

**CoDA Service Conference 2021**

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

**Check one: \_X\_ Motion Board**

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

**Committee/Board** or **VE/Delegate: Board\_\_**

**Date: May 8, 2021\_\_\_\_\_\_\_** **Assigned Number: Motion 4**

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

**Motion** or **VE Issue Name: Corrections to ByLaws – 2 Typo corrections**

**Motion/Issue:**

**BYLAWS, *Board Policies & Procedures***

#1 correction:

Page 8 Error - to change the comma after “Conference” to a period and change “the” to “The” to begin a new sentence. I have bolded the words.

**Article V – Meetings of Voting Members**

***Section 1. CoDA Service Conference***

The Corporation shall annually hold the CoDA Service Conference for Voting Entity Delegates to conduct the Corporation’s business. The Board of Trustees is responsible to monitor the work of Conference-appointed service committees and may provide assistance or guidelines when necessary. Where it becomes evident that the work of a committee is not being undertaken, the Board may request volunteers or another standing committee to take on that work until the next **Conference. The** Trusteeswho serve on the Board of Trustees of CoDA, Inc. are assigned custodial control of all money and property held in trust for the Fellowship, and are responsible for prudent management of its finances. The spiritual and non-legal authority of the Board comes from the Fellowship as expressed by group conscience of the selected/elected Delegates to the CoDA Service Conference held once each year. The date and place of the CoDA Service Conference is recommended by Events Committee in conjunction with the CoDA, Inc. Board and ratified by Conference.  The date and location, avoiding major federal holidays and religious holidays, will be announced two years in advance at the CoDA Service Conference.

**#2 correction:**

**Remove “Council”**

**BYLAWS, *Board Policies & Procedures
Page 12: Section 9 – Action Without A Meeting***

A vote can be taken via email without a meeting if it is a(n):

**Extension of The Meeting** - A discussion was started in a regular Board Meeting and all agreed to finish the vote via email. Board members will be given 7 days to complete the vote. A simple majority of those voting via email will count, to be ratified in the next regular Board Meeting minutes.

**Unanimous Vote** - Any action required or permitted to be taken by the ~~Council~~ Board of Trustees at a meeting may be taken without a meeting if all Trustees entitled to vote consent thereto in writing specifically setting forth such action taken. Such consent shall have the same effect as a unanimous vote.

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

Correct typo errors:

Current:

**BYLAWS, Board Policies & Procedures (Page 8)**

**Article V – Meetings of Voting Members**

***Section 1. CoDA Service Conference***

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**BYLAWS, *Board Policies & Procedures – (Page 12)
Section 9 – Action Without A Meeting***

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**Unanimous Vote** - Any action required or permitted to be taken by the **Council** Board of Trustees at a meeting may be taken without a meeting if all Trustees entitled to vote consent thereto in writing specifically setting forth such action taken. Such consent shall have the same effect as a unanimous vote.

**Remarks:**

The Board thanks Service Structure Committee (SSC) for bringing these two corrections to our attention.

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

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

**\_\_\_\_ FSM P3 \_\_\_\_ FSM P4 \_\_\_\_ FSM P5**

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

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

**(Data Entry Use Only)**

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

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

**Guidelines for Presenting Voting Entity Issues to CSC**

1. Local Voting Entity discusses an issue and forms a recommendation to resolve that issue by using the group conscience process. This issue and recommendation is called a Voting Entity Issue (VEI)
2. Voting Entity drafts the VEI, completes the VEI form, and sends it to the Board of Trustees via VEI@coda.org. From this point of submission, all email communication concerning the VEI from all parties must copy VEI@coda.org.
3. Board sends email confirmation acknowledging receipt of the VEI to the Voting Entity within 14 days.
4. Voting Entity Issues (VEI) may be submitted at any time of the year. Submission is not limited to the CSC

submission deadline.

1. Board assigns the VEI to either the board or the appropriate committee within 30 days of acknowledging receipt of VEI. Board notifies the VE at the time the VEI is assigned.
2. Assigned Board or committee examines the issue and through group conscience, develops a response or written plan to address or resolve the VEI within 90 days of being assigned. During the response/plan development, it’s important that the assignee and the VE collaborate, communicate transparently, and work together towards a mutually agreeable plan, in service to the VE.
3. The VEI may not dishonor or be in conflict with any By-laws, Steps, Traditions or legal considerations. If so, in it’s written response, the assigned Board or committee must cite specific reasons for the conflict.
4. Assigned Board or Committee, in collaboration with the VE, may develop a motion to be presented at the CSC.
5. In the event the VE is not satisfied with the response or plan from the Board or assigned Committee, the VE retains the right to draft and submit a motion to the next CSC using the electronic motion form available on the CoDA website. The motion must not dishonor any by-laws or legal considerations, and must meet all criteria for presenting a motion. (See procedures for submitting CSC items in part 4 of the FSM). The VE may request assistance from the IMC in drafting and presenting the motion.
6. The Issues Mediation Committee (IMC) will monitor the progress of the VEI to ensure the process is being followed and the timelines are being met.
7. The VE Delegate is responsible for following up on the status of their Voting Entity issues and reporting back to their membership.