laurie C.

Samuel B.

Chris H.

CoRe Board

Eddy G.

Kathy H.

Kirsten S.

Yaniv S.

IMC

Maria P

Chris J

Jorge B

Gillian A

Marilyn L

Taran S

**Intent:**

**Remarks:**

Elections Results: Board of Trustees

Dan R.

Laurie C.

Chris H. (alternate)

Elections Results: CoRe Board

Eddy G.

Kathy H.

Kirsten S.

Yaniv S.

Elections Results: IMC

Maria P

Chris J

Jorge B

Gillian A

Marilyn L

All elected

# CoDA Service Items

**Number:** 24092      **Item Type:** ACTION      **Date:** 7/25/2024

**Vote:**

**Committee:** CSC      **Member Names:** David (facilitator)

**Subject:** Quorum Count after lunch break

**Description:**  
Quorum confirmed

**Intent:**

**Remarks:**

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**Number:** 24093      **Item Type:** MOTION      **Date:** 7/25/2024

**Vote:** Complete

**Committee:** Finance      **Member Names:** Barbara D

**Subject:** Finance Motion #4: 2025 Budget for CoDA Inc.

**Description:**  
We move that the CoDA Service Conference (CSC) approves the following 2025 budget for CoDA, Inc.:  
[All figures are in \$USD]  
\$280,000 estimate of 2025 income  
-\$165,000 for 2025 Overhead expenses  
-\$127,000 for 2025 CSC expenses  
-\$ 55,000 for 2025 Face-to-Face meeting expenses  
-\$347,000 Total estimated expenses for 2025  
-\$67,000 shortage may be paid with CoDA's excess over prudent reserve  
In May of 2024, we had \$90,000 above a prudent reserve of \$250,000.

**Intent:**

**Remarks:**

What is the financial impact of this motion to the CoDA Budget this year and in future years? This is the budget!

These figures are the best estimate because of the problems encountered in getting accurate reports from the bookkeeping program and a change in the chart of accounts.

Without a revision of our Prudent Reserve definition, it is important that the expenses be closer to the expected income for 2025. Our Prudent reserve for 2025 is: Unavailable. [Due to unavailability of reports, the Finance Committee has not been able to establish the Prudent Reserve based on 2022 & 2023 expenses.]

It is likely that the Budget for 2026 will need to be much closer to the income than in the past few years. Some brainstorming for reducing costs may be necessary. The Finance Committee suggests these as possible ways to reduce expenses:

- Reducing the number of face-to-face meetings per year for both committees and the Board,
- Alternating chairs who attend CoDA Service Conference in person,
- Reducing the amount of interpretation paid for by CoDA,
- Planning ahead for travel to obtain the best economy fares,
- Thinking through possible consequences to financial decisions,
- Etc.

Other suggestions are appreciated. Send them to [finance@coda.org](mailto:finance@coda.org)

This motion requires changes to the following: (check all that apply)

\_\_\_\_ CoDA Bylaws: Page/Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_  
\_\_\_\_ Change of Responsibility: \_\_\_\_\_  
\_\_\_\_ Other: \_\_\_\_\_

Specific details:  
Section # and title:  
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# CoDA Service Items

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QUESTIONS – (Yes) Are previous years going to be restated to new categories for year over year categories? Have you ever done it +/- regarding prudent reserve and the budget? Will the audit come out of the prudent reserve?

Crafting (Yes)  
PROS & CONS:

Pros:  
In-person –  
Virtual -  
Cons:  
In-person –  
Virtual -  
Minority opinion -

VOTE: Yes - #41, No - #0,

Abstain - #1, (not included in the total vote results)

Noted Results:  
Passed- 2/3rds Majority- Binding

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**Number:** 24094                      **Item Type:** MOTION                      **Date:** 7/25/2024

**Vote:** Complete

**Committee:** CoDAteen                      **Member Names:** Linda C.

**Subject:** CoDAteen Motion #5: Revisions / Updates to  
"What is CoDAteen" pamphlet

**Description:**  
Revisions/Updated to "Whate is CoDAteen" pamphlet

The CoDAteen Committee has found that as CoDAteen evolves and progresses, the What is CoDAteen Pamphlet needs to undergo modification and reediting. We propose the modifications shown in the attached document.

**Intent:**  
The CoDAteen Committee has made progress in the development of CoDAteen meetings and in outreach. This includes the beginning of the first CoDAteen USA meeting in January 2024, the development of our CoDAteen Webpage and the need to bring awareness to our local communities with CoDAteen literature.

As CoDAteen continues to develop, the importance of having literature available for training new adult hosts and in carrying a consistent clear message for meeting sponsors is imperative.

The CoDAteen Committee has made modifications and has reedited the What is CoDAteen Pamphlet. Specifically, the training process is now the shared responsibility between the CoDAteen Committee and the CoDAteen meeting sponsoring group.

Host/Sponsor has been clarified as the adult host/meeting sponsor to eliminate confusion of the role of the adult host as the adult who offers guidance to the CoDAteen meeting and does not sponsor the CoDAteen.

**Remarks:**  
This motion requires changes to the following: (check all that apply)

\_\_\_ CoDA Bylaws: Page/Section # \_\_\_\_\_  
\_\_\_ FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_  
\_\_\_ FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_  
\_\_\_ FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_  
\_\_\_ FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_  
\_\_\_ FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_  
\_\_\_ Change of Responsibility: \_\_\_\_\_  
\_\_\_ Other: \_\_\_\_\_

Specific details:  
Section # and title:  
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QUESTIONS – (Yes) Do you want this to be printed? Are you going to send legal@coda.org names of people who

# CoDA Service Items

worked on this for copyright? Our pamphlets are downloadable, why are you printing?

Crafting (No)

PROS & CONS:

Pros:

In-person – I think that anything that lends clarity, particularly to those who are learning, who might have issues with adults being a sponsor, I can vouch that this version of the pamphlet is much better than the current one-can't wait to see it in print

Virtual - so thankful for the outreach attempt to teens

Cons:

In-person –

Virtual -

Minority opinion:

VOTE: Yes - #42, No - #1,

Abstain - #0, (not included in the total vote results)

Noted Results:

Passed- 2/3rds Majority- Binding

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**Number:** 24095                      **Item Type:** ACTION                      **Date:** 7/25/2024

**Vote:**

**Committee:** CSC

**Member Names:** David (facilitator)

**Subject:** Quorum Count after break

**Description:**

Quorum confirmed

**Intent:**

**Remarks:**

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**Number:** 24096                      **Item Type:** MOTION                      **Date:** 7/25/2024

**Vote:** Complete

**Committee:** VE - NorCal CoDA

**Member Names:** Debbie W

**Subject:** VE NorCal Motion #1: Form a "Special Fellowship Meeting" Task Force

**Description:**

Form a "Special Fellowship Meeting" Task Force

Approve the formation of a task force to develop a process for the "CoDA Fellowship as a Whole" to call for a Special Meeting between CoDA Service Conferences as referenced in the CoDA Bylaws, Article V, Section 5.

The Taskforce would have one year to create the process for presentation at the 2025 CoDA Service Conference.

Prospective members of the task force could potentially include a member from the CoDA Board of Trustees, Issues Mediation Committee (IMC), Events, and the Delegate Relations Committee (DRC) along with any current or former Delegate from a recognized Voting Entity.

**Intent:**

To empower the Fellowship to call a special meeting between the annual CoDA Service Conferences to obtain group conscience for CoDA as a Whole. To unite us - not divide us

Currently, as mentioned in the CoDA ByLaws, there is the potential ability for the Fellowship to call a special meeting of the Fellowship between CoDA Service Conferences. However, there is no actual process in place.

This TaskForce would seek to develop a process to determine a clear course of action and answer these questions:

What to do if a CoDA member has an issue that cannot be resolved with IMC or the Board and it affects CoDA as a whole?

How to bring that issue to the attention of the Fellowship?

How would a Voting Entity be involved?

How would the Delegate Relations Committee (DRC) be involved?

# CoDA Service Items

How to initiate a petition?  
from VE to Fellowship?  
from DRC to Fellowship?  
from VE to DRC to Fellowship?  
How to get that petition out asking for signatures from all delegates who attended last year's CSC?

How to then have the results of that petition containing signatures from two-thirds of the delegates from last years' CSC brought to the attention of the CoDA Board and IMC Committee and Delegate Relations Committee?  
How to have the petition included in the motions to be ratified at the next year's CSC?  
Other suggestions?

## OTHER PERTINENT INFORMATION:

Tradition One Prayer -  
"Higher Power, deepen my awareness to include the welfare of the whole, setting aside my discomfort and personal agenda. Help me speak my truth and allow others the same privilege, trusting that the spirit of unity supports my own recovery."

## Remarks:

This motion offers an opportunity to create healthy strategies to address any possible concerns of situations happening in committees or boards at the world service level.

The CoDA inverted pyramid of CoDA clearly shows the Voting Entities (VE) are the voice of the smaller home groups and communities at the top, with their purpose to bring that group conscience to the world service level.

This TaskForce would provide clarity defining action steps a Voting Entity (VE) may take in addressing concerns between annual CoDA Service Conferences (CSC). The TaskForce would also greatly appreciate and welcome input and participation from the Delegate Relations Committee (DRC) in exploring these strategies to successfully complete the goals of this taskforce.

This motion requires changes to the following: ( check all that apply)

CoDA Bylaws:Page/Section#  
FSM Part1 – Structure and General Information:Section# FSM Part2 – MeetingHandbook:Section#  
FSM Part3 – Guidelines for Other Service Levels:Section# FSM Part4 – Service Conference Procedures:Section#  
FSM Part5 – World Level Service Details:Section# Change of Responsibility:  
Other:

## Specific details:

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QUESTIONS – (Yes) Help me understand why the special meetings - what else you are looking for, as it is reference in the bylaws how to do/call a special meeting? Do you have a sense of how regular or unusual of an event we are talking about? I believe the board explained the process to how call for a meeting the VEL will contact the VE to put the tracks in motion-why form a committee? Is this to create a process to make it a simple process for open communication between the VEL

Crafting (Yes or No)

## PROS & CONS:

### Pros:

In-person – I don't want to jump through hoops to be in touch, let's let go, lean to higher power  
Virtual - In the short discussion with the delegate - golden nuggets exchanged and dying for more information. No where in the structure is it ok for delegates to talk to delegates in our current structure. For this open communication is a great thing, please explain how to give our permission, enhanced communication and community with a special meeting allows the opportunity to work it out, the structure of CoDa is an inverted pyramid, need to be able to communicate without a gate keeper system, fear of losing freedom or security - we need to be able to reach each other.

### Cons:

In-person – delegates are not giving Coda permission to give delegates contact information - the DRC was created for promoting the communication, remind that when you are getting an email, I do not want to be contacted unless I am choosing to be connected, no blanket release of the database email, we need to keep things simple, no need for a taskforce that will become a committee, but we already have a committee  
Virtual - potential Coda is put at risk for the European privacy information rules, Doesn't call for a task force, DRTC is the place to go to utilize the process, we have a delegate committee to do this and we can provide permission for the committee to release our information so we can communicate, I am pro and con - in favor of delegates between the conferences, but we have so many committees that could take charge of that, someone could consult the DRC of having them hold meetings for more time so we can express and exchange experiences and hope.  
Minority opinion: This is an example of motion where the exact purpose wasn't understood and it came out more in the presentation, I think we need to get together to find a solution for this.

VOTE: Yes - #23, No - #15,

# CoDA Service Items

Abstain - #4, (not included in the total vote results)

Noted Results:  
Passed- Simple Majority- Non-Binding

NOTE: Bylaw Changes must pass by a 2/3 majority vote; this motion did not pass. Also, there is already a process in place in the CoDA Bylaws regarding the process for calling a special meeting. The Board is required to follow this process.

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**Number:** 24097      **Item Type:** MOTION      **Date:** 7/25/2024

**Vote:** Complete

**Committee:** VE      **Member Names:** David (facilitator)

**Subject:** Motion to accept a late floor motion

**Description:**  
Motion: Paul Second: David M

**Intent:**

**Remarks:**  
Yes - 38 - No - 5 Abstain - 0  
  
RESULT: Passed 2/3 majority – binding

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**Number:** 24098      **Item Type:** MOTION      **Date:** 7/25/2024

**Vote:** Complete

**Committee:** VE      **Member Names:** Paul

**Subject:** VE New England Alliance Motion #1: Task Force for CoDA Financial Stewardship

**Description:**  
Task Force for CoDA Financial Stewardship

In the interest of sharing responsibility and generally cultivating wider understanding of CoDA financial concerns and obligations, we move for the formation, within the next 60 days, the formation of a multi-disciplined\* task force of not less than 6 persons to initiate an initial review and assessment of documented policies and procedures and compare them to actual practices. Such Task Force engagement should abide by existing requirements (e.g. By Laws, FSM, etc.). The Task Force is under the direction of the Finance Committee and accountable to the Board of Trustees as so required. The Task Force will be active for not more than 12 months or the 2025 CSC (whichever occurs sooner). The first milestone of the Task Force is to report to the Finance Chair or committee an initial risk assessment including business process flow definition, scope of work to be performed, and an estimated cost for the full scope and duration. A report back to CSC 2025.

**Intent:**  
At the 2024 CSC, there have been statements regarding existing and historical lapses of financial internal controls (e.g. Loss of financial record due to access lock out (2020); Deficiencies in the area of financial separation of duties (existing with PayPal account); and Areas of accountability and transparency to the body of CoDA). Note, this effort is separate and distinct from the approved Floor Motion for an audit. The audit scope does not address practices and procedures to identify risks and exposures that have created past and current oversights.

This is NOT to state nor imply there is an immediate or urgent exposure of financial risk or known gross negligence. The intent is to highlight the need for root cause analysis of how such historical and current lapses occurred, implement basic procedures with aligned practices, and provide the body of CoDA the assurance of a viable and sustainable financial stewardship going forward.

**Remarks:**  
This motion requires changes to the following: (check all that apply)  
\_\_\_\_ CoDA Bylaws: Page/Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_

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# CoDA Service Items

Change of Responsibility: \_\_\_\_\_

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

Specific details:

Section # and title:

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QUESTIONS – (Yes) When you say assessment of existing internal documents policies and procedure, if CSC is more than 12 months away, how do we receive this report? I'm wondering if the last paragraph did you mean of the full scope and duration? Are you referring to the people who are financially liable-its about what the board is legally able to share, 6 people for this committee, to my understanding it needs to be people who have IRS, State of AZ knowledge - where will you find the people with this full knowledge? You are looking at policies and procedures and not the individuals who are currently responsible

Crafting (Yes)

PROS & CONS:

Pros:

In-person – would meet my needs for clarity, compassion, understanding and provide information for new delegate that come in, transparency and clarity builds trust and understanding, CoDa is a corporation a business with a spiritual foundation, its important, neither the board or finance committee have time to do this, looking for gaps to see if they need to be met, transparency is good to keep the fellowship safe

Virtual - For this because: I have had a couple questions about a few things have happened with contracts and apps and what is going on behind the scenes, its important to know that we have transparency and paying forward for how things function, enough redundancy if someone falls out so that the appropriate information can be provided at every level

Cons:

In-person –I can't support independent people and 6 people, I invite everyone to come to our public meeting and provide reports, the minutes and executive session, every single motion is listed, all financial concerns have to be legally reviewed, the financial committee is looking for new members and could possibly take this on themselves

Virtual - I feel that we are not an institution or corporation, we are a fellowship, this service is provided by the board and this isn't necessary, If you have trusted servants in place, we need to trust them to do a good job, and look at the insuring that they do and allow the trusted servant to grow in their roles

Minority opinion: I almost of abstained, I'm in support of transparency and we are doing the best we can, I feel like there have been allegations and judgement,

VOTE: Yes - #27, No - #13,

Abstain - #3, (not included in the total vote results)

Noted Results:

Passed- 2/3rds Majority- Binding

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**Number:** 24101

**Item Type:** ACTION

**Date:** 7/25/2024

**Vote:** Complete

**Committee:** CSC

**Member Names:** David (facilitator)

**Subject:** Approve Current Day's Motions

**Description:**

Approve todays motions (7/25/24)

**Intent:**

**Remarks:**

Motion to approve: David M Second: Paula

Minority opinion:

VOTE: Yes - #40, No - #0,

Abstain - #0, (not included in the total vote results)

Noted Results:

Passed - 2/3 Majority - binding (unanimous)

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**Number:** 24102

**Item Type:** MOTION

**Date:** 7/25/2024

**Vote:** Complete

# CoDA Service Items

**Committee:** CSC

**Member Names:** David (facilitator)

**Subject:** Motion to Close 2024 CoDA Service Conference

**Description:**

Motion to Close 2024 CoDA Service Conference

Motion: David M Second: Teri S

**Intent:**

**Remarks:**

Yes-# No-# Abstain-#

Majority by acclimation