CSC Guidelines for Voting Member Remote Video Participation

"Definition of a Voting Member- a Voting Member may be a Delegate, Trustee of CoDA, Inc., or Director of CoRe, Inc. and, under certain circumstances, an Alternate Delegate. The Conference may extend voice or vote privileges at the Conference to any member of the CoDA Fellowship that it deems appropriate or necessary. Voice or vote may be granted for the entire Conference, or on individual issues. No Voting Member will have more than one vote."

CoDA Fellowship Service Manual Part 4 Page 16

Participating virtually via the internet, voting members will be afforded all the privileges as if they were present in the room. Subsequently, they are expected to come prepared and uphold all the responsibilities of a voting member. Being given this privilege, it is important that they abide by these guidelines.

1. **Delegates & Alternate Delegates must be verified by your Voting Entity (VE).** Verification occurs through the Voting Entity Liaison (VEL). Any questions in regard to this process should be sent to imcvel@coda.org.
2. **System Requirements:** You must have a computer system set up for video <u>and</u> audio. According to our bylaws, we must be able to "hear" <u>and</u> "see" you as "present in the room". Your system must also be compatible with "Zoom" video conferencing.
3. **Security & Anonymity:** You will be given a private link to join the Zoom Video conference. This link must NOT be shared. It is preferable that you attend while in a private area to avoid distractions and to protect anonymity of other CoDA members.
4. **Attendance is importan**t. Voting Members are expected to be in attendance for the full 4 days of conference. Voting Members participating virtually via the internet will become part of our quorum at the beginning of the conference. If we do not meet quorum throughout the conference, it affects the ability to conduct business. You may have a vetted Alternate Delegate with whom you can "pass the badge" as needed.
5. **Must be present to vote.** In accordance with our bylaws, Voting Members must be present for the entire presentation and discussion of a motion to vote. Voting Members will be monitored to assure their presence on screen. If there are times when they must step away from the camera, it will be as if they left the room.
6. **Technical Issues which prevent voting:** It is possible technical difficulties may arise. If we cannot address the issue quickly and efficiently, we may have to continue the proceedings without your participation until it is corrected.

7. **Technical Difficulties:** Conference Volunteers may ask a Voting Member for help to resolve a technical difficulty. Conference Volunteers will work hard to avoid any interruptions of business time. If a Voting Members experiences difficulty, if able, use the chat function to notify a Conference Volunteer to assist you or email events@coda.org.

8. **Delegate Package:** Voting Members, please be familiar with the Delegate Package and check back frequently for changes, additions, and revisions. Here is the link: Delegate Package 2023 - CoDA.org.

9. **Community Problem Solving Method:** Voting Members, please take time to familiarize yourself with the Community Problem Solving Method. FSM-Part-4-Service-Conference-Procedures-1.pdf (coda.org)

Tips for a Successful Video Conference

It's important to remember that video conferences are essentially in-person interactions that allow us to communicate more effectively from afar.

- ✓ Test your microphone, speakers, and camera before the video conference.
- ✓ Mute your microphone whenever you're not speaking -- even if you're alone in your room. Background noise can be an annoying distraction and stifle the meeting's flow.
- ✓ Check if your microphone is unmuted before sharing.
- ✓ Ensure your camera is angled to capture your full face. A position that is too low, too high or connected to a different monitor creates unusual camera angles and can be very distracting.
- ✓ Make sure your room is well lit (side lighting is the best). Use natural light from windows or simply turn on the overhead light in the room to brighten up your face.
- ✓ Be in a distraction free environment and aware that your surroundings are visible to everyone in the room.
- ✓ As you talk, look into the camera instead of looking at yourself talking on the computer screen.
- ✓ Before you speak, state your name, role, and Voting Entity you represent (if applicable).
- ✓ Dress as if you're meeting face to face. You never know if you're going to have to get up suddenly or if your camera might fall.
- ✓ Act as if you are present in the room giving your undivided attention to the conference.

CoDA Service Conference Zoom Instructions

1. Update your Zoom app to the latest version, https://zoom.us/download to have the latest features.

2. Use the Zoom link provided by the Events Committee.
   a When you access the link, you will be put into the waiting room.
   b The host will have to accept you into the meeting.
   c Please be sure to join a few minutes early.
   d Please be patient at the start of the meeting; it will take a few minutes for everyone to be admitted.

3. After entering the meeting, all participants must rename themselves as follows: (*V-voting, X-non-voting),* Name*, Last Initial, VE or Committee*. (Sample – X-Carole T-Events-Ottawa).

4. All participants are muted upon entry to the meeting. Participants are to remain muted until they want to speak and are called upon. When called upon, participants may unmute. When finished speaking, please re-mute.

5. **VIDEO IS REQUIRED**
   a **If a Voting Member wants to vote on a motion, they must have their video on and be present during the entire motion process (See Community Problem Solving Method)**.
   b When stepping away, please turn off the camera and stay muted.
   c **If a Voting Member steps away during the presentation of the motion, they will no longer be eligible to vote on that motion.**

6. **Passing the Badge**:
   a. A Voting Member may "pass the badge" to
      i. Delegate: A Delegate may pass the badge to an Alternate Delegate OR other vetted member of their Voting Entity if the Alternate is not available.
      ii. CoDA Board Member: A CoDA Board Member may pass the badge to an Alternate Board Member.
      iii. CoRe Board Director: A CoRe Board Director may pass the badge to an Alternate or other CoRe Board Director.

      a. The recipient of the passed badge **must have their video on and be present during the entire motion process**.

      b. Passing the badge may take place between

          i. Virtual attendee to virtual attendee

          ii. Virtual attendee to in person attendee

          iii. In person attendee to in person attendee

          iv. In person attendee to virtual attendee

      c. When passing the badge:

          i. Virtual attendees, Chat to the Voting Entity Liaison (VEL)

          ii. In person attendees, communicate with the onsite Events or Voting Entity Liaison (VEL)

7. Enable your Chat for open communication. **You may use the group chat for technical questions, request "30 seconds" or "point of order", only.** Chat messages will be reviewed regularly by the Events Committee, and they will respond to you promptly.

8. **Please do not use Chat "Everyone in Meeting" for Crosstalk.** You may 'private' chat individuals if you want to discuss other issues.

9. **Questions:**

      a. **Prompted by the Facilitator**: Throughout CSC, there will be times the Facilitator will ask if there are questions from the attendees. If an attendee participating virtually via the internet has a question when asked, please use the raise hand reaction. The Facilitator will call on attendees participating virtually via the internet with raised hands in the order raised. Stay muted until called upon.

      b. **Questions prompted by the attendee**: If the question is prompted by an attendee participating virtually via the internet during a time that has not been specifically designated for questions, the attendee may use the raise hand feature but must ALSO type in the chat box the nature of the question.

          i. If the question is of a *technical nature*, an Events team member will respond directly to the attendee participating virtually via the internet via chat only—please watch the chat window and lower the raised hand once the question is answered.

          ii. If the question is *for the Facilitator*, wait to be called on.

Community Problem Solving Method of Decision Making:
Sequence for Bringing a Motion to Vote for In-person/Virtual (via the internet)
CSC

The Community Problem Solving Method will be the guidelines used to achieve group conscience and to facilitate the business of the CSC. Timelines listed in the chart below are guidelines. 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, the Facilitator will consult the presenters and the Voting Members to decide what happens next.

- If a Presenter believes a motion needs more time for discussion within the allotted time, by a group conscience of the Voting Members, more time can be provided.
- A group conscience can also put a time limit on each segment to hear as many speakers as possible within the time limit.
- The group conscience process and trusting in a Higher Power will help balance the imperfect allocation of time needed for voting on motions.

ADJUSTED TIMES FOR IN-PERSON / VIRTUAL (via the internet) CONFERENCE

Must be approved by the CSC Voting Members at the start of conference.

See chart on the following page.

Community Problem Solving Method of Decision Making:
Sequence for Bringing a Motion to Vote for In-person/Virtual (via the internet) CSC

Present 2 min.	**1.** The presenter puts a preliminary motion on the floor and presents the intent, background, and other pertinent information in favor of the motion.
Q & A 6 min.	**2.** The Facilitator asks for questions from the Voting Members pertaining to the preliminary motion.

Pros & Cons
8-12 min
 	
4 pros and
4 cons
	3. Statements in favor (pros) and in opposition (cons) to the preliminary motion are given:
	    a. Alternating speakers can present pros and cons for 1 minute each (up to 4 pros and 4 cons) An even number of speakers is not required and either pro or con may start.
	    b. If more than 4 people want to speak pro or con, they may briefly confer among themselves to decide which four people will speak for the group. The speakers will try to include the non-speakers' main points and avoid repeating points already addressed. Main points for and against the preliminary motion are recorded.
	    c. Additionally, up to 4 more pros and cons may be requested.

Crafting 6 min.	**4.** The presenter has the option to accept or deny changes (crafting) to the preliminary motion. If accepted, voting members provide suggested changes. Once crafting is complete, the finalized motion is read.
30 seconds	**5.** The Facilitator calls for "30 seconds of silence" (to ask for Higher Power guidance before the vote) followed by the Serenity Prayer.

Vote
1 min.
	6. The Facilitator calls for a vote: Those in favor, those opposed, and abstentions.
	    a. Motions that pass by 2/3 or more votes are binding on the Board of Trustees (unless the motion is later deemed in conflict with the law or the CoDA bylaws).
	    b. Motions that pass by 2/3 or more votes for Committee work only require support from the Board; the Board does not do Committee work.

Minority Opinion 1 min.	**7.** One additional speaker on the minority opinion may be heard at this time.
*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 30 second period of silence will be followed by the Serenity Prayer.*