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**CoDA Service Conference 2022** **Motion Form**

**Check one:    \_\_ Motion** (Board - CoDA Inc.)

\_\_ **Motion** (Board - CoRe – CoDA Resource Publishing)

**X Motion**(Committee)

**Committee Name** - Literature

**\_\_ Motion** (VE - Voting Entity**)**

**Voting Entity Name- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submitted Date:** June 8, 2022

Due 75 day prior to CoDA Service Conference (CSC)

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

**Revision #1 June 22, 22 Revision #2 Date: 8/21/22**

Due 60 day prior to CoDA Service Conference (CSC)

**Motion Name:** Procedure for Accepting Voting Entity Literature

**Motion:**

CSC to adoptthe following procedure for new literature presented at CSC.

Procedure for Accepting Voting Entity Literature submitted to CSC

In order for a new piece of literature submitted by a Voting Entity (VE) to be considered for publication, it must meet the following expectations:

* Complies with the current CoDA Literature Committee (CLC) Style Sheet,
* Contributes something new to the existing CoDA literature,
* Complies with The Twelve Traditions,
* Contains material that is relevant to The Twelve Steps, The Twelve Traditions, or The Twelve Service Concepts,
* Was approved by a VE via group conscience,
* Does not contain any material which is copyrighted by an individual or organization outside of CoDA, Inc., and
* Individual authors must be willing to sign a copyright assignment to CoDA Inc., with the understanding they may not continue to publish or use their work as their own.

PROCEDURE:

1. A Voting Entity (VE) submits a piece of literature as a Voting Entity Motion, VEM, which is endorsed by the Delegates.
2. Board assigns the VEM to the CLC.
3. CLC initial response, to be completed within two weeks of receipt by CLC:
   * Is the piece in English? If NO, *return to VE* for translation.
   * Was a completed copyright assignment attached to the submission? If NO, send copyright release to VE to be completed.
   * Is the piece already copyrighted within CoDA? If YES, forward to Legal Liaison.
   * If none of the above are a problem, CLC will send a confirming email to the VE to explain what comes next.  NOTE: No target date will be set at this time.
4. CLC asks for input from the CoDA Resource Publishing, Inc. (CoRe), as to whether or not this piece is suitable for printing and sale.
5. CLC will proofread the piece and assign it a status of:
   * Accepted “as is” CLC will submit a motion at the next CoDA Service Conference (CSC) to approve the piece for publication.
   * Needs work Some editing is needed to correct problems with meeting expectations and/or improving the clarity of the piece.
   * Multi-year project CLC wants to expand the piece with additional content or integrate the material into an existing piece that is under development.
6. If the piece requires more work, VE has the option of providing CLC with a liaison: someone from the VE who will work with CLC on this project.
7. CLC will inform the CSC about projects that have been accepted in their annual report.
8. CLC will work on larger projects in priority order within the limits of available committee members to work on projects. Some accepted projects may take several years to complete.

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

This procedure makes clear the process and the responsibilities for VEs bringing new literature to CSC. It also makes clear the CLC process and responsibilities. In the past, CLC did not always reply to VE submissions in a timely manner; in this new procedure, we are committing to responding directly to the VE within 2 weeks of a piece being assigned to us by the Board.

This past year, the CoDA Board asked the CLC to come up with a procedure for how literature submitted by VEs as motions to the CSC will be handled. This motion is the CLC’s response to that request.

Once accepted by CSC, this procedure will be posted on the CLC webpage and will be included in the updated P&P document in 2023.

**Remarks:**

In 2017, the CSC approved two motions submitted by the CoDA Board to change procedures to improve the flow of literature from Voting Entities to conference endorsed literature status. Although the second motion outlined a set of requirements for VE endorsed literature to meet in order to have their submissions receive approval, no entity was responsible for checking a piece for compliance with the requirements.

One effect of these motions was to remove the CLC from any position of editorial control (spelling, punctuation, grammar, clarity of the text, ...)  over submissions. Furthermore, there was no longer an opportunity for the CLC to contribute to the pieces or to integrate them into current CLC pieces already in development. CLC would like to ensure that we have an opportunity to make changes to a piece in cooperation with the VE.

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

**\_\_\_\_\_ Bylaws \_\_\_\_ FSM P1 \_\_\_\_ FSM P2**

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

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

**\_\_\_X\_ Other:** Addition to CLC Policies and Procedures

**(Data Entry Use Only)**

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

Please email to[**submitcsc@coda.org**](mailto:submitcsc@coda.org)

(If you want assistance writing your motion, please send email to Board@CoDA.org)