

Delegate Relations Committee Policy and Procedures Manual

Mission Statement Delegate Relations Committee

The Delegate Relations Committee (DRC) offers current delegates information and guidance with their responsibilities at the annual CoDA Service Conference (CSC) and supports them through the year within their Voting Entities.

We inform and assist delegates with knowledge in the structure and the work of World Service, including reviewing and helping delegates understand how World Committees, CoDA Board and CoDA Resource Publications Inc. (CoRe) operate.

Table of Contents

Section 1. Overview.....	3
1.1 Purpose of this manual.....	3
1.2 Definitions.....	3
1.3 History.....	3
Section 2. Members.....	4
Section 3. Responsibilities.....	6
Section 4. Operations.....	6
Section 5. Policies.....	8
Appendix.....	9

Section 1. Overview

1.1 Purpose of this Manual

- This is an administrative guide/handbook for the Delegate Relations Committee (DRC).
- It sets guidelines for how the members on this committee will operate in accordance with CoDA Service Conference (CSC) and Fellowship Service Manual (FSM) guidelines.
- It is a reference resource for Delegate Relation Committee (DRC) members.

1.2 Definitions and Acronyms

- Policy - a general guideline for making decisions within certain parameters
- Procedure - a step-by-step process detailing how a member accomplishes specific duties and how the committee operates in general
- P&P - Policy and Procedures Manual
- Practices - ways how a committee does things that may or may not be clearly documented in either policies or procedures
- DRC - Delegate Relations Committee - a Standing Committee in World Service
- CSC - CoDA Service Conference, the annual business meeting of CoDA, Inc.
- FSM - Fellowship Service Manual - a Collection of guidelines for Service workers and CoDA Trusted Servants
- VE Delegate - Voting Entity Delegate (elected by their Voting Entity)
- GC - Group Conscience
- F2F - Face-to-Face meeting

1.3 History

A Delegate Relations Task Force was created at the CoDA Service Conference 2022 in South Dakota. A motion was placed by the Task Force at CoDA Service Conference 2023 in Houston Texas to establish a standing committee. The motion passed, and the Delegates Relations Committee (DRC) was created. Since then we have met monthly, established officers and several work groups, and begun drafting Policies and Procedures. We are hoping to soon realize our early goals on behalf of the Delegates and the Fellowship.

Section 2. Members

2.1 Member Qualification: has been an elected, current or past VE delegate or alternate, or is currently serving as a delegate or alternate.

2.2 Member Requirements:

- has worked or is working the Twelve Steps and/or Twelve Traditions,
- has a CoDA Sponsor or a CoDA Service Sponsor or is co-sponsoring,
- Is currently and actively attending meetings and participating in service work.

In respect for honoring the principle of rotation in CoDA World Service: if you have served on the CoDA Board, CoRe Board or as a Chair of a World Committee, we will consider you for a Chair position in DRC after a one-year break upon leaving a Chair or a Board position.

2.3 Member Responsibilities:

- Adheres to the Twelve Service Concepts
- Is knowledgeable of and supports the Group Conscience decision-making process
- Participates in monthly business meetings and/or work groups

2.4 New Member:

Develops a working knowledge of:

- CoDA Service Structure found in FSM, Part 1, Section 2.
- “Healthy Communication Guidelines” found in FSM, Part 1, Section 3.
- CoDA Board’s Policies and Procedures
- 12 Traditions
- 12 Service Concepts found in FSM, Part 1, Section 1.
- decision-making and Group Conscience process found in FSM, Part 1, Section 3.

And:

- Volunteers to participate in work groups and projects as needed
- Will be GCed by the regular committee members

2.5 Member Practices are guided by:

- The Twelve Steps of Codependents Anonymous
- The Twelve Traditions of Codependents Anonymous
- The Twelve Service Concepts of Codependents Anonymous

- The DRC's Policy and Procedures Manual.

2.6 Member Attendance Guidelines:

- Attends all scheduled business meetings as possible
- Notifies Chair when unable to attend
- Attends the yearly F2F meeting in person or virtually
- Participates in a minimum of one of the Work Groups
- Follows healthy boundaries and participates in the GC process

2.7 Members may choose to have Various Levels of Participation on DRC:

Regular Committee Member (limited to 10)

- Makes a commitment to do service on DRC and attends committee business meetings
- Can be Chair, Co-Chair, Secretary or a member at large
- May attend the F2F in person
- May join the Work Groups
- Will be GCed by Regular Committee Members

Work Group Member (limited to 5 different groups)

- Work Groups are GC'ed and created by the regular committee members along with interested work group members
- May select and join one or more Work Groups to give service on DRC
- Instead of being a Regular Committee Member: they may only participate in their specific Work Group activities
- Is welcome to but not required to attend regular monthly DRC business meetings

2.8. Member Removal

2.8.1 Members will strive to utilize the above practices and will be in good standing with the committee. If unable to practice these guidelines, any member of the DRC can bring to the other members the possibility of a GC regarding their removal.

2.8.2 If a regular member has missed 3 or more business meetings and hasn't informed the Chair of the reasons for their absence, then the absences will be addressed by the committee.

2.8.3 The member being GCed for removal may be present for that GC.

2.8.4. If they are not present, they are informed by the Chair within 5 days after the GC decision has been made via a phone call and/or an email.

Section 3. Responsibilities

3.1 All

3.2 Chair

- Cannot be an active Delegate for any VE/IG (FSM, part 5, section 3)
- Prepares the agenda and coordinates, facilitates all business meetings.
- Maintains and guides the focus of the Committee's duties based on our P&P, the FSM and CoDA Bylaws.
- May store the full meeting minutes taken by the Secretary on Microsoft 365 after producing the public version.
- Attends Chairs Forum business meetings
- Submits approved business minutes to the DRC Board liaison

3.3 Co-Chair

- Takes all Chair's responsibilities when the Chair is not available
- Presides over meetings if the Chair is not available
- Is responsible for setting up hotel reservations and other needs for Face-to-Face (F2F) meetings
- May assist the Chair at the business meetings with Zoom, e.g. share screen

3.4 Secretary

- The secretary is allowed to choose a method of recording and to record the meeting to use it to take accurate notes, allowing for individuals in the meeting to ask that the recording be paused for privacy. The recording will be deleted as soon as the minutes have been approved. This recording will be accessed only by the secretary.
- Submits a draft version of business minutes to the Chair.

3.5 Work groups

- A monthly report is placed in the agenda to be read at the business meeting.
- All action items have to be GCed by the committee as a whole
- Operate independently in terms of date and time of meetings which is a minimum of once a month
- Decide what project to work on and accomplish that task to be presented to the DRC for GC.

Section 4. Operations

Work in progress

Section 5. Policies

Work in progress

Appendix

1. [Delegate Checklist.pdf \(coda.org\)](#)
2. Excerpt from Bylaws, Section 3. Voting Member Selection/Election, page 6

A Delegate (Delegate) is a member and trusted servant in the CoDA Fellowship of the Voting Entity represented and has an active interest in carrying the message to other codependents who still suffer. The Delegate is duly selected/elected by a method which the Voting Entity where the member resides or provides service work has established, and is to be that Voting Entity's representative at Conference. A Delegate has one (1) vote at Conference. Each Voting Entity may select/elect no more than two (2) Delegates. Each Voting Entity may determine its own method of selection/election, qualifications and requirements for office, and length of term of office for a Delegate. If a Voting Entity consists of multiple regions, members of that Entity may determine the method of selection of two Delegates on a regional basis. In regions consisting of two or more Voting Entities, members of that region may determine their own method of selecting Delegates, but the total number of Delegates from that region may not exceed the total permitted number of Delegates [number of Voting Entities in the region multiplied by (2)]. It is the responsibility of each Voting Entity's service board to notify, in writing, the Secretary of the Board of the selection/election to office of its Delegates and terms of office. Generally, this notification is provided at least thirty (30) days prior to Conference. In the absence of such notification, a Delegate's voting rights are subject to review by the Issues Mediation Committee.

An Alternate Delegate is a member and trusted servant in the Voting Entity's Fellowship who has an active interest in carrying the message to other codependents who still suffer and is duly selected/elected to act as an Alternate Delegate at the Conference.

Each Voting Entity may select/elect as many Alternate Delegates as it chooses. If a Voting Entity consists of multiple regions, members of that Voting Entity may determine the method of selection of Alternate Delegates on a regional basis. In regions consisting of two or more Voting Entities, members of that region may determine their own method of selecting Alternate Delegates. In the event the duly selected/elected Delegate is unable to serve the term of office, or resigns or blatantly reveals an unwillingness to execute these responsibilities as a Delegate, an Alternate Delegate becomes the Delegate until the Voting Entity acts to select/elect a new Delegate according to its selection/election process. Each Voting Entity's service board must notify the Secretary of the Board of the selection/election to office of its Alternate Delegates, their order of replacement, and term of office. This notification is generally provided at least thirty (30)

days prior to the Conference. In the absence of such notification, an Alternate Delegate's voting rights as a replacement for a Delegate are subject to review by the Issues Mediation Committee.