

## Section 03 Introduction to the Community Problem Solving Method

### Background

During the 1994 Service Conference, the Fellowship allowed the Board to conduct the Conference in a different manner than using Robert's Rules of Order. This manner of conducting business was called the *Community Problem Solving Method* or *Interactive Decision Making Method*. Unlike the more rigid structure of Robert's Rules, this method is relatively simple to learn and lacks the legal and potentially antagonistic tone of standard parliamentary procedure. It is a friendlier and more cooperative method of decision making where motions are made only after information around the problem has been gathered and solutions brainstormed.

At the end of the 1994 Conference, many comments were made as to how smoothly the Conference went in comparison to the years before. For the first time in CoDA's history, all of the agenda items were completed by adjournment. Much of the success of this Conference was attributed to the new method of conducting the business meeting. One of the last actions of the Conference was when the Conference Committee made a motion # 94079 "That we recommend the 1995 Service Conference use the Community Interactive Method for its Conference." This motion passed unanimously. Motion# 96102 was passed to adopt the Community Problem Solving Method for all future conferences.

### **The Community Problem Solving Method follows a basic four-stage process:**

1. Identifying an issue or problem—gathering information
2. Brainstorming—formulating solutions or recommendations
3. Crafting a motion from the suggested solutions or recommendations
4. Voting on the motion (No second or amendments are needed.)

Because everyone has a chance to be heard during each stage of the process, the motions formulated tend to strongly reflect the combined conscience of all the members present. Compromise (finding middle ground) is often reached without extra effort, and minority opinions find a place in the final motion. Thus, unanimous votes are common; bitterness and antagonism are reduced. Within this friendlier structure of the Community Problem Solving Method, it is still possible to adhere to scheduled timelines and conduct official business, including formulating and passing motions that are binding according to the Charter and Bylaws of CoDA.

Within the existing structure of the CoDA Service Conference (CSC), each committee usually does the initial groundwork of brainstorming issues and giving possible solutions in the form of preliminary motions. Preliminary motions are presented to the CSC during committee reports. The CSC then has the opportunity to give more input and feedback if necessary. The final motions are then crafted on the floor and the vote taken.

Delegates, committee members, and Trustees of CoDA developed the "Community Problem Solving Method" for use at the annual CoDA Service Conference. Although these guidelines apply specifically to the CSC, they may be adapted to conduct business at any level of CoDA.

This method allows people to express their thoughts and opinions in a structured process, and through that process motions are crafted which express the group conscience of the participants.

## Community Problem Solving Method of Decision Making: Sequence for Bringing a Motion to Vote

The following is a possible way for placing limits on the discussion of a motion. This process is designed to allow approximately 20 minutes per motion. Naturally, some motions will take more or less time and will not necessarily be stopped mid-process if the allotted time per motion runs out before completion. Group conscience and trusting in a Higher Power will help balance the imperfect allocation of time needed for voting on motions.

The process is not designed to handle formal amendments, "motions to table", "points of order" or other such traditional business terms and situations. During the period of time at the beginning of the CSC when CSC procedures are put in place, this timeline or a comparative one may be put in place. By group conscience, everything is flexible in this method, especially time and speaker limitations.

2 min.	1. Committee Chair puts a preliminary motion on the floor and presents the basic reasoning in favor of passing the preliminary motion. Comments may be made as to why the particular solution reflected in the preliminary motion was the final committee recommendation.
5 min.	2. The Facilitator asks for questions and information pertaining to the preliminary motion
6-12 min.	3. Statements in favor of and in opposition to the preliminary motion are given: <ul style="list-style-type: none"> <li>a. Alternating microphones, Up to 3 people can speak for and up to 3 people can speak against the preliminary motion, for 1 minute each. An even number of speakers is not required and either pro or con may start.</li> <li>b. If more than 3 people want to speak pro or con, they may briefly confer among themselves to decide which three people will speak for the group. The speakers will try to include the non-speakers' main points. It is recommended that speakers not repeat the points another speaker has already addressed.</li> <li>c. Recorders note main points for and against the preliminary motion.</li> </ul> <p>If a Committee feels a motion needs more time for discussion within the Committee's allocated time, by a group conscience of the assembly, more time can be used for questions and answers, and twice as many statements pro and con may be heard. Of course, group conscience can also just put a time limit on this input with as many speakers speaking alternatively as possible within the time limit. Conferring so as points aren't repeated is still advised</p>
5 min	4. Changes are made to the preliminary motion per group conscience. When finalized, the motion is read back to make certain it is in its final form.
30 sec	5. The Facilitator calls for "30 seconds of silence" to ask for Higher Power guidance before the vote, followed by the Serenity Prayer.
1 min.	6. The Facilitator calls for a vote: Those in favor; Those opposed; Abstentions. <ul style="list-style-type: none"> <li>a. Motions that receive 2/3 or more votes are binding on the Board of Trustees unless that motion is later deemed in conflict with the law or the CoDA Bylaws.</li> <li>b. Motions with 2/3 vote for Committee work only require support from the Board; the Board does not do Committee work.</li> </ul>
1 min.	7. One additional speaker on the minority opinion may be heard at this time.

30 sec.	8. Any participant may call for "30 seconds of silence" at any time in order to remind the assembly of Higher Power's guiding presence and/or to slow down an escalating debate. Each period of silence will be followed by the Serenity Prayer.
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## Committee Guidelines for Crafting Motions

The Community Problem Solving Method can be used by Committees working to examine issues and put their recommendations together into preliminary motions for the CSC.

The Community Problem Solving Method is similar to the process often known as "Brainstorming." It involves members calling out their ideas as someone writes the ideas down. Members do not criticize or comment on the ideas offered--all ideas are treated equally and are just written down. Keeping a self-check on body language such as rolling of the eyes is important. The idea is to release inhibitions of our critical thinking and get out as many ideas as possible in a short period of time. The group can agree to a time limit on each phase of the process.

### A. What is the issue? [5 Minutes]

During the first phase of the process, members call out their ideas focused on an issue. "*What is the problem if any?*" may be a question for focus. The brainstorming might possibly fall easily into a Pro and Con issue and can be divided accordingly. The members then may see the need to eliminate items that don't seem to fit or apply. The next step of this phase may be to prioritize issues that need immediate attention, while leaving the rest for later to consider. This process can repeat itself for individual issues if needed.

### B. Brainstorm the important elements of the issue. (Pros and Cons) [5 Minutes] Let ideas flow freely. Every idea is valid.

**C. What information is needed to reach a solution? What sources need to be checked? Who will follow up with gathering the information?** The next step of the process involves gathering information pertinent to the problem. Some people may have immediate information that can be gathered by the brainstorming technique, but other information may involve asking resource people their side of the issue, gathering statistics, gathering facts and such. A plan that designates who will do what by when can then be set. When the next step of the process is ready to be undertaken, the information is reviewed and pros and cons if necessary.

### D. Brainstorm possible solutions to the problem. [10 Minutes]

Brainstorming possible solutions to a situation is next, with the same brainstorming guidelines in effect as in the first step. Solutions that don't seem possible are eliminated in the next step, and prioritizing may once again be appropriate.

### E. Prioritize solutions. If needed, list pros and cons of the solutions. [10-15 Minutes]

### F. Craft a preliminary motion. [10 Minutes]

Formulate the ideas and possible solutions into a recommendation that can be offered to the CSC as a preliminary motion. Details as whose responsibility it would be to carry out the motion in what frame may also be appropriate. The crafting of the preliminary motion follows. People who are good with language syntax may be in charge of the crafting.

### G. Prepare your preliminary motion for consideration at the CSC.

Fill out the Motion/VEI form including the intent of the motion for future reference (there are no other “minutes” of the CSC). Prior to your report, give the completed motion forms to the person recording motions. Any changes can be made as needed during discussion of the motion.