

**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: 5**

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

Due 60 day prior to CoDA Service Conference (CSC)

**Motion Name: Process Once Literature is Approved at
CoDA Service Conference (CSC) as Conference Endorsed Literature**

**Motion: Once a piece of literature is approved at CSC as conference endorsed:**

1. **For new literature pieces:**
2. CoDA Literature Committee (CLC) will send a copy to Spanish Outreach (SPO) to initiate translation.
3. If the literature piece will be printed and sold on corepublications.org, CLC will send a copy to CoDA Resource Publishing (CoRe) to process. CoRe will notify CoDA Board when the new piece is available on the store.
4. If the literature piece is a “service item” CLC will send a copy to the web liaison to post on coda.org
5. A master copy of the literature piece will be added to the CoDA repository of literature masters to be made available for all other translations per the process of translation management via our Fellowship Service Worker (FSW).
6. **For updated/revised literature pieces:**
7. The steps remain the same as above, except a master copy will be added to the repository when the item is complete, even if it has not been printed
8. If the item is available in electronic format, for example Kindle/iTunes, the electronic version may be updated prior to the printed version being updated.

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

1. It has not always been clear at what point new/revised pieces of CoDA literature should be forwarded to SPO for translation.
2. In order to provide CoDA entities entering into translation and/or publishing and distribution agreements the most up-to-date materials, revised/updated materials should be placed in the CoDA repository at the earliest possible point. Revised/updated materials will usually not go to print with CoRe until current supplies in stock are exhausted. This ensures that the most up-to-date materials are in the repository, even if they haven’t yet been printed by CoRe.

**Remarks:**

**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: Board & CoRe Policies and Procedures (P&P’s)**

**(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)