

**CoDA Service Conference (CSC)**

**2024** **Motion Form**

**Check one:**

**\_\_\_\_Motion submitted by:** Board - CoDA Inc.

**\_\_\_\_Motion submitted by:** Board - CoDA Resource Publishing (CoRe)

**\_X\_ Motion submitted by:**(Committee)

Committee Name: Communications

**\_\_\_\_Motion submitted by:** Voting Entity (VE)

VE Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submitted Date: May 8, 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@coda.org](mailto:secretary@coda.org).
* **Revisions** are due **60 days** prior to CSC which for this year is **Thursday, 2024 May 23.**

**Motion Number: 1. ( ) 2. ( ) 3. ( X ) 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: Request for new MS365 account for MeetingUpdates@CoDA.org**

**Motion –** 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)**:**

Communications (Comm) Committee requests that the CSC delegation approve Comm having a separate full MS365 license for [MeetingUpdates@CoDA.org](mailto:MeetingUpdates@CoDA.org).

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

Comm has made repeated requests to have a new dedicated MS365 full license for the sole use of our Trusted Servant(s) to send/receive emails as we contact the countless meetings that are listed on our CoDA.org website. The first week of May alone, our Trusted Servant confirmed and reported about **30 closed meetings** not updated since 2020/22. Currently we are using our [Info@CoDA.org](mailto:Info@CoDA.org) email alias, which is funneled to our [InfoCoDATeam@CoDA.org](mailto:InfoTeam@CoDA.org) MS365 account, which is the general email “switchboard” of CoDA World. Our email team receives and responds to emails from the CoDA Fellowship on a daily basis. It is very challenging for our team and the meeting update Trusted Servant(s) to separate out the emails. By having a separate MS365 [MeetingUpdates@CoDA.org](mailto:MeetingUpdates@CoDA.org) for our Trusted Servant(s) to work with, we are better able to track the outgoing requests and incoming responses to update the meetings. As of May, our Trusted Servant has “touched” over 700 meetings. There is nothing more frustrating for a CoDA Fellowship member (new or not) to try to locate a meeting that has current contact information and accurate meeting information.

The Board has requested that we not include the word “meeting” in the name of the new account due to our Fellowship confusing it with [Meetings@CoDA.org](mailto:Meetings@CoDA.org). Comm is truly struggling to understand the Board’s reasoning and reluctance to our repeated requests.

**Remarks:**

See Intent above. No further 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 #\_\_\_\_\_\_\_\_\_**

**\_\_\_\_FSM Part 4 – Service Conference Procedures: Section #\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**\_\_\_\_Change of Responsibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_X\_ Other:** New MS365 license for MeetingUpdates@CoDA.org

**Specific details:**

**Section # and title:**

**Copy and Paste from most current FSM on coda.org**

**Motions** are to be sent to:[**submitcsc@coda.org**](mailto:submitcsc@coda.org)

**Bylaw changes/amendments** are to be sent to:[**secretary@coda.org**](mailto:secretary@coda.org)

If you want assistance writing your motion, please send email to [Board@CoDA.org](file:///\\files.brown.edu\Users\lauriecrawford\Downloads\Board@CoDA.org)

**(Data Entry Use Only)**

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