

# CoDA Service Items

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**Motion Key:** 4970                      **Number:** 18001                      **Item Type:** MOTION                      **Date:** 10/9/2018

**Vote:** 2/3 Vote

**Committee:** Board

**Member Names:** Salle Board Member

**Subject:** Board Motion #1 - Define World Standing Committee as of October 15, 2018

**Description:**

Effective October 15, 2018, the suggested guidelines for a World Level Committee is as follows:

1. Has a minimum of 3 active members.
2. Creates/updates, 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.

**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.

**Remarks:**

CRAFTING - Yes

VOTE - 26 in Favor; 9 Opposed Not in Favor; 0 Abstention. Passed by 2/3 Majority vote.

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**Motion Key:** 4971                      **Number:** 18002                      **Item Type:** MOTION                      **Date:** 10/9/2018

**Vote:** DEFEATED

**Committee:** Board

**Member Names:** Mary Board Member

**Subject:** Board Motion #2 - Define World Standing Committee Chair/Vice Chair Term Limits

**Description:**

World Standing Committee chair positions have the following suggested term limits:

1. Beginning after 2018 Coda Service Conference the World Standing Committee service positions shall be: a 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.

**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.

**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.

CRAFTING - YES

VOTE = 16 in Favor; 19 Opposed; 1 Abstention. Motion Defeated.

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**Motion Key:** 4972                      **Number:** 18003                      **Item Type:** MOTION                      **Date:** 10/9/2018

**Vote:** 2/3 Vote

**Committee:** Board

**Member Names:** Jen Board Member

# CoDA Service Items

**Subject:** Board Motion #3 - Establish grounds for removal of a member from a World Standing Committee

**Description:**

Establish the following guidelines for removal of a member from a World Standing Committee or the Board of Trustees, by the members of said committee, through the committee's group conscience process after they have attempted to make use of the Dealing with Disagreements Document in the Fellowship Service Manual:

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 six (6) 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.

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.

**Intent:**

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

**Remarks:**

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

CRAFTING - Yes

VOTE - 33 In Favor; 2 Opposed; 2 Abstention. Passed by 2/3 Majority vote.

**Motion Key:** 4973                      **Number:** 18004                      **Item Type:** MOTION                      **Date:** 10/9/2018

**Vote:** 2/3 Vote

**Committee:** Board

**Member Names:** Mary on the Board

**Subject:** Board Motion #4 - Amend last year's motion #17031

**Description:**

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

That all chair proposed committee and or board changes to their description in the Fellowship Service Manual (FSM) be sent to the Service Structure Committee (SSC) and the CoDA Board for review.

\* Minor word or punctuation changes and minor revisions of committee definitions may be made immediately.

\* If SSC and the Board agree that the proposed changes 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 the Service Structure Committee (SSC) and the Board will be reported as board motions each month in their minutes.

**Intent:**

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

**Remarks:**

What was proposed to simplify procedures will now actually do so. Below is the text of motion 17031.

10/13/2017

Meeting Type:

CSC

Number:

17031

Board Number:

Item Type:

MOTION

Motion Key:

4941

Committee:

CoRe Board

Member Names:

# CoDA Service Items

David  
Subject:  
To make FSM changes without bringing to CSC  
Amends Motion  
Numbers:  
Vote:  
2/3 Vote

Description: Motion: That all proposed committee and or board changes to their description in the Fellowship Service Manual (FSM) be sent to the board to be reviewed by Service Structure Committee (SSC), the CoDA Board, the delegates and chairs, to ensure they are in accord with the Foundational Documents and the legal and fiduciary responsibility of the CoDA Inc. If SSC and the Board agree the proposed changes meet those criteria, 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 be reported at the next CSC.

Intent: To cut down on the number of motions at CSC that are strictly for the purpose of updating/correcting the FSM. We would like to see more time at CSC devoted to the big picture of how CoDA can do more to reach the still suffering codependent.

Remarks: PROS - 1) help with tedious motions, intention to clear conference for ideas that can spread the work and increase recovery; 2) will streamline our processes and take out a lot of unnecessary stuff at CSC and give us more time for ideas in CSC; 3) in favor of this, simplifies. CONS - 1) likes that we are able to see what is going on with the committees and their descriptions and like these conversations at CSC; 2) agree with not bringing superfluous motions, but do like to see these motions for collaboration for transparency. Not time for this.  
CRAFTING - YES - done VOTE - 28 in favor; 5 against; 4 abstentions - motion carries

CRAFTING - Yes

VOTES - 34 in Favor; 3 Opposed; 0 Abstentions. Passed by 2/3 Majority vote.

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**Motion Key:** 4974                      **Number:** 18005                      **Item Type:** MOTION                      **Date:** 10/10/2018

**Vote:** TABLED

**Committee:** Board

**Member Names:** Matt Board Member

**Subject:** Board Motion #5 - Replace the "Policy Regarding Outside Literature at CoDA Meetings" with CoDA literature is the only approved literature for meetings

**Description:**

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.

**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.

**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.

**NOTES:**

The Board will table #5 until they can get the revised information to the delegates.

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**Motion Key:** 4978                      **Number:** 18009                      **Item Type:** MOTION                      **Date:** 10/9/2018

**Vote:** 2/3 Vote

**Committee:** SSC

**Member Names:** Evie SSC Committee Chair

**Subject:** Service Structure Motion #2 - Approval of the following changes to be made in the designated parts and in the combined documents of the FSM

# CoDA Service Items

## Description:

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)
- Preamble
- 12 Steps
- 12 Traditions

as written at every meeting and to register the meeting with CoDA, Inc. or their voting entity. 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 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 website since they are not considered CoDA meetings.

- Welcome
- Preamble

- 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 and to register the meeting with either Coda Inc. or their voting entity. 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 website since they are not considered CoDA meetings.

- Welcome (long or short form)
- Preamble
- 12 Steps
- 12 Traditions

To replace the word "organizations" with the word "entities" in Part 3, page 5, "Purpose of this Manual".

## 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.

## Remarks:

THERE ARE 2 ATTACHMENTS LISTED FOR THIS MOTION  
Thumb drive - "Service Structure - attachment #1" and  
"Service Structure - attachment #2"

CRAFTING - YES

VOTE - 32 In Favor; 1 Against; 4 Abstention. Passed by 2/3 Majority Vote.

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**Motion Key:** 4979

**Number:** 18010

**Item Type:** MOTION

**Date:** 10/9/2018

**Vote:** MAJORITY

**Committee:** SSC

**Member Names:** Evie SSC Committee Chair

# CoDA Service Items

**Subject:** Service Structure Motion #3 - The following Board decisions over the past year be overturned since they violate the Bylaws and the FSM.

**Description:**

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:

18200-3C - 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.

18214-3 -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.

**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).

**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.

CRAFTING - Yes

VOTE - 19 in Favor; 11 Against; 6 Abstention. Motion Passed, Simple Majority, but is not binding on the Board.

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**Motion Key:** 4980

**Number:** 18011

**Item Type:** MOTION

**Date:** 10/10/2018

# CoDA Service Items

**Vote:** UNANIMOUS

**Committee:** IMC

**Member Names:** Gail IMC Chair

**Subject:** IMC Motion #1(CoSponsored w/Finance Committee) - Replace 3 sections on CSC Travel Service Opportunity for Voting Entity Delegates,...

**Description:**

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. This does not count towards the lifetime eligibility of the VE for other TROs.

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, not including host TROs.
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](mailto: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)

**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.

**Remarks:**

Rearrangement and clarification of how we do TRO's.

CRAFTING - YES

VOTE - 35 In Favor, 0 Opposed, 0 Abstention. Motion passed by UNANIMOUS vote.

# CoDA Service Items

**Motion Key:** 4981      **Number:** 18012      **Item Type:** MOTION      **Date:** 10/10/2018

**Vote:** UNANIMOUS

**Committee:** IMC

**Member Names:** Gail IMC Chair

**Subject:** IMC Motion #2 - Replace FSM Part 4, Pg 9  
Revised 2018-02-05 Section 02 GUIDELINES  
FOR BOARD, COMMITTEE, and VE Reports,  
etc at CSC

**Description:**

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 on VEI form versus Motion form since they are usually assigned either to the Board or to a Committee for further action.

**Intent:**

To clarify form used for VEI's (Voting Entity Issues). VEI@coda.org distribution will go to: board@coda.org, IMC@coda.org and SubmitCSC@coda.org

**Remarks:**

CRAFTING - Yes

VOTE: 36 In Favor; 0 Opposed; 0 Abstention. Motion passed unanimously.

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**Motion Key:** 4982      **Number:** 18013      **Item Type:** MOTION      **Date:** 10/10/2018

**Vote:** TABLED

**Committee:** IMC

**Member Names:** Gail IMC Chair

**Subject:** IMC Motion #3 - Replace current wording of  
CoDA Fellowship Service Manual Part 4 Page  
11 and 12 Last Revision: 2018-02-05

**Description:**

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:

- a. 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
- b. Determination that the Voting Entity Issue recommendations cannot be implemented due to specific referenced Step or Tradition violations.
- c. Acceptance of the Voting Entity Issue recommendation to resolve issue; present preliminary motions based on that recommendation.
- d. Decision to table the Voting Entity Issue for further discussion. Offer an estimated time frame for making a decision on the issue.
- e. 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:

- a. The Voting Entity discusses an issue and forms a recommendation by group conscience process.
  - b. VEI may be submitted at any time of the year, not limited to the next CSC deadline.
  - c. The Voting Entity sends their issue and recommendation to the Board of Trustees via VEI@coda.org.
  - d. Board sends receipt of VEI via email to originator email(s), with cc email to VEI@coda.org.
  - e. The Board determines who the VEI should be assigned to; either the board or a specific committee.
  - f. Confirmation of receipt of VEI to be sent out within 30 days. The VE can expect an email communication with the following: Acknowledgement of receipt within 14 days, Assign within 60 days; The plan to address within 120 days and response within 6 months. IMC to be CC'd on all correspondence.
  - g. 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.
  - h. 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.
-

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- i. 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.
- j. 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.
- k. 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.
- l. 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 distribution will go to:  
board@coda.org, IMC@coda.org and  
SubmitCSC@coda.org

CRAFTING - Yes TABLED for renumbering to bring back to floor.

VOTE: X In Favor, X Opposed, X Abstention.

**Motion Key:** 4983                      **Number:** 18014                      **Item Type:** MOTION                      **Date:** 10/10/2018

**Vote:** UNANIMOUS

**Committee:** IMC

**Member Names:** Lou Finance Chair

**Subject:** IMC Motion #4(CoSponsored w/Finance Committee) - Replace 3 paragraphs of FSM 2018-02-05 Part 3, Pg 21: "CSC Travel Reimbursement Opportunity (TRO)"

**Description:**

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 (imc@coda.org) regarding the solicitation, vetting and education of TROs and the Finance Committee (finance@coda.org) regarding reimbursement procedures. More information about TROs is available in Part 4 of the FSM, CoDA Service Conference Procedures.

**Intent:**

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

**Remarks:**

CRAFTING - Yes

VOTE: 34 In Favor; 0 Opposed, 0 Abstention. Motion passes Unanimously.

**Motion Key:** 4984                      **Number:** 18015                      **Item Type:** MOTION                      **Date:** 10/10/2018

**Vote:** 2/3 Vote

**Committee:** Finance

**Member Names:** Jack Finance Committee



# CoDA Service Items

**Subject:** Finance Committee Motion #1 - That the 2018 CoDA Service Conference approve the 2018 revised Expense Reimbursement Policy.

**Description:**

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:

- 5) 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.)
- 6) 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).

**Intent:**

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

**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

CRAFTING - NO

VOTE: 28 In Favor, 0 Opposed, 7 Abstention. Passed by 2/3 Majority Vote.

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**Motion Key:** 4985                      **Number:** 18016                      **Item Type:** MOTION                      **Date:** 10/10/2018  
**Vote:** 2/3 Vote  
**Committee:** Finance                      **Member Names:** Lou Finance Chair  
**Subject:** Finance Committee Motion #2 - That the 2018 CoDA Service Conference approve the 2018 revised Expense Reimbursement Approval Procedure (ERAP)

**Description:**

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

# CoDA Service Items

Finance Committee to re-issue ERR tracking number

3) In the Approvers chart, change "Board Chair" to "Designated Board Trustee" and adding row for "Designated Board Trustee" to be approved by "Board Chair" Clarification of Policy Changes:

4) 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:

5) Page 1, paragraph 5: Slight wording change for clarity

6) Page 1 paragraph 7, and Page 3 paragraph 1: Change "Meeting Information Sheet" to "Financial Meeting Approval Form".

7) Page 3, Footnotes: Track changes summary added.

8) Multiple minor corrections of wording (without policy changes)

## 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).

## 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

CRAFTING - Yes

VOTE: 35 In Favor; 0 Opposes; 1 Abstention. Passed by 2/3 Majority Vote.

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**Motion Key:** 4986                      **Number:** 18017                      **Item Type:** MOTION                      **Date:** 10/10/2018

**Vote:** MAJORITY

**Committee:** Communication

**Member Names:** John Communications Committee

**Subject:** Communications Committee Motion #1 -  
Communications Committee be authorized to  
convene a subsequently self-governing ad-hoc  
committee

## Description:

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 adhoc committee may at some point during the year make a request to the finance committee and the Board of Trustees for money for a face to face meeting and/or someone to attend CSC.

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

- o Clear up distinction in board responsibility for Corporation vs. Fellowship
- o Evaluate current committee structure and propose changes deemed useful
- o Which committees belong in Corporation and which in Fellowship
- o 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.

- o 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.

# CoDA Service Items

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.

- o This avoids micromanagement and frees responsible employees to act decisively in accord with Fellowship guidance.

To address the following problems.

- o Confusion from ambiguity of roles and boundaries, leading to interminable talking
- o 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.

- o 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

- o Discord from disagreements from confused job expectations
- o Failure to explore and adopt more effective directions

Use of technologies

Cooperation with other 12 Step groups in business matters

- o 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.

- o Standing committees are hampered in achieving Conference-mandated missions by cumbersome access to Corporation resources of money and personnel.

- o 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 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.

- o 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.

## Remarks:

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.

CRAFTING - Yes

VOTE: 22 In Favor, 13 Opposed, 0 Abstention. Motion passes with simple majority, this is not binding on the board.

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**Motion Key:** 4995      **Number:** 18040      **Item Type:** MOTION      **Date:** 10/9/2018

**Vote:** DEFEATED

**Committee:** Board

**Member Names:** Jen Board Member

**Subject:** Board motion to remove an agenda item

## Description:

Jen from the Board made a motion to remove the Voting Entity Issue from Columbia #1 from the Wednesday agenda at 4pm. Mary I seconded. Discussion with questions ensued.

7 votes in favor; 25 votes not in favor; 2 abstentions.  
MOTION DEFEATED

## Intent:

# CoDA Service Items

Remarks:

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**Motion Key:** 4996                      **Number:** 18041                      **Item Type:** MOTION                      **Date:** 10/9/2018

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Jen Board Member

**Subject:** Board Motion to give voice to others in the room

**Description:**

Jen from the board made a motion that chairs of committees, committee members, CoRe board members, alternate delegates and observers have a voice. Salle seconded.  
Voice Vote - all in favor; motion passed unanimously.

**Intent:**

**Remarks:**