

CoDA Service Conference (CSC) 2024
Delegate Frequently Asked Questions (FAQ)
For All Elected Voting Entity (VE)/Intergroup Delegates and Alternate Delegates

When is CoDA Service Conference (CSC)?

The CSC is being held in person and virtually via the internet in Ottawa, Canada which is in the Eastern Time Zone (US). CSC begins Sunday, July 21st with a mandatory Delegate orientation. The actual Conference runs from Monday, July 22nd and concludes Thursday, July 25th. The CSC business meeting begins Monday at 8:00 am Eastern Daylight Time (US) until 5:00 pm. All times for the conference will be using Eastern Daylight Time.

How do I register for CSC as either a Delegate or Alternate Delegate after group conscience decision of being elected to serve by my VE or Intergroup?

Please register at the following link: [CoDA Service Conference \(CSC\) 2024 Eventbrite Registration](#)

I would like to attend the CSC in person. Since it is being held in Canada, what are the travel requirements?

Ottawa (YOW) Airport is 8.1 miles from the Delta Hotels Ottawa City Center which is where CSC is being held. Most people need a visa or an Electronic Travel Authorization (eTA) to travel to Canada – not both. Some people may only need their valid passport. You can answer a few questions at this website to see which travel documents you may be required to have: <https://ircc.canada.ca/english/visit/visas.asp>

Additional information: <https://travel.state.gov/content/travel/en/international-travel.html>

Where do I apply for a North American or International Delegate Grant to assist with expenses?

A Voting Entity (VE) is eligible to apply for a Delegate Grant. The VE is responsible for notifying the Voting Entity Liaison (VEL) at imcvel@codas.org with the Delegate's name(s) and contact information if you are interested in applying for a grant. Any changes of the delegate(s) shall be reported as soon as possible to the VEL. (Fellowship Service Manual (FSM) Part 4/Section 2)

How do I prepare to attend CSC?

As the VE or Intergroup Delegate, you will be voting on all the motions. You will be voting on behalf of your local VE or Intergroup group conscience. It is important that you communicate and receive feedback regarding the motions from your local VE or Intergroup fellowship. It is suggested you review the FSM as well as the CoDA Bylaws, found on codas.org. [FSM Part 4 - Service Conference Procedures](#) and [CoDA Bylaws](#).

As an International Delegate, what do I need to know?

The World Connections Committee (WCC) members support special needs for new international Delegates. There may be specific and time sensitive international nuances such as visa applications, please plan accordingly. It is suggested that you allow extra travel time and consider the time zones involved. For specific international questions or concerns, please contact wcc@codas.org.

What if I need assistance with language translation?

Attendance by our International delegates is very important whether attending in person or virtually via the internet. We do offer language translation during CSC. If you need language translation, please email the VEL at imcvel@coda.org for assistance.

Is there a “Delegate Checklist”?

Yes, the following link will bring you to the Delegate checklist:

I am a first time Delegate, is there someone who can help me?

The CSC offers a “buddy” program. A buddy is an experienced attendee, committee chair, or former Delegate. If you would like a buddy, please email the VEL at imcvel@coda.org .

How can a CSC Buddy help me?

As a new Delegate...you will have an experienced Delegate to either sit next to during the in-person conference or chat with you virtually via the internet to help with your questions. As your first CSC, it may be very confusing and/or challenging.

As a returning delegate...it is a valuable service role to be a buddy to a new Delegate. Remember back to your first time attending when you might have been confused and/or challenged with understanding the CSC process.

How can I sign up to be a buddy?

Thank you for your service! If you are an experienced attendee, committee chair, or former Delegate and would like to be a buddy, please email the VEL at imcvel@coda.org.

What do I need to join the CSC virtually via the internet?

You will be emailed a link and password before the start of the conference. You will need access to a computer, laptop, tablet, or smartphone with a fast internet connection, a web camera, a microphone and either speakers or a headset. You must have a web camera with ‘video on’ so that you will be ‘seen’ during the Conference which is required during the presentations of motions. You are encouraged to have uploaded the most current version of Zoom.

What are my responsibilities as a Delegate and Alternate Delegate at CSC?

You will vote on all motions on behalf of your local VE or Intergroup based on the group conscience decisions held prior to conference. In order to vote on any motion, you **MUST** be prompt for meetings and **MUST** be present and accounted for either in the room or on camera the entire time that motions and business items are being presented and discussed. For Delegates attending virtually via the internet, this means you **MUST** have a web camera with ‘video on’ so that all those in-person at the Conference can ‘see’ you. The CSC is in session starting Monday, July 24th through Thursday, July 27th until the Conference is adjourned.

FSM Part 4 – Service Conference Procedures; 9. Presence During the Group Conscience Process and Passing the Badge:

It is the responsibility of each voting member to be prompt for meetings and to be present during the entire period of time an item of business is discussed. Whenever possible, it is

recommended that all voting members be present during all business presented on the CSC floor, including the introduction and discussion of all business and preliminary motions. Voting members must be present during the entire community problem solving method for a motion (presentation of the issue or preliminary motion, discussion and brainstorming, crafting a motion from the suggested solutions) in order to vote on that motion.

If a voting Delegate has to leave the room during CSC business, an Alternate Delegate may vote in the absence of the Delegate by exchanging badges. Voting Alternate Delegates, who have been passed the badge, must be present during the entire problem solving method for a motion in order to vote on that motion. If a motion or preliminary motion is on the floor, a badge may not be exchanged until discussion and voting on that motion is completed. When a Delegate or Alternate uses a badge to address the CSC concerning a motion, he or she may not pass that badge until the discussion and the vote on that motion have been completed.

A volunteer may be asked to hold badges of any voting member that needs to leave the room during this process. These badges will not be returned until the vote has been taken. "A group conscience decision grows out of the combined wisdom invested in the whole group." (CoDA Fellowship Service Manual, Section 2). It is important that voting members be present and open to all viewpoints presented to be able to vote for the one they see as best for CoDA. It is also important for voting members to stay for the entire CSC whenever possible. When too many voting members leave early, there is no quorum to conduct business.

You will be asked to communicate with the VEL during the Conference if you and your Alternate Delegate are "passing the badge". Note that members of the Issues Mediation Committee (IMC) will be assisting the VEL with monitoring both the in-person room as well as those attending virtually via the internet to ensure all CSC business is conducted within CoDA's Bylaws and FSM processes and procedures.

What do I need to bring with me or have on hand?

We suggest you download, in advance, all the motions, committee annual reports, and goals to your computer. It would be helpful to also download the FSM and Bylaws. Please turn all electronic devices to "silent mode" so you do not disturb Conference participants.

Where can I find the Delegate Package?

The Delegate package will be available before the CSC and can be found at this link: [CSC 2024 Delegate Package](#)

Will there be an orientation for Delegates and Alternate Delegates?

Yes. The Delegate and Alternate Delegates mandatory orientation will take place on Sunday, July 21st at 3:00 pm Eastern Daylight Time whether you are attending in-person or virtually via the internet. There will also be practice sessions prior to the mandatory orientation which will be announced at a later date.

How are motions presented and votes conducted?

The Community Problem Solving Method will be the guidelines used to achieve group conscience and to facilitate the business of the CSC. Timelines listed on the chart found in the [FSM Part 4 - Service Conference Procedures](#) are guidelines. Adjusted times must be approved by the CSC Voting Members at the start of the conference.

Naturally, some motions will take more or less time and will not necessarily be stopped mid-process. If allotted time per motion runs out before completion, the Facilitator will consult the presenters and the Voting Members to decide what happens next. If a Presenter believes a motion needs more time for discussion within the allotted time, by a group conscience of the Voting Members, more time can be provided. A group conscience can also put a time limit on each segment to hear as many speakers as possible within the time limit. The group conscience process and trusting in a Higher Power will help balance the imperfect allocation of time needed for voting on motions.

How do I find the Fellowship Service Manual (FSM)?

The Fellowship Service Manual (FSM) [Fellowship Service Manual](#) .

What is the purpose of the Fellowship Service Manual (FSM)?

The purpose of the FSM is to provide a comprehensive description of our service structure and to furnish spiritual guidelines for applying the Twelve Traditions to our service work. It also provides an overview and examples of the group conscience process.

What is the purpose of the Bylaws?

The Corporation, through the Board of Trustees, is responsible for the legal and business needs of the Fellowship. Each Trustee shall comply with and be bound by all terms and provisions of these Bylaws of Co-Dependents Anonymous, Inc., and all public laws, such as those of the State of Arizona of the United States Internal Revenue Service, which affect CoDA's corporate, non-profit, and tax-exempt status. The Board has but one spiritual purpose: that of serving the Fellowship.

How do I know whether to vote for, against, or abstain from a motion?

Your vote represents the group conscience of your local VE or Intergroup. The motions will be posted on coda.org website 75 days prior to CSC which for this year is 2024 May 8. Also, if you are submitting a Bylaw change, that motion is due 2024 May 8 as well. Bylaw changes are not allowed on the floor during conferences. Please read them, share them with your VE Fellowship, discuss then hold a Group Conscience to determine how they want you to vote. When it is time to vote at CSC, you may either select yes, no, or abstain. Please note that if you choose to 'abstain', that vote counts as a 'no'.

How does the voting process work?

At the CSC, the following process is closely followed. First, a Committee Chair or other Trusted Servant puts a preliminary motion on the floor with the basic intent, reason, and suggested addition, change, or update. Next, members can provide statements in favor or against the preliminary motion for a specified time to be voted on at the start of conference. It will also be voted on as to how many people may speak against the preliminary motion for a time to be determined. After hearing these discussions, you can vote yes, no, or abstain based on discussions and group

consciences held with your local VE. It is important to note that if you choose to 'abstain', your vote is counted as a 'no'.

What is a "point of order"?

A "point of order" may be raised, by either calling out "point of order" if you are in person or noting in the chat if attending virtually. This term is used if you feel that there is an error in the business format, procedures, or guidelines. A "point of order" will interrupt the Facilitator; you will state the reason for your "point of order" which will then be resolved before business continues.

How do I know what to take notes on?

Prior to CSC, Some Delegates choose to download the motions onto their computer and make notes via the computer. Others print the motions and make notes directly on them. During CSC, you will receive email copies of the previous days' motions which were presented and voted on including results. You may wish to take notes to share with your VE or Intergroup when you return from CSC.

If I am triggered during the CSC, what tools are available to assist me if I need help?

- The *Serenity Prayer*.
- The VEL will be available throughout the CSC to answer questions to both in person delegates as well as those attending virtually via the internet. At any time, feel free to contact the VEL at imcvel@codas.org or use the private chat feature.
- Use the *Affirmations* – Recovery is a process; I respect each member for where that member is in recovery. I practice my program by sharing my experience, strength, and hope with others, not by pointing out faults and flaws in others. When I participate in a group discussion, I maintain focus on the subject at hand. My attention and focus is a gift I offer other members.
- Any CSC participant may call for "30 seconds of silence", at any time. This is a tool used to remind the assembly of Higher Power's guiding presence and/or to slow down an escalating debate. Each period of silence will be followed by the *Serenity Prayer*. Any Voting Member may also request a group conscience if it is needed to help the overall efficiency of conducting business.

How serious is the meeting or is there any laughing for comic relief?

This is CoDA's annual business meeting. Comic relief is appreciated and helpful.

After CSC is over, what should I do?

One of the most important roles of a Delegate is to bring information from the CSC back to your VE or Intergroup. Work with your VE in which you were elected and discuss how best to bring the information back and make it available to your VE. You may also have a description of responsibilities after you leave CSC. Please contact your VE to see how you can serve as their Delegate and if they have suggestions. Serving as a Delegate or Alternate Delegate is usually a one-to-two-year commitment depending on what your VE has in their Bylaws or guidelines. Also, Alternate Delegates often serve a Delegate after being a part of the CSC experience as an alternate.

What if I have additional questions?

Please do not hesitate to email the VEL at imcvel@codas.org with any questions or concerns you may have prior to CSC or during the event.

What is a CoDA Standing Committee and how do I volunteer to do service on one?

Below you will find a list of all the CoDA Standing Committees and their email address. You can find further descriptions for the Committees in Part 5 Section 3 of the FSM. At CSC, each Standing Committee will give an annual report and review their goals for the coming year. If you feel called to serve, it may be helpful to start with *Step Eleven*, pray, and trust your Higher Power to decide which Committee to serve. Here's the link to coda.org with more details about our Standing Committees. [CoDA Service Info Page - Committees](#)

CoDA Standing Committees and email addresses:

Communications Committee – comm@coda.org

Made up of two working groups CoDA Email Team (CET) and CoDA Phone (Cphone) which are in constant contact with members of our Fellowship worldwide; also support other working groups within CoDA.

Co-NNections Committee – connections@coda.org

The online newsletter which accepts articles from people wishing to share their experience, strength, and hope.

CoDA Events Committee (CEC) – events@coda.org

Plans the annual CSC, the annual International CoDA Convention (ICC) and helps to organize/plan other World CoDA recovery events for the Fellowship.

Finance Committee – finance@coda.org

Establishes fiscal policy; processes request for expense reimbursement.

Hospitals and Institutions Committee (H&I) – hosp@coda.org

Responsible for carrying CoDA's message and providing resources to facilities which include medical, penal, educational, and social service institutions for all levels of the Fellowship.

Issues Mediation Committee (IMC) – imc@coda.org

Mediates disputes within CoDA. Awards Delegate Grants and tracks Host Grants for CSC. Provides vetting of Delegates and Alternate Delegates prior to CSC. It also monitors conference processes to ensure guidelines are followed.

Literature Committee (CLC) – literature@coda.org

Creates and facilitates the development of new printed literature and service items that are posted on the website.

Outreach Committee – outreach@coda.org

A resource for CoDA members worldwide who are interested in outreach service work to carry the message to codependents who still suffer.

Spanish Outreach Committee (SPO) – espanol@coda.org

Answers Spanish questions via email and assists the Fellowship with finding meetings and interpretation of literature.

World Communication Committee (WCC) – wcc@codas.org

Connect with worldwide groups and members to collaborate by broadening the “experience, strength, and hope” between worldwide VEs, CoDA, Inc., and the rest of the Fellowship.