

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

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

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

**\_\_ Motion**(Committee)

 **Committee Name** - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Submitted Date: June 8, 2022**

Due 75 day prior to CoDA Service Conference (CSC)

**Motion Number: 4**

**Revision #: \_\_\_\_\_\_\_\_\_\_\_\_\_ Revision Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Due 60 day prior to CoDA Service Conference (CSC)

**Motion Name:** FSM Update: Procedures for Submitting CSC Items

**Motion:** Update FSM: CoDA Fellowship Service Manual Part 4 Page 10

Procedures for Submitting CSC Items:

To ensure that Voting Entities have an opportunity to review all CSC submissions prior to CSC:

* + All Motions will be emailed to submitcsc@coda.org no later than 75 days before the start of conference with revisions allowed for up to 60 days before the start of conference.
	+ As defined by our Bylaws, any Bylaw changes must be submitted to the Board Secretary in electronic form no later than 75 days before the start of conference.
	+ The Bylaw and other motions will be posted on the coda.org website and email notification of their availability will occur no later than 70 days prior to the start of the CSC.
	+ All reports, goals and budgets must be emailed 30 days before the start of the conference. All reports and goals will be emailed to submitcsc@coda.org. All budgets will be emailed to budget@coda.org no later than 30 days before the start of conference.
	+ All items submitted will clearly indicate which category they belong to (see list in next bullet)
	+ All items submitted will be included as Conference documents in the Delegate Package with an indication of which of the following categories they belong to:
	**o Bylaw changes
	o Motions submitted on time
	o Motions not submitted on time**

**o Reports
o Goals
o Budgets**

* + It is the responsibility of the VE delegate(s) to track and obtain all changes posted to the delegate webpage. Delegates are encouraged to share available information with their voting entity/intergroup/meetings and offer feedback before the 60 day motion revision cut off. Revisions are common during this period so it is imperative to keep track of revised motions. Hard copy of the delegate packages will not be available at the CSC.
	+ Voting Entity Motions will be posted on the coda.org website.
	+ Emails will be sent to registered delegates, previous delegates and community/VE/orphan meeting contacts, as well as to all currently receiving email blasts, notifying of postings as they occur
	+ Voting at conference will follow these rules:

0 Motions submitted on time may be voted on at the current CSC following the normal rules

o Motions submitted after the cutoff date may still be brought to the floor by CSC vote; otherwise, vote is postponed until the following year. Late motions are typically dealt with during New Business although the CSC may vote to address a particular motion at another time. This is 5 days after the 75 days prior to the start of CSC when the above Bylaw and other motions are due.

Guidelines for Presenting Voting Entity Issues as a Motion to CSC

1. **Voting Entity (VE) discusses an issue and writes a Motion to resolve the issue by using the group conscience process. This issue and recommendation is called a Voting Entity Motion. It is recommended that if assistance is desired, the VE request it from the Board or any of the CoDA Standing Committees, well in advance of the motion deadline.**
2. **The VE drafts the Motion, on the form posted on CoDA.org delegate page.**
3. **The Board or a CoDA Standing Committee may also offer assistance or provide guidance to the VE in drafting/revising and/or presenting the motion.**
4. **The VE motion may not dishonor or be in conflict with any Bylaws, Steps, Traditions or legal considerations.**

**Intent, background, other pertinent information:**Removing previous term of Voting Entity Issue and cleaning up the wording.

**See BOLD lettering for where the changes took place.**
*Please ignore any formatting issues in this motion. These will be corrected when changes are completed in the FSM.*

**Remarks:**Currently in the FSM: **CoDA Fellowship Service Manual Part 4 Page 10**

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	o Motions submitted on time
	o Motions not submitted on time

o Reports o Goals
o VEissues o Budgets

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

1. Local Voting Entity discusses an issue and writes a Motion to resolve the issue by using the group conscience process. This issue and recommendation is called a Voting Entity Issue (VEI)
2. Voting Entity drafts the VEI, as a Motion by completing the Motion/Voting Entity (VEI) form
3. The VEI Motion may not dishonor or be in conflict with any Bylaws, Steps, Traditions or legal considerations.
4. The VE may request assistance from the Board or a CoDA Standing Committee in drafting and presenting the motion. The Board or a CoDA Standing Committee may also offer assistance or provide guidance to the VE in drafting and presenting the motion.

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

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

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

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

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

**(Data Entry Use Only)**

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

Please email to**submitcsc@coda.org**

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