

Issues Mediation Committee (IMC)
April 2023
Creating a Voting Entity (VE) or Intergroup: Where to Begin

Please use this guide to begin the multistage process towards being recognized as a Voting Entity (VE) or Intergroup by the Issues Mediation Committee (IMC). Complete details can be reviewed in the Fellowship Service Manual (FSM) [Fellowship Service Manual](#).

WHAT IS A VOTING ENTITY (VE)?

A VE usually consists of at least two intergroups or meetings (usually associated by a common area/region/language/time zone/purpose). Those said to be representing the VE usually have a group conscience from most of that area/region/language/time zone/purpose. Representatives from the individual intergroups or meetings are chosen to carry the requests/needs of their groups to a regular VE business meeting. This VE may select no more than two delegates and alternate delegates to carry the requests/needs of their VE to the CoDA Service Conference (CSC) which is CoDA World's annual business meeting. The CSC is held each year in order to transact CoDA World business through the group conscience process. An Intergroup may also serve as a VE if decided by group conscience.

WHAT IS AN INTERGROUP?

An Intergroup is where several meeting groups come together to represent that selection of meetings. There are usually Group Service Representatives (GSR) who are asked to represent each individual meeting's needs/requests; these individuals usually attend the Intergroup's meetings regularly. Sometimes an Intergroup may also serve as a VE if decided by group conscience.

[Note: the VE and intergroup functions may be served by the same group]

Suggested Steps to begin the process of forming a VE or Intergroup:

1. Honor CoDA's Twelve Steps, Twelve Traditions, and Twelve Service Concepts along with principles outlined in the FSM.
2. Reach out to all meetings in your area which may be found at: [CoDA Website: Find a Meeting](#) and share the idea to form a VE or Intergroup with these meetings.
3. Hold discussions and group conscience decisions as needed.
4. Ask for members who are willing to make a commitment to forming a service board then, by group conscience, select a Chair, Vice-Chair, Treasurer, and Secretary. Other positions such as Outreach may be included. Set guideline for length of service role, which is most often 2 years.
5. Create and maintain bylaws or guidelines with group conscience process.
6. Hold regular meetings and record minutes to include those in attendance, meetings represented, results of group conscience decisions, motions, et cetera.
7. Create a contact list of meetings being represented; update coda.org when needed.
8. By group conscience, decide how to handle *Tradition Seven* donations; some VEs or Intergroups open checking accounts and digital payment platforms (i.e., Zelle, CashApp, PayPal); maintain a prudent reserve.
9. Contact imcvel@coda.org with your VE or Intergroup structure and request to be "recognized" by the IMC for participation at upcoming conferences.
10. By group conscience, select no more than two Delegates and Alternate Delegates to represent the newly recognized VE or Intergroup at upcoming conference.

Tradition Four: "Each group should remain autonomous, except in matters affecting other groups or CoDA as a whole." Please consider this guide as a suggestion. It is a collection of experience, strength, and hope from the journey of other VEs and Intergroups.

11. Work together to review all motions utilizing group conscience process to determine how the Delegates and Alternate Delegates should vote at conferences.
12. Hold social events such as picnics and workshops outside of regular meetings.

Some healthy components of existing Voting Entities and Intergroups:

- They have a healthy rotation of service in their officer roles.
- Set an agenda for meetings and keep notes/take minutes.
- They move forward with a simple plan.
- They have volunteers who are willing to take on specific tasks in order to achieve the group's goal.
- They agree upon meeting regularly (i.e., quarterly, monthly, bi-monthly)
- Maintain a list of meetings and contacts; assist meetings with providing updates to meetings@coda.org
- Create or manage VE/Intergroup websites.
- Form workgroups or committees within the VE/Intergroups to achieve a specified goal or task.

Suggested Resources:

[Issues Mediation Committee - Service Information Page](#)

[Issues Mediation Committee - Guidelines for Development for VE.pdf](#)

If you have questions or need additional information, feel free to email the VEL at imcvel@coda.org .