



**CoDA Service Conference (CSC)
2024 Motion Form**

Check one:

___ **Motion submitted by:** Board - CoDA Inc.

___ **Motion submitted by:** Board - CoDA Resource Publishing (CoRe)

___ **Motion submitted by:** (Committee)

Committee Name: _____

X Motion submitted by: Voting Entity: NORCAL CODA

Submitted Date: May 8th, 2024

IMPORTANT DEADLINES:

- Motions are due 75 days prior to CSC which for this year is Wednesday, 2024 May 8.
- Bylaw changes/amendments are due 75 days before CSC which for this year is Wednesday, 2024 May 8. These changes/amendments cannot be brought to the floor if this deadline not met. In accordance with our Fellowship Service Manual (FSM) and CoDA Bylaws, Bylaw amendments are to be submitted to the Board Secretary: secretary@codas.org.
- Revisions are due 60 days prior to CSC which for this year is Thursday, 2024 May 23.

Motion Number: 1. () 2. (x) 3. () 4. () 5. () (Check One)

Revision #: _____ **Revision Date:** _____

Note: Please refrain from using CoDA acronyms such as VE, CEC, IMC, etc. when completing this form unless you make a reference such as: CoDA Events Committee (CEC) then use CEC.

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

Motion: 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 and 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, background, other pertinent information

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.”

“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 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.

- 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.

(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)

X CoDA 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:

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.

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

- Motions** are to be sent to: submitcsc@coda.org
- Bylaw changes/amendments** are to be sent to: secretary@coda.org
- If you want assistance writing your motion, please send email to Board@CoDA.org

(Data Entry Use Only)

Motion result: _____