

**CoDA Service Conference 20nn**

**Motion/Voting Entity Issue (VEI) Form**

**Check one: \_X\_ Motion** (Committee/Board)

**\_\_ VEI** (See VEI Guidelines on reverse side of this form)

**Committee/Board:   
Issues Mediation Committee (IMC) and Finance Committee**

**Date: 6-7-2020**

**Assigned Number: \_\_\_\_\_\_\_\_\_\_\_\_**

**Revision #: \_\_\_\_\_\_\_\_\_\_\_\_\_ Revision Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Motion** or **VE Issue Name: IMC #1  
Motion/Issue:   
  
1)** Any mention in Fellowship Service Manual (FSM) of   
“TRO - Travel Reimbursement Opportunity” be changed to “Delegate Grant(s)” and change any reference to Delegate to Voting Entity in the same sentence.

1. Part 5, Page 8 (CoDA Events Committee (CEC))

Change from: Ensure Hosting CoDA Community understands and receives their Travel Reimbursement Opportunity (TRO).  
To:  
Ensure the Hosting CoDA Community understands and receives their Host Grant.

1. Part 5, Page 12 (IMC)   
   Change from: Processes and qualifies Travel Reimbursement Opportunity (TRO) VE applicants.  
   To: Processes and qualifies Delegate Grant Voting Entity (VE) applications.
2. Part 5, Page 12 (IMC)   
   Change from: Informs and awards Travel Reimbursement Opportunity (TRO) for incoming eligible Voting Entity delegates.  
   To: Awards and informs the Voting Entity (VE) Delegate Grant recipients.
3. Part 5, Page 13 (IMC)   
   Change from: The awarding of all Travel Reimbursement Opportunities (TROs) to eligible Voting Entities Delegates will be the responsibility of the Issues Mediations Committee.   
   To: The awarding of Delegate Grants to eligible Voting Entities will be the responsibility of the Issues Mediations Committee (IMC).

**2)** Remove from Fellowship Service Manual (FSM), 2019, Part 3, Page 22 three paragraphs titled “CSC Travel Reimbursement Opportunity (TRO)” because it is redundant and fully covered in Part 4.

**3)** Change Fellowship Service Manual (FSM), 2019 Part 4, Page 11 (CoDA Service Conference (CSC) “TRO” Travel Reimbursement Opportunity for Voting Entity Delegates) to:

**CoDA Service Conference (CSC) North American and International Delegate Grant for Voting Entity Delegates.**

North American and International Delegate Grants are intended to assist VE’s that are financially challenged with sending a delegate to CoDA Service Conference (CSC).

Please refer to Bylaws of CoDA, Inc, Article IV – “Membership and Voting.”

Grant Award amounts will be determined by the Issues Medication Committee (IMC) dependent upon funds budgeted and requests received. The following guides are what can be expected:

1. International Delegate Grant up to $1,500 USD (or equivalent) to help cover CoDA Service Conference (CSC) eligible expenses.

2. North American Delegate Grant (for Voting Entities located within the United States of America, Canada, and Mexico) up to $750 USD (or equivalent) to help cover CoDA Service Conference (CSC) eligible expenses.

3. Host Grants are set by the budget (currently 2 at $1,000 USD [or equivalent] each) intended to help cover CSC eligible expenses and will be distributed to the Host Voting Entity (VE) within two months after the completion of their CoDA Service Conference (CSC)/International CoDA Conference (ICC) hosting.

4. North American and International Delegate Grants are available up to an amount set by the annual budget, with no limit on the number of delegates that can be provided with a grant. It is suggested but not limited to, 25% per year to be designated as North American Grants and 75% as International Grants to assist delegates traveling to CoDA Service Conference (CSC) .

4. Email questions on how to apply for Delegate Grant to: IMCVEL@coda.org

Eligibility:

1. A Voting Entity (VE) is eligible to apply for a Delegate Grant. Voting Entity (VE) is responsible to notify the Voting Entity Liaison (VEL) at [IMCVEL@coda.org](mailto:IMCVEL@coda.org) with the delegate name(s) and contact information. Any changes of the delegate(s) shall be reported as soon as possible to the Voting Entity Liaison (VEL).2. Priority is given to Voting Entities that have either never attended CoDA Service Conference (CSC), or have not attended in a significant amount of time.

3. Voting Entities may receive a maximum of two Delegate Grants, not including Host Grants. Voting Entity (VE) will not receive Delegate Grants in two consecutive years. Exception is if there is an available unawarded Grant the Voting Entity (VE) may be awarded their second Grant consecutively.

4. Additional single Delegate Grants may be applied for every six years after they received their initial two Delegate Grants.  
  
5. A Voting Entity (VE) can apply for one Delegate Grant for the current year’s CoDA Service Conference (CSC). The Voting Entity (VE) will determine how they reimburse their delegate(s).

Disbursement of Grants:

1. Before the Delegate Grant is awarded, the Voting Entity (VE) must agree to the disbursement method.

2. Disbursements will be made to the Voting Entity (VE) and the Voting Entity (VE) will reimburse the delegate for their expenses to attend CoDA Service Conference (CSC) . It is the responsibility of the delegate to request reimbursement from the Voting Entity that they represent at CoDA Service Conference (CSC) .

3. If requested, the Voting Entity (VE) may receive a portion of their Grant before CoDA Service Conference (CSC):  
 a) The North American Voting Entity(ies) can request up to 50% of the Grant reimbursement money upon award of the Grant, the rest to be sent to the Voting Entity (VE) after the delegate attends CoDA Service Conference (CSC) .  
 b) International Voting Entity(ies) can request the cost of airfare up to 80% of the Grant upon submission of paid receipt after being awarded an International Delegate Grant with the balance sent to the Voting Entity (VE) after the delegate attends CoDA Service Conference (CSC) .

4. After the delegate from the Voting Entity (VE) attends CoDA Service Conference (CSC) , the balance of the award that was not already disbursed will be distributed directly to the Voting Entity (VE).

5. The Voting Entity Liaison (VEL) will confirm Grant awards and delegate attendance at CoDA Service Conference (CSC) to the Finance Committee Grant Liaison. After the Grant is awarded, the Grant Liaison will initiate contact with the Voting Entity (VE) and discuss disbursement(s).   
Contact Finance at finance@coda.org for more information.

Eligible Expenses:

The Delegate Grant is intended to be used to help cover eligible expenses, subject to your Voting Entity (VE) guidelines. If a Voting Entity (VE) does not have guidelines in place, we recommend using the CoDA Expense Reimbursement Policy found on the CoDA Website:

1. Travel to and from the CoDA Service Conference (CSC) from your home;  
2. The cost of meals on eligible CoDA Service Conference (CSC) and travel days;  
3. The cost of hotel room for CoDA Service Conference (CSC) .

**Intent, background, other pertinent information:**

Similar motion was initially presented and withdrawn at the 2019 CoDA Service Conference (CSC) by the CoDA Inc board.

Eligibility for Voting Entities has been limited to two (2) lifetime. This will allow a VE to reapply for a Grant every 6 years. The Grant program is designed to bring VE delegates to conferences that are financially unable to send delegates to CoDA Service Conference (CSC).

Updating verbiage with revised 2020 Expense Reimbursement Policy.

**Remarks:**

**This motion or VEI requires changes to: (please check any that apply)**

**\_\_\_\_ By Laws \_\_\_\_ FSM P1 \_\_\_\_ FSM P2**

**\_X\_ FSM P3 \_\_\_X\_FSM P4 \_\_X\_ FSM P5**

**\_\_\_\_ Change of Responsibility**

**\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Data Entry Use Only)**

**Motion result: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VEI Result – Assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_ (date)**