

Frequently Asked Questions (FAQ) CSC 2022 (CoDA Service Conference)

For All Voting Entity (VE) Delegates and First Time VE Delegates

When is CSC?

The CSC begins Sunday, August 21st with a mandatory Delegate orientation. The actual Conference runs from Monday, August 22nd and concludes Thursday, August 25th. The CSC business meeting begins Monday with times to be announced soon.

How do I register for CSC?

Please register at the following link:

<https://www.eventbrite.com/e/2022-coda-service-Conference-and-international-coda-convention-registration-177404239857>

Where do I apply for TRO {Travel Reimbursement Opportunity}, which are now called Delegate Grants, to assist with expenses?

Delegate can send a request to the Voting Entity Liaison (VEL) at imcvel@coda.org.

How do I prepare to attend CSC?

As the Voting Entity (VE) Delegate, you will be voting on all the motions. You will be voting on behalf of your local VE Group Conscience. It is important that you communicate and receive feedback regarding the motions from your local VE Fellowship. It is suggested you review the Fellowship Service Manual (FSM) as well as the CoDA Bylaws, found on the CoDA website.

As an International Delegate, what do I need to know?

WCC (World Connections Committee) members support special needs for new international Delegates. There may be specific and time sensitive international nuances such as visa applications, please plan accordingly. It is suggested that you allow extra travel time and consider the time zones crossed. For specific international questions or concerns, please contact wcc@coda.org.

Is there a “Delegate Checklist”?

Yes, the following link will bring you to the Delegate checklist:
<https://coda.org/default/assets/File/Delegate%20Checklist.pdf>

I am a first time Delegate, is there someone who can help me?

The CSC offers a “buddy” program. A buddy is an experienced attendee, committee chair, or former Delegate. If you would like a buddy, please email the Voting Entity Liaison (VEL) at imcvel@coda.org .

How can a CoDA Conference Buddy help me?

As a new Delegate...you will have an experienced Delegate to sit next to you during Conference to help with your questions. As your first Conference, it may be very confusing and/or challenging.

As a returning delegate...this is a valuable service to the new Delegate. Remember back to your first time attending when you might have been confused and/or challenged with understanding the CSC process. Please reach out to our Voting Entity Liaison (VEL) imcvel@coda.org to set this up.

How can I sign up to be a buddy?

Thank you for your service! If you are an experienced attendee, committee chair, or former Delegate and would like to be a buddy, please email the Voting Entity Liaison (VEL) at imcvel@coda.org.

What do I need to join the internet based (virtual) Conference?

Please register as a delegate at:

<https://www.eventbrite.com/e/2022-coda-service-Conference-and-international-coda-convention-registration-177404239857> . We will send you a link and password before the start of Conference. Ideally, you need access to a computer with a fast internet connection, a web camera, a microphone and either speakers or a headset. A smart phone may be an option; however, this is yet to be determined. You must have a web camera with ‘video on’ so that you will be ‘seen’ during Conference especially during the motions process.

We suggest you download, in advance, all the motions, committee annual reports, and goals to your computer. It would be helpful to also download the Fellowship Service Manual (FSM) and Bylaws. Please turn all electronic devices to “silent mode” so you do not disturb Conference participants.

What are my responsibilities as a delegate at CSC?

You will vote on important motions on behalf of your local Voting Entity (VE). In order to vote, you MUST be prompt for meetings and MUST be present and accounted for, the entire time that motions and business items are discussed. For Delegates attending via the internet (virtual) this means you

MUST have a web camera with 'video on' so that all those in-person at the Conference can 'see' you. You MUST keep your 'video on' during entire time a motion is being presented in order for you to be able to vote on that motion. The CSC is in session starting Monday, August 22nd through Thursday, August 25th until the Conference is adjourned. You are responsible to vote on motions presented, participate in the discussion, and craft motions if necessary. There is also a mandatory orientation on Sunday, August 21st for new and returning delegates.

The Fellowship Service Manual (FSM) states:

- *“The Voting Entity Delegate is a service volunteer who is selected/elected at the Voting Entity or by other means determined by the Group Conscience of the Voting Entity members. The Voting Entity Delegate is that Voting Entity’s representative to the CoDA Service Conference.*
- *The primary function of the Voting Entity Delegate is to facilitate communication between the Voting Entity and CoDA. This includes attending CoDA’s Service Conference to vote, on behalf of the Voting Entity, on Conference motions affecting CoDA as a whole. Also, a Delegate is invited to join committee(s) or other services at the world level, thus performing service in accordance with Tradition Seven. This valuable participation builds important relationships at the World level, therefore, fostering the communication within the whole Fellowship...the job is rewarding, gratifying, and spiritually uplifting, providing exposure to the enormous experience of the Group Conscience at the CoDA level.”*

Where can I find the Delegate Package?

The Delegate package will be available 60 days before the CSC and can be found at this link: <https://coda.org/delegate-package-2022/>

Will there be an orientation for Delegates?

Yes. The delegate orientation will take place on Sunday, August 21st whether you are attending in-person or via the internet (virtual).

How are motions presented and votes conducted?

A detailed guideline of how motions are presented and voted on can be found in the CodA **Fellowship Service Manual (FSM)**: Community Problem Solving Method of Decision Making: Bringing A Motion to Vote.

The process is designed to allow approximately 20 minutes per motion. Group Conscience and trusting in a Higher Power will help balance the imperfect allocation of time needed for voting on motions. Part 4 of our Fellowship Service Manual (FSM) will assist Delegates in learning everything you need to know about CSC.

How do I find the Fellowship Service Manual (FSM) and the Bylaws?

The Fellowship Service Manual (FSM) and Bylaws will be found in the Delegate Package.

What is the purpose of the Fellowship Service Manual (FSM)?

The purpose of the FSM is to provide a comprehensive description of our service structure and to furnish spiritual guidelines for applying the Twelve Traditions to our service work. It also provides an overview and examples of the Group Conscience process.

What is the purpose of the Bylaws?

The Corporation, through the Board of Trustees, is responsible for the legal and business needs of the Fellowship. Each Trustee shall comply with and be bound by all terms and provisions of these Bylaws of Co-Dependents Anonymous, Inc., and all public laws, such as those of the State of Arizona of the United States Internal Revenue Service, which affect CoDA's corporate, non-profit, and tax-exempt status. The Board has but one spiritual purpose: that of serving the Fellowship.

How do I know whether to vote for, against, or abstain from a motion?

Your vote represents the Group Conscience of your local Voting Entity (VE) The motions will be posted on CoDA.org website 60 days prior to CSC. Please read them, share them with your Voting Entity (VE) Fellowship, get Group Conscience as to how they want you to vote. You can vote for, against or abstain however, an abstain is counted as a 'no' vote.

How does the voting process work?

At the CSC, the following process is closely followed. First, a Committee Chair puts a preliminary motion on the floor with the basic reason. Next, members can provide statements in favor or against the preliminary motion for 6 to 12 minutes. Up to 3 people can speak in favor and up to 3 people can speak against the preliminary motion for one minute each. After hearing these discussions, you can vote for or against, based on how you feel your local Voting Entity (VE) would like you to vote.

How do I know what to take notes on?

You will receive minutes with voting results. Meanwhile, some Delegates download the motions on to their computer and make notes via the computer. Others, prior to CSC, print the motions and bring them to CSC and make notes directly on them.

If I am triggered during the CSC, what tools are available to assist me if I need help?

- The *Serenity Prayer*.
- The Voting Entity Liaison (VEL) will be available throughout the CSC to answer questions.
- Use the *Affirmations* – Recovery is a process; I respect each member for where that member is in recovery. I practice my program by sharing my experience, strength, and hope with others, not by pointing out faults and flaws in others. When I participate in a group discussion, I maintain focus on the subject at hand. My attention and focus is a gift I offer other members.
- Any CSC participant may call for “30 seconds of silence”, at any time. This is a tool used 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*. Any voting member may also request a Group Conscience if it is needed to help the overall efficiency of conducting business.

How serious is the meeting or is there any laughing for comic relief?

This is CoDA’s yearly Conference where we do the business of CoDA. Comic relief is appreciated and helpful.

After CSC is over, what should I do?

One of the most important roles of a Delegate is to bring information from the CSC back to the Voting Entity (VE). Work with your Voting Entity (VE) who elected you and discuss how best to bring the information back and make it available to your VE. You may also have a description of responsibilities after you leave CSC. Please contact your VE to see how you can serve as their Voting Entity Delegate. This is usually a one-to-two-year commitment depending on what your Voting has in their Bylaws or guidelines.

What if I have additional questions?

Email our Voting Entity Liaison (VEL) at imcvel@coda.org.

What is a CoDA Standing Committee and how do I volunteer to do service on one?

Below you will find a list of all the CoDA Standing Committees and their email address. You can find further descriptions for the Committees in Part 1, Section 2 of the Fellowship Service Manual (FSM) at <https://coda.org/service-info/fellowship-services-manual-fsm/>. At CSC, each Standing Committee will give an annual report and review their goals for the coming year. If you feel called to serve, it may be helpful to start with *Step Eleven*, pray, and trust your Higher Power to decide which Committee to serve. There will be opportunity to attend recruitment events with Committees that interest you.

CoDA Standing Committees and email addresses:

CoDA Events Committee (CEC) – events@coda.org

Plans CoDA's Service Conference (CSC) and International Convention (ICC).

CoDA Literature Committee (CLC) – literature@coda.org

Develops literature.

Communications Committee –made up of two working groups CoDA Email Team (CET) and CoDA Phone (Cphone) - comm@coda.org

Working communications issues within CoDA at all levels.

Co-NNections Committee – connections@coda.org

Accepts articles from people wishing to share their experience, strength, and hope.

Finance Committee – finance@coda.org

Establishes fiscal policy.

Hospitals and Institutions Committee (H&I) – hosp@coda.org

Carries CoDA's message to hospitals and institutions.

Issues Mediation Committee (IMC) – imc@coda.org

Mediates disputes in CoDA. Awards Delegate Grants (formerly TROs – Travel Reimbursement Opportunities). Provides vetting of Delegates prior to CSC and monitors conference processes to ensure guidelines are followed.

Outreach Committee – outreach@coda.org

Works to carry the message to codependents who still suffer.

Service Structure Committee (SSC) – ssc@coda.org

Provides support and maintains CoDA's foundational documents.

Spanish Outreach Committee (SPO) – espanol@coda.org

Answers Spanish questions via email.

Translation Management Committee (TMC) – tmc@coda.org

Works with organizations translating CoDA literature into other languages.

World Communication Committee (WCC) – wcc@coda.org

Works with the international Fellowship.