

**Board #1** Date: July 26, 2018

**Motion:** Effective October 15, 2018, a World Standing Committee is defined as one that fulfills the following conditions, failure to meet any one (1) of which means the committee reverts to work group status:

1. Has a minimum of 3 active members. currently 2
2. Creates, within a year from CSC, a Policy and Procedures Manual that specifies the Committee’s mission statement and its goals.
3. Posts, in an area accessible to the fellowship, the committee’s Policy and Procedures Manual, which includes its mission statement and goals and, when possible, the Conference motion(s) that created the committee.
4. At minimum, conducts meetings every other month.
5. Posts, to an area accessible to the fellowship, the approved and corrected minutes of the committee’s regularly scheduled business meetings.

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**Intent:** To insure transparency by clearly defining all World Standing Committees, providing a way for them to communicate with the fellowship through their manuals and reports. By increasing awareness of the committees, CoDA members will be encouraged to participate in World Service.

**Board #2** Date: July 26, 2018 - Revision Date: 8/8/18

**Motion:** World Standing Committee chair/vice chair positions have the following defined term limits:

1. World Standing Committee service positions shall be: a Chairperson and Vice Chairperson. World Standing Committee members may create other service positions, as needed, to execute the Committee’s business.
2. To provide time for training and support of incoming chairs, the **term of office** for Chairs shall be: (i) limited to service as chair on all committees, for (ii) a maximum of two turns as Chair, (iii) for periods of three (3) years each turn, (iv) those turns to be separated by an interval of two years, unless the position of Chair is sooner vacated by death, resignation, or disqualification.
3. **When a position is vacated**, the vacancy will be filled at the next monthly meeting or special meeting of that World Standing Committee.

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**Intent:** Provide guidelines for length of service for World Standing Committees, emphasizing healthy rotation of service and increased service opportunities by encouraging fresh faces with fresh ideas to take up service work.

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**Remarks:** CoDA provides term limits for all positions at the group, intergroup and Voting Entity levels. This motion brings CoDA world’s trusted servants into compliance. This applies to World Standing Committees, where someone may serve as Chair on the same committee in two separate stints or for one term on each of two different committees.

**Board** **#3** Date: July 26, 2018 - Revision Date: 8/8/18

**Motion** Establish the following grounds for removal of a member from a World Standing Committee, by the members of said committee, through the committee’s group conscience process:

**Grounds for removal of a World Standing Committee member**

If a World Standing Committee member’s behavior is in conflict with any one (1) of the following, it may be cause for removal:

* The member fails to participate in committee work for three (3) consecutive months.
* The member’s behavior is regularly and consistently in conflict with any of the Twelve Traditions of Codependents Anonymous.
* The member’s behavior is regularly and consistently in conflict with the policies and procedures of the committee.
* The member’s behavior is regularly and consistently in conflict with a Group Conscience of the committee.

When the group conscience (GC) decides for removal, the GC is valid immediately if:

* the committee’s agenda contains the GC as an agenda item
* the agenda is emailed ten (10) days prior to the meeting

The chair, or the chair’s designee as selected by a group conscience, shall notify the member of their removal and the reasons for that removal within three (3) days from the meeting in which the removal occurred. A removed member may file a dispute resolution request with the Issues and Mediation Committee.

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**Intent:** To provide consistent guidelines for removal of a member from a World Standing Committee and to give members protection from arbitrary removal.

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**Remarks:** In the past, World Standing Committee members were removed for reasons in conflict with our Traditions.

**Board #4** Date: July 26, 2018 - Revision Date: 8/8/18

**Motion:** Amend last year’s motion #17031 as follows, including bullet points (complete text of previous motion in Remarks):

“That all proposed committee and or board changes to their description in the Fellowship Service Manual (FSM) be sent to the (**Delete**: ~~board to be reviewed by~~) Service Structure Committee (SSC) (**Delete**: ~~,~~) and the CoDA Board (**Delete**: ~~, the delegates and chairs,)~~ for review(**Add**: ,) to ensure they are in accord with the Foundational Documents and the legal and fiduciary responsibility of CoDA, Inc.”

* Minor word or punctuation changes and revisions of committee definitions may be made immediately.
* If SSC and the Board agree (**Add**: that) the proposed changes (**Delete:** meet those criteria,)(Add: are in accord with the Traditions), they will automatically be incorporated into the FSM without the necessity of being proposed as motions at CSC.
* If they do not agree they meet those criteria, the changes will/can be proposed as motions at CSC.
* All such actions by SSC and the Board (**Add:** will) be reported (**Add**: in writing by SSC) at the next CSC.

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**Intent:** Simplify and accelerate minor description changes, in the spirit of the original motion.

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**Remarks:** What was proposed to simplify procedures will now actually do so.

**Board #5** Date: July 26, 2018 - Revision Date: 8/8/18

**Motion:** Replace the "Policy Regarding Outside Literature at CoDA Meetings" that was approved at the 1990 Fourth International Service Conference of Co-Dependents Anonymous, with the policy that CoDA literature is the only approved literature for meetings. CoDA literature includes CSC-endorsed literature as well as that written by members of the fellowship and approved by their Voting Entity. Many Voting Entities (for example, Germany, Canada, Colombia, Australasia, Japan) have created CoDA literature that they distribute within their communities. This motion is meant to include that literature.

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**Intent:**  This motion corrects a Board statement from 1990, allowing literature from outside after a detailed consideration of the Traditions in an informed group conscience.

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**Remarks:** In 1990, ***Co-Dependents Anonymous*** had not yet been written. After the adoption of Texas’ ***Newcomers Handbook*** in 1994, the creation of CoDA literature exploded. With the publication of the first edition of ***Co-Dependents Anonymous*** in 1995, the 1990 motion allowed a confusing use of CoDA-endorsed and non-CoDA endorsed literature.

**Motions approved by the board to be ratified at CSC**

12/14/17

Accept definition of workgroup Board#: Description: Accept definition of workgroup

- What is a work group? This definition was put forth for approval: Work groups are created to encourage greater involvement in the decision-making process, by inviting three or more people to participate in deliberations for a specific amount of time, concerning a specific issue. Participants may include standing committee members, trustees and other individuals who have experience and/or passion regarding the issue. Work groups exist for a limited time although in some cases they may be ongoing, with rotation of membership. Work groups create no binding motions or minutes. As elsewhere in CoDA, the group conscience process is the basis of deliberation. Currently and in the past, work groups have been used for: 1. Work within a committee for a specific task (e.g., Outreach, to create 2 service pamphlets) 2. Board work groups such as the legal and website work groups Mary made a motion to accept the definition of a work group as presented. Linda seconded. Approved.

1/11/2018

\* Anything on the CoDA Website can be considered CoDA-approved; many of the items are also Conference-endorsed. b. Email blast asking members to join the CoDA - structural analysis workgroup.

c. Repeal 2014 motion #14056 from SPO and to have the TMC send Spanish translated manuscripts directly to the Board in future. The Board will then pass those documents along to CoRe, to be published.

d. Add a policy that CoDA does not allow copying of CoDA endorsed literature, excepting those pamphlets that are available for download. (This needs be added to the FAQ’s on the website)

2/8/2018

? Move that the Board foster a sense of community wherever it meets in a face to face setting. o Comment: In Phoenix, in April the Board could host and pay for a room rental in Tempe, or some place with adequate parking that allows food to be brought in by the local Fellowship. The Board could provide a long sub sandwich from Subway or sandwiches from Costco, as part of its contribution.

3/14/2018

o Motion to request that the Chairs join together to post items on the Meeting List.

o Motion to send a memo concerning SOS to clarify its role to the Fellowship.

4/14/2018

\*DAA Board#: Description: Mary made a motion that the DAA from Quebec, Canada be denied use of the CoDA logo and be denied the right to produce and sell CoDA literature. Salle seconded. Approved unanimously. Mary to work with Don to send a Cease and Desist letter to DAA.

\*discussed finding a company to provide some quality management as the website is built, to insure that all necessary elements are in place. Mary made a motion to research the cost of obtaining a consultant to advise the Board concerning the quality management of the website development and maintenance phases. Intent is to insure objective oversight by the Board for up to six months after launch date. Salle seconded. Approved unanimously.

\*Mary moved to designate a budget for the CSC host community to come from the Board’s Contingency fund, up to $1,500. This is a one-time expense that will become a line item in the Board’s future budgets. Salle seconded. Discussion. This will be effective solely going forward. Approved unanimously.

Mary moved that the Board donate $500 to the last 2 CSC hosting cities, to partially reimburse them for their expenses in hosting the CSC. Salle seconded. Remarks: the Board became aware, during its April 15th face to face meeting, of the significant financial outlay for the CSC on the part of the host city fellowship and wanted to make a donation in good faith for the past 2 years and to address this situation going forward. Approved unanimously.

5/9/2018

VEI Decision – CoDA Literature Committee rejected the Colorado Voting Entity Issue’s proposed addition of a new Low Self-esteem Pattern, “Codependents often guess at what normal is” to the Patterns and Characteristics of Codependents. (Motion Key: 4901, Number: 17028 )

6/8/2018

translating our current CODA literature into Spanish and proof our existing Spanish CODA literature.

Mary made a motion to contract with two bilingual Spanish/English applicants to work on translating our current CODA literature into Spanish and proof our existing Spanish CODA literature. Linda seconded. The motion was approved unanimously.

6/8/2018

Netherlands sign a Translation Agreement and Copyright Assignment

Board#:

Description:

Mary made a motion that the Netherlands sign a Translation Agreement and Copyright Assignment that will give them the rights to 100 copies of the Workbook for sale, without royalty. Linda seconded. The motion was approved unanimously.

7/10/2018

-Motion to pay hourly rate for hotel to obtain meeting room for Friday, 6/10/18, at start of Board's second f2f.

-Motion to contract with 2 bilingual Spanish translators to work on translating current literature/paid per project

-Motion that Spanish Outreach become a work group. Intent: to follow the in force motion that defines a committee as minimum two people. Remarks: SPO for many months has not had any committee members, only a chair. The chair has been contacted about the need to have members, and to have meetings and minutes - to no avail. Reverting to workgroup status will allow time for the committee to be reformed. There will be no financial funds for attendance at CSC, as there is no functioning committee.

-Move to distribute letter to meeting contacts and delegates concerning new process for CSC approval of VE literature. Intent: To advise the fellowship of the new process for literature to be proposed for CSC endorsement that comes directly from voting entities or intergroups where no VE exists.



**Communications #1** Date: August 9, 2018 **-** August 6, 2018

**Motion:** That the Communications Committee be authorized to convene a subsequently self-governing ad-hoc committee, comprised primarily, but not exclusively, of Fellowship members who join out of belief that improvements to the structure of World Service would be worthwhile. Committee members shall be prepared to participate at least twice a month by attending teleconferences or by submitting written comments on recordings of teleconferences.

The Board of Trustees shall provide up to $8000 funding for meetings and other expenses as approved by the Finance Committee.

The task shall be to evaluate the current structure of World Service from a broad point of view and report to CSC 2019 with possible Motions for action. The evaluation shall include the structural relationship; that is the distinctions, boundaries and roles, of the Fellowship in contrast to those of Co-Dependents Anonymous, Inc., the Corporation, as well as other possibly worthwhile areas of improvement.

The committee shall issue Quarterly Service Reports to the Fellowship.

**Intent:**

* To define clear structure to achieve efficient cooperative action
  + Clear up distinction in board responsibility for Corporation vs. Fellowship
  + Evaluate current committee structure and propose changes deemed useful
    - §  Which committees belong in Corporation and which in Fellowship
    - §  Identify committee function overlap and streamline/reorganize
* To reinforce the primacy in all matters of the Fellowship over the  
  Corporation created to serve the Fellowship.
  + So that there are clear lines of authority flowing down from the local meetings  through directions provided at the CoDA Service Conference and transmitted through duly appointed standing committees and/or the board of trustees to Corporation personnel.
* ·To insure that the Corporation serves the Fellowship well by  
  relieving the Corporation of having to use the group conscience decision making process that is  appropriate to Fellowship matters but not to Corporate matters.
  + This avoids micromanagement and frees responsible employees to act decisively in accord with Fellowship guidance.
* ·To address the following problems.
  + Confusion from ambiguity of roles and boundaries, leading to interminable talking
  + Inexperience leading to bad decisions
    - Efficient business operations require competent personnel supervised by experienced supervisors. This is hindered by the mandated turnover of board of trustee membership and all Fellowship functions.
  + Danger of contamination of Fellowship principles by non-Fellowship contractors who continue involvement while Fellowship volunteers rotate in and out of service.
    - Volunteers will tend to give way to non-Fellowship professionals’ greater experience
  + Discord from disagreements from confused job expectations
  + Failure to explore and adopt more effective directions
    - Use of technologies
    - Cooperation with other 12 Step groups in business matters
  + Failure to uphold Traditions 8 and 9 not only in word and intent but also in structure and action
    - 8. Co-Dependents Anonymous should remain forever nonprofessional, but our service centers may employ special workers
    - 9. CoDA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
  + Standing committees are hampered in achieving Conference-mandated missions by cumbersome access to Corporation resources of money and personnel.
  + Legal structure may currently violate Arizona corporate law
    - In contrast to the inverted pyramid of the Fellowship, the Articles of Incorporation of Co-Dependents Anonymous, Inc. requires that it *(the Corporation)* be governed from the top down by a Board of Directors of at least three members.
      * This creates a tendency for such governance to be applied in the relationship between the board and standing committees.
    - The By-laws, although distinguishing the Corporation from the Fellowship in the first sentence, refers instead to the Board of Trustees, and lists both Fellowship and Corporation functions for it without distinguishing which is which, leading to hesitancy on the part of confused volunteers*.*
    - The By-laws list delegates to the CoDA Service Conference as voting members of Co-Dependents Anonymous, Inc. Corporate law requires that members of a corporation be listed by full name and address. This has not been done to avoid violating our principle of anonymity. The legitimacy of Corporation matters, though, such as trademark rights, could possibly be challenged on this basis.
    - Members of a corporate board are required by law to sign a confidentiality agreement, contrary to the CoDA spirit of transparency
    - Board Policies & Procedures Manual 3.5.3 lists items as within the AMC (association management company) scope of services that are clearly Fellowship matters.
  + Delegate votes can be seriously diluted by votes of individuals not representative of the higher levels of the inverted pyramid that is the Fellowship.
    - Usually there are about 30 persons qualified to vote at Conference. All CoDA and CoRe board members have votes, equaling at least 7 votes and sometimes many more. And these are people in regular communication with one another, unlike regular delegates.
* ·At CSC 2017, the Communications Committee submitted the Motion 17010, key 4881 above for consideration. Before it was presented, two members of the board requested that it be withdrawn in favor of the board setting up a workgroup to discuss these same matters. The chair of the committee agreed to withdraw the Motion since it seemed more appropriate for the board to pursue such matters.
* The workgroup was called the World Structure Group (wsg). They reported on their first teleconference on April 21 but they had decided against considering the Fellowship/Corporation distinction so the Communications Committee is re-submitting this motion.



**CoRe Board & Issues Mediation** Date: 7/27/18 - Revision Date: 8/10/18

**Motion**: To add the following policy to FSM Part 1 Section 03 Communications within CoDA.

Co-Dependents Anonymous does not tolerate harassment, bullying, or discrimination of any kind. No person should be the subject to unwanted verbal or physical conduct which intimidates or shows hostility towards that person because of their gender, age, national origin, skin color, disability, language, sexual orientation, or pregnancy. Such conduct will result in immediate referral for resolution to the Issues Mediations Committee (IMC). The Issues Mediations Committee will use the Dealing with Disagreements process to determine action. If the Group Conscience is to remove the person from a CoDA service position, IMC will notify that person as well as the CoDA Board of Trustees.

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Intent: To ensure a safe environment for all CoDA fellowship members and service workers. This will reinforce what is stated in our FSM, but specifically call out any bullying, harassment or discrimination which is not currently specifically stated in our FSM.

-Remarks:

Definitions

***Bullying****is the belittling or threatening behavior directed at an individual or a group of individuals. It includes any conduct that is threatening, humiliating, intimidating, prevents work from getting done, and includes verbal abuse*

***Harassment*** *is as an act of systematic and/or continued unwanted behaviors and actions from one party or a group, towards another party or a group. The purposes may vary and includes biases, prejudice, personal malice, an attempt to force someone to quit a job or grant sexual favors.*

***Discrimination*** *is defined as treating a person differently than others based upon that person’s gender, sexual preferences, age, national origin, skin color, disability, language, pregnancy, and/or any other legally protected classification. If you are being bullied or harassed, you might:*

* *be less active or successful*
* *be less confident in your work*
* *feel scared, stressed, anxious or depressed*
* *have your life outside of work affected, e.g. study, relationships*
* *want to stay away from doing service*
* *feel like you can’t trust the people who you work with*
* *lack confidence and happiness about yourself and your work*
* *have physical signs of stress like high blood pressure, headaches, backaches, sleep problems*



**Events #2** Date: 7/23/2018 - Revision Date: 8/10/18

**Motion:** Under Committee responsibilities our committee description in FSM part 5-would be: “The Events Committee may organize other self supporting CoDA Events in addition to CSC/ICC, as determined by The Events Committee group conscience process and notification to the CoDA Board.”

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**Intent:** To give the Fellowship more International activities, i.e. International CoDA Workshop/Weekend which will offer increased opportunities for developing healthy and loving relationships, reaching the codependent who still suffers and increase participation by the Fellowship at the World level.

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**Remarks:**

The Events Committee will determine how the Event is planned, executed, and who from the Events Committee will participate. Committee attendance will be based on need and finances via a group conscience process. The goal will always be on the event, being financially self supporting, and supporting the fellowship.

Tradition3. The only requirement for membership in CoDA is a desire for healthy and loving relationships.

Tradition 5. Each group has but one primary purpose -- to carry its message to other codependents who still suffer.

Tradition 7: A CoDA group ought to be fully self-supporting, declining outside contributions.



**Finance #1** Date: 5/26/18 - Revision Date:8/8/18

**Motion:**

That the 2018 CoDA Service Conference approve the 2018 revised Expense Reimbursement Policy. Attached policy is part of the motion.

File: Proposed CoDA ERP 2018.pdf

**Highlight of changes:**

**Changes in policy:**

1. Changing the due date for Expense Reimbursement Requests (ERRs) to 60 (from 120) days after the event before the expenses are considered a 7th tradition donation. This eliminates the 61-120 day option. See Section 7 (removed 2nd paragraph and revised the next two)
2. Deadline for submitting a request for an advance established at 10 days before travel to event. See Section 5 (revised 2nd paragraph)
3. Change from Meeting Information Sheet to Financial Meeting Approval Form. See Section 2 (first 2 paragraphs and subpoints) & Appendix C (3rd, 4th, & 5th paragraph, & 2nd bullet of 6th paragraph and last bullet of 7th paragraph)
4. Change to make Finance Committee the first contact for situations not covered by the policy (was Board & Finance). See Section 1 (3rd paragraph)

**Changes for Clarity of policy:**

1. Addition of Appendix D, Examples of cost sharing for face to face meetings held near the CoDA Service Conference (CSC). (Clarity of how the Finance Committee interprets the policy in regard to F2F meetings held immediately before or after CSC.)
2. Multiple minor corrections in Sections 6 (last sentence of 2nd paragraph), 2 (last paragraph), 3 (each bullet), 3.a. (2nd & 6th paragraph), 5 (4th paragraph), & Appendix A (1st and 7th paragraph) & C (1st bullet of 6th paragraph)

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**Intent:** To continue to improve the policy and ease of compliance with the Expense Reimbursement Policy (ERP).

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**Remarks:**

1. The Finance Committee felt that providing 61-120 days to file an ERR (with a penalty of receiving a 1099-Misc) is a codependent response to enforcing a deadline. We have had only a few people take more than 60 days and tracking that information for issuing a 1099-Misc is time consuming and not cost effective.
2. By setting a deadline of 10 days before travel allows an Advance to be issued and delivered before travel. It also clearly distinguishes the difference of an Advance and an ERR.
3. The information gathering form has changed and the policy needs to reflect that change.
4. Provides an order for addressing issues not covered in the policy. Exceptions are covered in Section 8 with the Finance committee and then the Board.
5. With several committees scheduling F2Fs before or after CSC, the Finance Committee wanted to address issues before a denial of coverage happened.
6. Multiple word changes, grammar, punctuation and clarification of existing policy points.

Also attached is the original ERP document with “markups” (not part of motion): Original Markup CoDA ERP.pdf

LINK TO ORIGINAL MARKUP ERP

<http://coda.org/default/assets/File/2018%20CSC/Original%20Markup%20CoDA%20ERP%202018.pdf>

LINK TO PROPOSED ERP (CLEAN COPY)

<http://coda.org/default/assets/File/2018%20CSC/Proposed%20CoDA%20ERP%202018.pdf>

**Finance #2** Date: 6/8/18

**Motion:** That the 2018 CoDA Service Conference approve the 2018 revised Expense Reimbursement Approval Procedure (ERAP). Attached is the final version of the proposed policy.

Attached File:

\*Proposed Final CoDA ERAP 2018.pdf

**Highlight of changes:**

Policy changes:

1. Page 1, paragraphs 2, 3 & 4: Change the due date for Expense Reimbursement Requests (ERRs) to 60 (from 120) days after the event before the expenses are considered a 7th tradition donation. This eliminates the 61-120 day option.
2. Page 2, paragraph 5: Correction of ERR tracking number - not sent by 3rd party vendor; Correction to contact Finance Committee to re-issue ERR tracking number
3. In the Approvers chart, change “Board Chair” to “Board Vice-Chair” and adding row for “Board Vice-Chair” to be approved by “Board Chair”

Clarification of Policy Changes:

1. Page 2, paragraph 2: Wording added to clarify that “In cases where receipts have been lost…” should only be for minor expenses but not for hotel or airfare receipts

Minor Administration Changes:

1. Page 1, paragraph 5: Slight wording change for clarity
2. Page 1 paragraph 7, and Page 3 paragraph 1: Change “Meeting Information Sheet” to “Financial Meeting Approval Form”.
3. Page 3, Footnotes: Track changes summary added.
4. Multiple minor corrections of wording (without policy changes)

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**Intent:** To continue to improve the Expense Reimbursement Approval Procedure (ERAP) and maintain accuracy in correspondence with the changes in the Expense Reimbursement Policy (ERP).

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**Remarks:**

1. The Finance Committee felt that providing 61-120 days to file an ERR (with a penalty of receiving a 1099-Misc) is a codependent response to enforcing a deadline. We have had only a few people take more than 60 days and tracking that information for issuing a 1099-Misc is time consuming for the CoDA Finance committee and not cost effective for the CoDA organization.
2. Correction for accuracy.
3. At the Board’s request to reduce the work load of the Board Chair.
4. Hotel and airfare receipts are major expenses and need to have receipts to show proof of purchase.
5. Slight wording change for clarity.
6. The name of information gathering form has changed.
7. Track changes required.
8. Multiple minor corrections of wording (without policy changes).

Also attached is the original ERAP document with “markups”:

\*Original Markup CoDA ERAP.pdf

LINK TO ORIGINAL MARKUP ERAP

<http://coda.org/default/assets/File/2018%20CSC/Original%20Markup%20CoDA%20ERAP.pdf>

LINK TO PROPOSED ERAP (CLEAN COPY)

<http://coda.org/default/assets/File/2018%20CSC/Proposed%20Final%20CoDA%20ERAP%202018.pdf>



**IMC #1 Co-Sponsored by Finance Committee Revision Date: 8-9-18**

**NOTE: This motion replaces 1, 2 & 3**

**Motion:**

Move to replace the three sections on “CoDA Service Conference (CSC) Travel Service Opportunity for Voting Entity Delegates, … International Delegates, and … Host City Delegates" of the Fellowship Service Manual (2018-02-05 FSM) in part 4, pp 12-15 with the following:

**CoDA Service Conference (CSC)**

**“TRO” Travel Reimbursement Opportunity for**   
**Voting Entity Delegates**

“TRO” Travel Reimbursement Opportunities are intended to assist VE’s that are financially challenged with sending a delegate to CSC.

 TRO Award amounts:

1. Int-TRO (International-TRO) up to $1500 USD (or equivalent) for CSC eligible expenses.
2. Del-TRO (Delegate-TRO, for VE’s located within the United States of America, Canada, and Mexico) up to $750 USD (or equivalent) for CSC eligible expenses.
3. Host-TRO up to $1000 USD (or equivalent) for CSC eligible expenses.     
   Voting Entities (VE) that have acted as host to the CSC may apply for two Host-TROs, to be used within 5 years of hosting the event.

 Eligibility:

1. A person is eligible to apply if they have been selected by their Voting Entity to be a Delegate for their Voting Entity.
2. Priority is given to new attendees/Voting Entities that have either never attended CSC, or have not attended in a significant amount of time.
3. Voting Entities may receive a maximum of two lifetime TRO awards.
4. Voting Entity will not receive the (TRO) in two consecutive years. Exception is if there is no other qualified recipient and a TRO remains available.
5. A Voting Entity can apply for 1 Del-TRO for the current year’s CSC. The TRO may be split between elected delegates from a VE, by mutual agreement of the elected delegates.
6. If all Int-TRO's have been awarded, an international Delegate may apply for smaller Del-TRO.

 The**TRO** may be used to cover:

1. Travel to and from the Conference from your home;
2. Current per diem for meals on eligible Conference days only and travel days as defined in the CoDA Expense Reimbursement Policy;
3. 50% of the negotiated hotel Conference rate for eligible Conference days. If you do not share the room, you are responsible for the full cost of the room, and only reimbursed for the 50% as discussed earlier.

   Reimbursement:

1. Before the TRO is awarded, the Delegate must agree to the reimbursement method.
2. The Delegate must follow CoDA’s Expense Reimbursement Policy (ERP), stating Int-TRO, Del-TRO, or Host-TRO" as the “reason for reimbursement”.
3. The Finance Committee will assign a committee member to guide recipients through the reimbursement process. Contact Finance at finance@coda.org  for more information on reimbursement.
4. If you stay for Convention, convention expenses are not reimbursable. This is for CSC expenses only. If you have questions about what is covered as a reimbursement, contact the Finance Committee: [finance@coda.org](mailto:finance@coda.org)
5. Every effort possible will be made to reimburse within 30 days after request for reimbursement is received.
6. Reimbursement Application Form: Complete online application; see announcement for link or contact the Voting Entity Liaison at [IMCvel@coda.org](mailto:IMCvel@coda.org).  Email Attention: TRO

\* See the Fellowship Service Manual and By-laws on the website for more information about Voting Entities. (Voting Entity definition: Each State and Territory of the United States of America and each Country is automatically entitled to send two (2) Delegates.)

Email questions on how to apply to:  [IMCvel@coda.org](mailto:IMCvel@coda.org)

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**Intent:**

Updated and non-repetitive verbiage for TRO’s:

To update FSM, at Events request, so that IMC & Finance are responsible to oversee the TRO awards and payments, and to provide greater clarity in the documentation of the types of awards.



**IMC #2** Revision Date: 8-9-18

**Motion:**

**FSM Part 4 Page 9 Last Revision: 2018-02-05**

**Section 02 GUIDELINES FOR BOARD, COMMITTEE, and VOTING ENTITY (VE) REPORTS, ISSUES, and MOTIONS PRESENTED AT CoDA SERVICE CONFERENCE (CSC)**

**Replace current with:**   
**Changes are in BOLD Italics**

* **Voting Entity Issues (VEIs)**are those issues that are formed as a result of a group conscience process at the Voting Entity level. They are ***submitted to***[**VEI@coda.org**](mailto:VEI@coda.org)   
  ***on VEI*** form ***versus Motion form***since they are usually assigned either to the Board or to a Committee for further action.

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**Intent:**

To clarify form used for VEI’s (Voting Entity Issues). [VEI@coda.org](mailto:VEI@coda.org) distribution will go to:   
b[oard@coda.org](mailto:board@coda.org), [IMC@coda.org](mailto:IMC@coda.org) and  
[SubmitCSC@coda.org](mailto:SubmitCSC@coda.org)



**IMC #3** Revision Date: 8-9-18

**Motion:**

**CoDA Fellowship Service Manual Part 4 Page 11 and 12**   
**Last Revision: 2018-02-05**

**Replace current wording with:**

**Responses to Voting Entity Issues may include:**

1. Determination that the Voting Entity Issue has already been addressed; therefore, the recommendation is not needed. Include references to CoDA guidelines already in place that address the issue
2. Determination that the Voting Entity Issue recommendations cannot be implemented due to specific referenced Step or Tradition violations.
3. Acceptance of the Voting Entity Issue recommendation to resolve issue; present preliminary motions based on that recommendation.
4. Decision to table the Voting Entity Issue for further discussion. Offer an estimated time frame for making a decision on the issue.
5. Board or committee is encouraged to communicate directly with the VE for additional information or needed clarification regarding the Voting Entity Issue.

Guidelines for Submitting and Processing Voting Entity Issues to CSC:

1. The Voting Entity discusses an issue and forms a recommendation by group conscience process.
2. VEI may be submitted at any time of the year, not limited to the next CSC deadline.
3. The Voting Entity sends their issue and recommendation to the Board of Trustees via [VEI@coda.org](mailto:VEI@coda.org).
4. Board sends receipt of VEI via email to originator email(s), with cc email to [VEI@coda.org](mailto:VEI@coda.org).
5. The Board determines who the VEI should be assigned to; either the board or a specific committee.
6. The assigned Board or Committee examines the issue and determine a response by group conscience, taking into consideration that any VEI may not violate any By-laws, Steps, Traditions or legal issues. Efforts to collaborate with VE for additional information and/or crafting that would allow the VEI to become a possible motion for CSC is encouraged.
7. Board or Committee responses to Voting Entity Issues are presented at the CoDA Service Conference during Board or committee reports. Responses also to be published in the Board or Committee Quarterly Service Report (QSR) between CSC’s.
8. The Board or Committee shall establish and maintain communication with the originating Voting Entity (VE) during their process of deliberation to the extent that is possible and form their issue into a motion and present it at the next Conference. If in deliberation the board or committee decides against the VEI, the VE Delegate has the option to bring it as a motion directly to CoDA Service Conference providing it’s not a By-law or legal issue.
9. If the Board or assigned Committee decides against the Voting Entity Issue (VEI), the Voting Entity (VE) has the option to bring the motion the following year to CSC, providing it’s not a By-law, Tradition or legal issue. Board or committee to site specific reasons for the VEI not being supported toward creating a future CSC motion. If the Voting Entity decides to bring the VEI to CSC, the VE will meet all criteria that involve presenting a motion at the next CSC.
10. See Procedures for Submitting CSC Items in Part 4. The Issues Mediation Committee (IMC) will maintain and publish the progress of the deliberations regarding the Voting Entity Issue.
11. The Delegate is responsible for following up on the status of their Voting Entity issues and reporting back to their membership.

**Intent:**

To clarify VEI procedures.

**Remarks:**

[VEI@coda.org](mailto:VEI@coda.org) distribution will go to:   
b[oard@coda.org](mailto:board@coda.org), [IMC@coda.org](mailto:IMC@coda.org) and

[SubmitCSC@coda.org](mailto:SubmitCSC@coda.org)



**IMC #4 Co-Sponsored by Finance Committee** Last Revised: March/2018

**Motion: Replace existing with following:**

See 2018-02-05 FSM – Part 3, Page 21

(Replacing 3 paragraphs titled: “CSC Travel Reimbursement Opportunity (TRO)”

(Removing Events Committee from TRO wording)

CSC Travel Reimbursement Opportunity (TRO)

A Travel Reimbursement Opportunity (TRO) is a financial assistance award offered by CoDA, Inc. to reimburse Voting Entity delegate(s) whose Voting Entity qualifies for financial assistance to come to Conference. CoDA, Inc. reimburses an eligible Voting Entity delegate who is voted in by their Voting Entity; preferably, a new attendee/Voting Entity to Conference; eligible for aid; and who must agree with the reimbursement method with CoDA, Inc’s Treasurer prior to the TRO being awarded.

No Voting Entity is eligible to receive a Delegate - Travel Reimbursement Opportunity (Del-TRO) and /or International - Travel Reimbursement Opportunity (Int-TRO) more than twice, nor in two consecutive years.

The Issues Mediation Committee and Finance Committees are involved in the TRO solicitation, vetting, education and reimbursement process. You may contact IMC regarding the solicitation, vetting and education of TROs and the Finance Committee regarding reimbursement procedures, respectively at: [imc@coda.org](mailto:imc@coda.org); [finance@coda.org](mailto:finance@coda.org). More information about TROs is available in Part 4 of the FSM, CoDA Service Conference Procedures.

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**Intent:**

To update FSM regarding TRO’s. And to provide greater clarity in the documentation of the types of awards.



**Literature Committee**

**Motion:** The CoDA Literature Committee moves that the CoDA Service Conference endorse a new piece of literature titled “Traditionally Speaking.”

Intent:

To carry the message about using the Traditions in all our relationships. We hope this booklet broadens understanding of the CoDA Traditions, fosters spiritual growth in our daily lives, and provides practical tools for improving our relationships

LINK TO TRADITIONS PAMPHLET

<http://coda.org/default/assets/File/2018%20CSC/traditions_pamphlet_draft.pdf>



**Service Structure #1 Date: 6/27/18 - Revision Date: 8/7/18**

**Motion:** That the following be added to the Fellowship Service Manual (FSM) Part 4 page 11 as item ”I” under “Guidelines for Presenting Voting Entity Issues to CSC”:

A Voting Entity Issue (VEI) that has been previously defeated as both a VEI and as a CSC motion may not be re-submitted in any form until 4 years have passed from it’s defeat as a motion regardless which Voting Entity submits it.

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Intent: To create a boundary for the resubmission of Voting Entity Issues and motions.

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Remarks:

Here is what is currently in “Guidelines for Presenting Voting Entity Issues to CSC”:

a. The Voting Entity discusses an issue and forms a recommendation by group conscience process.

b. The Voting Entity sends their issue and recommendation to the Board of Trustees.

c. The Board responds to the issue or they may send the issue to an appropriate committee.

d. If a Committee receives a Voting Entity Issue, they examine the issue and determine a response by group conscience.

e. Board or Committee responses to Voting Entity Issues are presented at the CoDA Service Conference during Board or committee reports. Responses may also be published in the Quarterly Service Report (QSR) between CSC’s.

f. The Board or Committee shall establish and maintain communication with the originating Voting Entity (VE) during their process of deliberation to the extent that is possible and form their issue into a motion and present it at the next Conference. If in deliberation the board or committee decides against the VEI, the VE Delegate has the option to bring it as a motion directly to CoDA Service Conference providing it’s not a By-law or legal issue. When the Board or assigned Committee decides against the Voting Entity Issue (VEI), the Voting Entity (VE) has the option to bring the motion the following year to CSC, providing it’s not a By-law, Tradition or legal issue. If the Voting Entity decides to bring the VEI to CSC, the VE will meet all criteria that involve presenting a motion at the next CSC.

g. See Procedures for Submitting CSC Items in Part 4.The Issues Mediation Committee (IMC) will maintain and publish the progress of the deliberations regarding the Voting Entity Issue.

h. The Delegate is responsible for following up on the status of their Voting Entity issues and reporting back to their membership.

**Service Structure #2** Date: 7/21/18 - Revision Date: 8/8/18

**Motion:** That the following changes to the Fellowship Service Manual be approved to be made in the designated parts and in the combined document:

* That the attached Glossary (SSC Attachment 1 - Glossary) be included as a separate document called Fellowship Service Manual Glossary.
* To replace the following Meeting Phone List sample text on page 38 of Part 2 of the FSM (see attached document):

This meeting has a contact list which can be used as a valuable recovery tool. Members who place their names, phone number and or e-mail address on the list agree to be contacted, to listen to others, to offer support and share their experience, strength & hope, and information, not advice, when they have time available

with the following:

This meeting makes use of a phone list, which can be a valuable tool in recovery. The people whose name appears on this list have offered to listen to other members and share their experience, strength and hope, not advice. This does not constitute any obligation on anyone’s part.

Please keep in mind the following: This list is not to be used for any form of solicitation or announcement. Please respect the privacy and anonymity of the members on this list.

* In Part 1 on page 28 under CoDA Service Items/Literature change “Meeting Starter Packet” to “Meeting Handbook which is now Part 2 of the Fellowship Service Manual (FSM)”.
* That the FSM web page be modified to include the new FSM Glossary as shown in SSC Attachment 2 – FSM Page.
* That the following be added to Part 1 on page 12 under “CoDA Meetings”:

The requirements to be considered a CoDA meeting are to read the four following Foundational Documents:

* Welcome (long or short form)
* Preface
* 12 Steps
* 12 Traditions

as written at every meeting and to register the meeting with CoDA, Inc. These documents can be found later in this manual. Meetings who choose not to read these documents in full will not be listed in the CoDA Meeting Directory on the [coda.org](http://www.coda.org/) website since they are not considered CoDA meetings.

The reason CoDA requires that all four Foundational documents be read is to promote CoDA unity, per Tradition One:

Our common welfare should come first; personal recovery depends upon CoDA unity.

* To replace the following in Part 2 on page 5 under “What is a CoDA Meeting”:

There are minimal requirements to be considered a CoDA meeting. These requirements are to read the four following Foundational Documents at every meeting. These documents can be found later in this manual. Meetings who choose not to read these documents will not be listed in the CoDA Meeting Directory on the [coda.org](http://www.coda.org/) website since they are not considered CoDA meetings.

* Welcome
* Preface
* 12 Steps
* 12 Traditions

With:

There are minimal requirements to be considered a CoDA meeting. These requirements are to read the four following Foundational Documents *as written* at every meeting. These documents can be found later in this manual. Meetings who choose not to read these documents will not be listed in the CoDA Meeting Directory on the [coda.org](http://www.coda.org/) website since they are not considered CoDA meetings.

* Welcome (long or short form)
* Preface
* 12 Steps
* 12 Traditions
* To replace the word “organizations” with the word “entities” in Part 3, page 5, “Purpose of this Manual”.

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Intent: To provide a definition of terms used in the Fellowship Service Manual. To clarify in the Meeting Phone List sample that people’s information should not be used for any form of solicitation or announcement and that people’s privacy should be respected. To correct the name of the Meeting Starter Packet. To ensure that people understand the requirements to be considered a CoDA meeting. To correct one word that we don’t typically use in our documents.

LINK TO GLOSSARY

<http://coda.org/default/assets/File/2018%20CSC/SSC%20Attachment%201%20-%20Glossary%20-%20Rev%201.pdf>

**Fellowship Services Manual (FSM)**

**Below are links to the 5 Parts of the Fellowship Services Manual (FSM) as well as a link to a Glossary of FSM terms plus a combined file containing all 5 Parts and the Glossary.** Suggested uses are as follows:

* Part 1 is intended for all members of CoDA, particularly those who intend to do service work
* Part 2 is the Meeting Handbook and is intended for those wanting to start or help run a meeting. It is recommended that all meetings have a copy of this part.
* Part 3 is intended for use by those currently or considering doing service at the levels between meetings and CoDA, Inc. It is intended to be particularly helpful in establishing these service levels.
* Part 4 is intended for use by those currently or considering doing service at the CoDA, Inc. level. It is strongly recommended for all those who will be attending a CoDA Service Conference (CSC).
* Part 5 contains more detailed information related to the various service entities that exist at the CoDA Inc. service level, including the CoDA Board of Trustees, the various committees and other working groups and individual positions.
* The Glossary contains definitions of terms used in the FSM and is intended to be helpful to people who are not familiar with all our terminology.
* The combined version was created for people who frequently search for information in the FSM to make it easier so they only need to search 1 file rather than 5

Links:

[FSM Part 1 - Structure and General Information Summary](http://coda.org/default/assets/File/SSC/Newest%20FSM/FSM%20Part%201%20Structure%20and%20General%20Information.pdf)

[FSM Part 2 - Meeting Handbook](http://coda.org/default/assets/File/SSC/Newest%20FSM/FSM%20Part%202%20Meeting%20Handbook.pdf)

[FSM Part 3 - Guidelines for Other Service Levels](http://coda.org/default/assets/File/SSC/Newest%20FSM/FSM%20Part%203%20Guidelines%20for%20Other%20Service%20Levels.pdf)

[FSM Part 4 - Service Conference (CSC) Procedures](http://coda.org/default/assets/File/SSC/Newest%20FSM/FSM%20Part%204%20Service%20Conference%20Procedures.pdf)

[FSM Part 5 - World Level Service Details](http://coda.org/default/assets/File/SSC/Newest%20FSM/FSM%20Part%205_World%20Level%20Service%20Details.pdf)

[FSM Glossary](http://coda.org/default/assets/File/SSC/Newest%20FSM/FSM%20Glossary.pdf)

[FSM Combined File](http://coda.org/default/assets/File/SSC/Newest%20FSM/FSM%20Combined%20File.pdf)

**Service Structure #3** Date: 7/26/18 - Revision Date: 8/7/18

**Motion:** That the following Board decisions over the past year be overturned since they violate the Bylaws and the Fellowship Service Manual. The Board did need to take action to get the work done however they do not have the authority to repeal a CSC motion or to change a committee to a work group:

* 17250 - Repeal 2014 motion #14056 from SPO and to have the TMC send Spanish translated manuscripts directly to the Board in future. The Board will then pass those documents along to CoRe, to be published.
* 17264 -Motion that Spanish Outreach become a work group. Intent: to follow the in force motion that defines a committee as minimum two people. Remarks: SPO for many months has not had any committee members, only a chair. The chair has been contacted about the need to have members, and to have meetings and minutes - to no avail. Reverting to workgroup status will allow time for the committee to be reformed. There will be no financial funds for attendance at CSC, as there is no functioning committee.

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Intent: The Board has been violating the CoDA Bylaws and the Fellowship Service manual by making decisions that are not theirs to make. This motion is intended to overturn these motions and ensure that none of these decisions are made without the approval of the CoDA Service Conference (CSC).

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Remarks:

The following is taken from the CoDA Bylaws:

Article VI – Committees:

The Conference may create, appoint and terminate CoDA service committees, standing and ad hoc committees, subcommittees or service boards to fulfill any task or duty the Fellowship has mandated, or as specified in the By Laws. All committees have but one purpose: that of serving the Fellowship of Co-Dependents Anonymous.

Pursuant to the Arizona Nonprofit Corporations Act, a committee shall not take any of the following actions:

* 1. Authorize distributions of the corporate assets.
  2. Approve any action that requires the Voting Members’ approval under the Arizona Nonprofit Corporations Act.
  3. Fill vacancies on the Board of Trustees.
  4. Adopt, amend, or repeal bylaws of the Corporation.
  5. Fix the compensation or reimbursed expenses of Trustees for serving on the Board of Trustees or any committee.

Article VII – Board of Trustees

*Section 1. Authority*

Pursuant to the Arizona Nonprofit Corporations Act, all corporate powers shall be exercised by or under the authority of and the affairs of the corporation shall be managed under the direction of the Board of Trustees, subject to any limitation set forth in the Articles of Incorporation as described above in Article V. Subject to the legal and fiduciary obligations of the Board of Trustees to the Corporation and its members, the ultimate authority in CoDA comes from the Fellowship as expressed by the group conscience at the Conference. Subject to the legal and fiduciary authority of the Board required by the laws of the State of Arizona and applicable federal laws, the Conference reminds the Board of Trustees of the Second Tradition, “For our group purpose there is but one ultimate authority - a loving higher power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern."

The following is taken from the Fellowship Service Manual:

### CoDA Standing Committees

A committee requires a minimum of two (2) members in order to be a functioning committee of CoDA, Inc. A committee that does not have at least two members for 6 months or more will be presented to the next CoDA Service Conference (CSC) and CSC will determine how to proceed.

Service Concept 10:

When the CoDA Service Conference is in session, the CoDA Board of Trustees is directly responsible to the Conference. When not in session, the Conference assigns its decision-making authority on material matters to the Trustees. The Board of Trustees is authorized to monitor the work of Conference-appointed service committees and may provide assistance or guidelines when necessary. The Trustees serve as the boards of directors of CoDA, the non-profit corporation, are assigned custodial control of all money and property held in trust for the Fellowship, and are responsible for prudent management of its finances.

### CoDA Service Boards and Trustees

To provide continuity of CoDA's work between Conferences, Delegates at the CoDA Service Conference (CSC) elect members to serve on two service boards -Co-Dependents Anonymous, Inc. (CoDA), and CoDA Resource Publishing, Inc. (CoRe). Within each board, members elect their own officers.

Participation on either board excludes participation on the other. Trustees serve as volunteers and are not paid. The term of office is three years. Trustees are responsible for the legal and business needs of CoDA or CoRe. Each board has but one purpose: to serve the Fellowship. Trustees are elected by the will and through the consent of the Fellowship as expressed through the group conscience of the conference.



**Translation Management Date: 6/4/18**

**Motion:**

To include the following as the last sentence of the first paragraph of Tradition Eleven on page 151 in the 12 Steps and 12 Traditions Workbook and in the FSM Fellowship Service Manual (placement to be determined).

“It is not a break of Anonymity to use or sign your last name on documents  and /or contracts necessary for doing business with and/or for CoDA, Inc, including protection of CoDA’s  intellectual property rights.”

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**Intent:**

To reduce and eliminate controversy concerning anonymity and the use of and/or signing of one’s last name when doing business with and/or for CoDA, Inc.

“Translation and publication are not Fellowship functions but, being business matters, are functions of Co-Dependents Anonymous, Inc. (the Corporation) which performs those services for the sake of the Fellowship. Volunteer translators are doing service to the Fellowship by being agents of the Corporation and so must follow the constraints imposed by law on the Corporation.”

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**Remarks:**

This motion is being made because there are persons within the fellowship refusing to sign documentation necessary for maintaining CoDA, Inc’s worldwide intellectual property rights citing anonymity as their reason.

**Supporting References from other 12 step fellowships**

From Overeaters Anonymous

OA - from their eleventh tradition in The Twelve Steps and Twelve Traditions of Overeaters Anonymous (C) - page 165 -

"Anonymity is not the same thing as secrecy.  As OA's pamphlet *The Tools of Recovery* says "It is not a break of anonymity to use our full names within our group or OA service bodies."

footnoted #27:  *The Tools of Recovery* (Overeater's Anonymous, Inc., (C) 1981 ... 2011) p.6.

From the AA website:

“Also, an “Assignment of Copyright – Translator” agreement will be issued, to be signed by all parties who will work on the translation.”

<https://www.aa.org/pages/en_us/intellectual-property-policies>

From David Rosen, Publishing Director, A.A. World Services, Inc. in response to a query from the Translation Management Committee:

“I am able to share the following from our experience culled from staff services assignments and our Publishing Department employees in the office:

A.A.’s Tradition of anonymity suggests that we maintain personal anonymity in public media.  It is our understanding that contracts would not fall under A.A.’s general understanding of public media.

In the course of carrying out our responsibilities, it is not unusual for A.A. members to have to sign legal documents, such as incorporation papers, tax returns, lease and rental agreements etc.  This is not considered contrary to the spirit of the Eleventh and Twelfth Traditions, although some members may not wish to sign such documents.

The fact that a G.S.O. or A.A.W.S., Inc. employee signed a document does not identify that employee as a member of Alcoholics Anonymous. This office employs both A.A. members and non-A.A. members.

Nevertheless, some Fellowship members are not comfortable using their full names; only members who are willing to acknowledge their membership should be asked to sign documents.

In the routine course of the Publishing Department’s administration of Assignment of Copyright and other licensing agreements, we have not encountered difficulty in obtaining necessary signatures.”



**Colombia Voting Entities #1** Date:7/13/18

Motion:

1. That in both versions of the Welcome the words “and/or other” be inserted between the word “family” and the word “system.”

2. That this change be implemented immediately in all versions of the Welcome on the web and be inserted into printed versions as they are reprinted.

3. That the present version of the long form of the Welcome continue to fulfill the requirement of being read at every meeting until meetings are able to make the change in their meeting documents.

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Intent:

1. Some of us who feel a need for CoDA may not come from families that are particularly dysfunctional, but we have been exposed to other dysfunctional systems that have contributed to our codependency. These may include sexism, racism, consumerism, cut-throat competition, and religious organizations and schools, among others.

2. The family may or may not also be a significant contributor. Indeed, for some, the family is a refuge from that dysfunction, so that suggesting that codependency is rooted only in the family may hinder recovery.

3. To make CoDA more welcoming to codependents who have experienced their families as refuges from societal dysfunctions such as racism, class discrimination, gender stratification or bullying.

4. To offer a basis for forgiveness and understanding of families whose dysfunction arises from societal influences. This is important for recovery for many.

Here are responses to some objections to the motion.

*All dysfunction comes from the family.* Even if that statement were universally true, it leaves open the possibility of the family itself being influenced by the larger society, which surely happens for some families at least. As codependence underlies so much addictive and compulsive behavior, so also can a society infect families with stress and dysfunction.

*Adding the words would let the family off the hook.* This objection was raised by one meeting in the process of voting at the intergroup level on the original proposal. This first proposal called for the insertion of simply “or other” between “family” and “system.” In an effort to accommodate that objection the present proposal was crafted.

*The Welcome is a most basic document. We should not even consider changing it.* This surely is a serious objection. Here are some responses.

CoDA and all our documents constitute a living program meant to evolve in service to suffering codependents as their needs evolve and as we advance in our understanding of our program through the guidance of our Higher Power.

Change has been written into the very structure of CoDA through the establishment of the Service Structure Committee (SSC) charged with considering and presenting to Conference possible changes to foundation documents.

The proposed motion was assigned to a committee at CSC 2015 in accord with established procedure. Established procedure was ignored, however, by that committee not attempting contact with the PA Voting Entity before rejecting it and, also against procedure, sending it to the board. Informed of this action, the PA meetings overwhelmingly decided to have its delegates submit this to Conference, in accordance with guidelines on p. 54 of the Fellowship Service Manual.

The motion was presented at CSC 2016 and voted down after very little discussion. The PA meetings, having themselves come to support the motion only after considerable discussion, instructed their delegate to present the motion again at CSC 2017 with the hope for more extensive discussion. This is the result of that mandate.

Delegates from several voting entities strongly disagreed with the vote at CSC 2016 and one of the voting entities, Columbia, recently decided at their national assembly to join in this re-presentation of the motion.

CoDA is an inverted pyramid with individual meetings, guided by a Higher Power, at the top. All other levels down to World Service committees exist to provide service to those meetings. Therefore, even foundational documents such as the Welcome are subject to Group Conscience from that top level of individual meetings. That Group Conscience is being implemented by first one, now two, Voting Entities, and presented for approval by the whole Fellowship at the CoDA Service Conference.

For clarification, here is the Welcome with the change proposed shown in *italics* and underlined.

Short Form used in some CoDA publications:

Codependence is a deeply-rooted, compulsive behavior. It is born out of our sometimes moderately, sometimes extremely dysfunctional family *and/or* other systems. We attempted to use others as our sole source of identity, value, well being, and as a way of trying to restore our emotional losses. Our histories may include other powerful addictions which we have used to cope with our codependency.

Long Form used in other publications and required at all meetings:

Most of us have been searching for ways to overcome the dilemmas of the conflicts in our relationships and our childhoods. Many of us were raised in families where addictions existed - some of us were not. In either case, we have found in each of our lives that codependence is a most deeply rooted compulsive behavior and that it is born out of our sometimes moderately, sometimes extremely dysfunctional family *and/or* other systems. We have each experienced in our own ways the painful trauma of the emptiness of our childhood and relationships throughout our lives.

**Voting Entity: CoDA Colombia**  Date: 19/07/2018

**1) Voting Entity Issue background information:**

Colombian Meetings have been using a pamphlet called “Sentimientos” (“Feelings”) for several years.

This pamphlet is very useful for the newcomers and members in recovery because it has a list of feelings that helps the person to identify his/her feelings. It also has an introduction about how important is to feel and know how are we feeling. It starts with the question: “How are you feeling today?”

**2) What is the Issue (or concern):**

We would like that this pamphlet becomes CoDA endorsed and official literature.

**3) Suggested resolution for the issue:**

We would like to present this piece of literature at CSC for approval.

**4) Remarks or additional information:**

We do not know where or when was created this piece, but it would be very useful for the fellowship.

#### 



**Voting Entity: Northern California Date: Aug 7, 2018**

**Delegates: Jack S, Yvonne R**

**1) Voting Entity Issue background information:**

The *The Twelve Tips for Sponsors* has been on the NorCalCoDA website for several years and NorCalCoDA would like to share it with the Fellowship. Their intent is to remind and offer guidance to sponsors and would-be sponsors, to work their own program while sponsoring.

**2) What is the issue (or concern):**

NorCalCoDA would like to make *The Twelve Tips for Sponsors* available as CoDA approved service-item literature, available for free on the CoDA website.

**3) Suggested resolution for the issue:**

NorCalCoDA presents the *The Twelve Tips for Sponsors* to the Fellowship for consideration as CoDA- conference-approved service-item literature, under the mechanism of motions 17001 and 17002.

**Twelve Tips for Sponsors**

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1. You are powerless over your sponsee and your sponsee’s life is unmanageable by you. Neither of you would be in CoDA if you didn't have problems with codependency.
2. You aren't in charge; your sponsee's Higher Power is. Believe that a power greater than either one of you can restore your sponsee to sanity.
3. Make a decision at the beginning of your relationship with your sponsee to turn the sponsee's will and life over to the care of a power greater than either one of you.
4. Be honest with yourself about your relationship with your sponsee. This is a great opportunity to observe your own behavior in a relationship.
5. Admit to your Higher Power, yourself, and your own sponsor when you don't know what to do.
6. Be ready to change things that aren't working: your schedule, the literature you work with, the response you give when your sponsee keeps bringing up the same problems.
7. Before meeting with your sponsee, you might find it helpful to say a prayer such as this: "Higher Power, use me to say whatever it is you want my sponsee to hear today."
8. It is all right to make mistakes. You are not in charge of your sponsee's recovery; your sponsee's Higher Power is.
9. If you feel you have given a bad direction or suggestion, let the sponsee know.
10. It is all right if the relationship doesn't last. You may realize after a while that you are not able to work with a particular sponsee for whatever reason.
11. Seek through prayer and meditation to understand your Higher Power's will for you in your role as sponsor. Pray for the power to carry out that role.
12. Remember that you are carrying the message of recovery, nothing else. Take satisfaction from any sponsee who comes to understand and believe in the CoDA program of recovery.

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**Voting Entity: Northern California** Date: Aug 7, 2018

Delegates: Jack S, Yvonne R

**1) Voting Entity Issue background information:**

Ten years ago, NorCalCoDA wrote the original *30 Questions*, a way of working the first three steps of CoDependents Anonymous. It has helped provide a pathway to get started on working The Steps for hundreds of fellow codependents. Since the word about the *30 Questions* got out, NorCalCoDA has received requests from around the world for that document.

**2) What is the issue (or concern):**

NorCalCoDA would like to make the *30 Questions* available as CoDA approved salable literature.

**3) Suggested resolution for the issue:**

NorCalCoDA presents the *30 Questions* to the Fellowship for consideration as CoDA- conference-approved literature, under the mechanism of motions 17001 and 17002.

**4) Remarks or additional information:**

FYI: NorCalCoDA is working on an analogous document for working the 4th and 5th Step with 40 questions, using the CoDA blue book as a source reference document.

LINK TO NORCAL “30 QUESTIONS”

<http://coda.org/default/assets/File/2018%20CSC/CSC_30QUESTIONS_DRAFT.pdf>

RECEIVED AFTER 8/26/18



CoRe Board & Issues Mediation #1 Date: 7/27/18 - Revision Date: 8/10/18

Motion: To add the following policy to FSM Part 1 Section 03 Communications within CoDA.

Co-Dependents Anonymous does not tolerate harassment, bullying, or discrimination of any kind. No person should be the subject to unwanted verbal or physical conduct which intimidates or shows hostility towards that person because of their gender, age, national origin, skin color, disability, language, sexual orientation, or pregnancy. Such conduct will result in immediate referral for resolution to the Issues Mediations Committee (IMC). The Issues Mediations Committee will use the Dealing with Disagreements process to determine action. If the Group Conscience is to remove the person from a CoDA service position, IMC will notify that person as well as the CoDA Board of Trustees.

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Intent: To ensure a safe environment for all CoDA fellowship members and service workers. This will reinforce what is stated in our FSM, but specifically call out any bullying, harassment or discrimination which is not currently specifically stated in our FSM.

-Remarks:

Definitions

*Bullying is the belittling or threatening behavior directed at an individual or a group of individuals. It includes any conduct that is threatening, humiliating, intimidating, prevents work from getting done, and includes verbal abuse*

*Harassment is as an act of systematic and/or continued unwanted behaviors and actions from one party or a group, towards another party or a group. The purposes may vary and includes biases, prejudice, personal malice, an attempt to force someone to quit a job or grant sexual favors.*

*Discrimination is defined as treating a person differently than others based upon that person’s gender, sexual preferences, age, national origin, skin color, disability, language, pregnancy, and/or any other legally protected classification. If you are being bullied or harassed, you might:*

* *be less active or successful*
* *be less confident in your work*
* *feel scared, stressed, anxious or depressed*
* *have your life outside of work affected, e.g. study, relationships*
* *want to stay away from doing service*
* *feel like you can’t trust the people who you work with*
* *lack confidence and happiness about yourself and your work*
* *have physical signs of stress like high blood pressure, headaches, backaches, sleep problems*