

CoDA Guidelines for Delegate Remote Video Participation

The CSC is the annual business conference for the corporation of CoDA, Inc. and as a Delegate you are an elected voting member for your Voting Entity (VE). We are happy to grow our Fellowship through a broader and more balanced perspective in our group conscience process via Delegate video participation. Participating via video conference, you will be afforded all the privileges as a voting member as if you were present in the room. Subsequently, you are expected to come prepared and uphold all the responsibilities of an elected representative for your Voting Entity. Being given this privilege, we ask that you abide by these guidelines.

1. You must be a verified delegate for your Voting Entity (VE). Verification occurs through our Voting Entity Liaison (VEL). This is a link for the application, also located on the front of our website: **Delegate Verification: VESB (Voting Entity Service Board) Form** Any questions in regards to this process should be sent to imcvel@coda.org.
2. You must have a computer system set up for video and audio. According to our bylaws, we must be able to “hear” and “see” you as “present in the room”. Your system must also be compatible with “Zoom” video conferencing.
3. You will be given a private link to join the Zoom Video conference. This link must NOT be shared. It is preferable that you attend while in a private area to avoid distractions and to protect anonymity of CoDA members showing on your screen.
4. You must attend the Delegate Orientation on Monday, July 26th, 2pm EST. If you absolutely cannot attend on this date, please contact your IMC VEL and/or cec@coda.org to schedule a different date. We may have earlier practice orientations for the delegates, it is encouraged that you attend as many as you can to be prepared for the conference.
5. You are expected to be in attendance for the full 4 days of conference. Delegates participating via remote video will become part of our quorum at the beginning of the conference. It may affect our ability to complete business if we do not meet quorum throughout the conference. You may have an Alternate Delegate (verified by same process) with whom you can “pass the badge” as needed.
6. You will be monitored to assure your presence on screen. If there are times when you must step away from the camera, it will be as if you left the room. In accordance with our bylaws, if a motion is presented and the delegate is not present in the room (or not on camera) for the entire presentation, then you will not be allowed to vote on that motion.
7. It is possible technical difficulties may arise. If we cannot address the issue quickly and efficiently, we may have to continue the proceedings without your participation until it is corrected.
8. We may ask you for your attention to help us work out a technical difficulty. We will work hard to avoid any interruptions of business time. If you are experiencing difficulties, if able, use the chat to notify an Events team member to assist you.

9. Please be familiar with the Delegate Package and check back frequently for changes, additions and/or revisions. Here is the link, also located on the front of our website:
<https://coda.org/delegate-package-2021>
10. Please take time to familiarize yourself with the Community Problem Solving Method.
(posted below and will be in the Delegate Package)

DO's and DON'Ts for a successful Video Conference call

It's important to remember that video conferences are essentially in-person interactions that allow us to communicate more effectively from afar.

Do: Mute your microphone whenever you're not speaking -- even if you're alone in the room. Background noise can be an annoying distraction and stifle any meeting's flow.

Do: Be aware of your video's settings. Check if your microphone is muted before delivering a two-minute monologue that no one will hear.

Do: Test your microphone before you video call, especially if it's an important meeting. Test it by video conferencing your colleague before the meeting. Nothing is worse than trying to share something critical, and not being able to communicate clearly because your audio clarity and volume is poor.

DON'T: Position your camera too low, too high or hooked onto a different monitor. Weird camera angles can be very distracting -- and unflattering -- during video conference calls. Make sure your camera is eye level and on the monitor you plan to use for the conference.

Do: Make sure your room is well lit (side lighting is the best). Few things are worse than having a professional meeting while feeling like you're talking to someone in a dungeon. Use natural light from windows or simply turn on the overhead light in the room to brighten up the conference.

Do: When you're talking, look into the camera instead of looking at yourself talking on the computer screen.

Do: Dress as if you're meeting face to face. You never know if you're going to have to get up suddenly or if your camera might fall. Wear clean, professional clothing for your video calls.

Do: Make sure your wall art or decorations are work appropriate and your surroundings clean and tidy. Avoid having multiple coffee mugs, dishes and trash cluttered around you.

Do: Introduce yourself before you talk. Consider something like "Hi it's Jim, I have a question."

DON'T: Check or read emails or peruse articles while on the video call. This also includes doing additional work beyond the call. It's easy for other participants to tell if you aren't fully focused and present during the video call.

DO: Have fun! And enjoy CSC!

<https://coda.org/wp-content/uploads/FSM-Part-4-Service-Conference-Procedures.pdf>

Fellowship Service Manual (FSM) Part 4- Conference Service Procedures- Section 3- Introduction to the Community Problem Solving Method ---**COMMUNITY PROBLEM SOLVING METHOD OF DECISION MAKING: SEQUENCE FOR BRINGING A MOTION TO VOTE**

The following is a possible way for placing limits on the discussion of a motion. This process is designed to allow approximately 20 minutes per motion. Naturally, some motions will take more or less time and will not necessarily be stopped mid-process if the allotted time per motion runs out before completion. Group conscience and trusting in a Higher Power will help balance the imperfect allocation of time needed for voting on motions. The process is not designed to handle formal amendments, "motions to table", "points of order" or other such traditional business terms and situations. During the period of time at the beginning of the CSC when CSC procedures are put in place, this timeline or a comparative one may be put in place. By group conscience, everything is flexible in this method, especially time and speaker limitations. **ADJUSTED TIMES and Pros and Cons FOR VIRTUAL CONFERENCE**

2 min.	1. Committee Chair puts a preliminary motion on the floor and presents the basic reasoning in favor of passing the preliminary motion. Comments may be made as to why the particular solution reflected in the preliminary motion was the final committee recommendation.
6 min.	2. The Facilitator asks for questions and information pertaining to the preliminary motion
8-12 min (4 pros and 4 cons- If more than may continue w/ time determine d by CSC)	3. Statements in favor of and in opposition to the preliminary motion are given: a. Alternating microphones, Up to 3 people can speak 'for' and up to 3 people can speak 'against' the preliminary motion, for 1 minute each. An even number of speakers is not required and either pro or con may start. b. If more than 3 people want to speak pro or con, they may briefly confer among themselves to decide which three people will speak for the group. The speakers will try to include the non-speakers' main points. It is recommended that speakers not repeat the points another speaker has already addressed. (<i>increased to 4 for virtual conference</i>) c. Recorders note main points for and against the preliminary motion. If a Committee feels a motion needs more time for discussion within the Committee's allocated time, by a group conscience of the assembly, more time can be used for questions and answers, and twice as many statements pro and con may be heard. Of course, group conscience can also just put a time limit on this input with as many speakers speaking alternatively as possible within the time limit. Conferring so as points aren't repeated is still advised
6 min.	4. Changes are made to the preliminary motion per group conscience. When finalized, the motion is read back to make certain it is in its final form.
30 seconds	5. The Facilitator calls for "30 seconds of silence" to ask for Higher Power guidance before the vote, followed by the Serenity Prayer.
1 min.	6. The Facilitator calls for a vote: Those in favor; Those opposed; Abstentions. a. Motions that receive 2/3 or more votes are binding on the Board of Trustees unless that motion is later deemed in conflict with the law or the CoDA Bylaws. b. Motions with 2/3 vote for Committee work only require support from the Board; the Board does not do Committee work.
1 min.	7. One additional speaker on the minority opinion may be heard at this time
	8. Any participant may call for "30 seconds of silence" at any time in order to remind the assembly of Higher Power's guiding presence and/or to slow down an escalating debate. Each 30 second period of silence will be followed by the Serenity Prayer.