**CoDA Service Conference 2011**

**Motion Form**

**Committee: Communication** **Date: 4/27/11**

**Motion Number: (data entry purpose only):_____**

**Result (data entry purpose only):**

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**Motion:**

Add the following bullet to the FSM section Communications from the Board, Quarterly Service Report (QSR) Guidelines:

- No changes may be made to a committee's QSR submission without the agreement of the committee

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**Intent:**

To ensure that the QSR properly reflects each committee's activities.

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**Remarks:**

The section being modified as it currently appears in the FSM:

**Communications from the Board:**
**CoDA Quarterly Service Report (QSR) Guidelines**

- All QSR submissions are made through the appropriate board liaison, i.e.: The Finance committee report is submitted through the Finance Committee Board liaison.
- All submissions to the QSR editor are made through the QSR Board liaison.
- There are no additions by the editor.
- The final draft of the QSR is made available for review by all Board members, and must be reviewed by at least two members.
- The editor makes no changes to the QSR after final approval by the Board.