



**CoDA Service Conference (CSC)
2024 Motion Form**

Check one:

___ **Motion submitted by:** Board - CoDA Inc.

___ **Motion submitted by:** Board - CoDA Resource Publishing (CoRe)

X **Motion submitted by:** (Committee)

Committee Name: Communications Committee

___ **Motion submitted by:** Voting Entity (VE)

VE Name: _____

Submitted Date: _____

IMPORTANT DEADLINES:

- **Motions** are due **75 days** prior to CSC which for this year is **Wednesday, 2024 May 8**.
- **Bylaw** changes/amendments are due **75 days** before CSC which for this year is **Wednesday, 2024 May 8**. These changes/amendments cannot be brought to the floor if this deadline not met. In accordance with our Fellowship Service Manual (FSM) and CoDA Bylaws, Bylaw amendments are to be submitted to the Board Secretary: secretary@codas.org.
- **Revisions** are due **60 days** prior to CSC which for this year is **Thursday, 2024 May 23**.

Motion Number: 1. (**X**) 2. () 3. () 4. () 5. () (Check One)

Revision #: _____ **Revision Date:** _____

Note: Please refrain from using CoDA acronyms such as VE, CEC, IMC, etc. when completing this form unless you make a reference such as: CoDA Events Committee (CEC) then use CEC.

Motion Name: Update current Fellowship Service manual (FSM) Part 1 and 5 – Communications Committee descriptions

Motion – In this section write exactly what the motion is. Do NOT attach a file. (If the motion is to change something in the FSM, be sure to write exactly how the wording should appear in the FSM):
Fellowship Service Manual (FSM), part 1, page 17

Communications Committee

The Primary function of the Communication Committee (Comm) is aiding the Fellowship by monitoring and responding to email and phone calls from our Fellowship members. You can reach us at info@CoDA.org and our toll-free number 888-444-2359.

Comm aids with general meeting information. It also maintains a list of potential available sponsors for those looking for a sponsor.

Another function is facilitating the monthly Fellowship Forum with speakers and panels. <https://coda.org/meeting-materials/coda-fellowship-forum/>.

We also have an Audio-Visual Media (AVM) subcommittee that creates and submits recovery material, including meditations for our CoDA YouTube channel: <https://www.youtube.com/channel/UC0oWXZDpoVdKbyJ0YDh1zTQ>

More information in Fellowship Service Manual (FSM) Part 5.

Fellowship Service Manual (FSM), Part 5, page Communications Committee

Background: A Communications Task Force was created at the 2007 CoDA Service Conference (CSC) to address the goal of improving communication within CoDA, both up and down the inverted pyramid. The following year was spent recruiting Trusted Servants to participate in the effort and gathering specific issues to be addressed. Starting in early 2009, the task force members began having regular conference calls and work began on several identified issues. Due to this work, the 2009 CSC voted to make the Communications Task Force a standing committee to continue addressing identified communication issues as they surface.

The Primary function of the Communication Committee (Comm) is aiding the Fellowship by monitoring and responding to email and phone calls from our Fellowship members. You can reach us at info@CoDA.org and our toll-free number 888-444-2359.

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The Communications Committee reports to the Fellowship quarterly through the Quarterly Service Report (QSR), and annually at the CoDA Service Conference (CSC).

CoDA Email Team (CET):

CET is a group of actively recovering codependents that serve as the “customer service” branch of CoDA. We are fulfilling our Step 12 through email rotation service work.

Our service work involves educating our Fellowship members and guests about the CoDA Twelve Step Program and Fellowship, which includes connecting codependents with meetings worldwide. We provide meeting information which includes meetings that are in person, on the phone and online/virtual. We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH). When appropriate, we refer others to specific CoDA Committees or to the CoDA Board.

Most of CET's service work takes place online through email; therefore, CET members ought to have an affinity and ability to communicate effectively over email. Folks interested in serving on the team should have at least one year of active CoDA recovery.

CoDA Phone Team (C-phone):

C-phone is a group of actively recovering codependents that are available to speak by phone with anyone that has general or specific questions about CoDA.

We provide information about face-to-face (f2f), telephone and online virtual CoDA meetings.

We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH).

We refer others to specific CoDA Committees when they miss that reference on the recorded menu. The basic idea is to briefly answer whatever question the person is asking.

We are not a counseling or crisis hotline, nor can we refer them to one, so we indicate that to the caller. But we still try to be warm and communicative about CoDA as a resource for people desiring healthy and loving relationships.

Calls to C-phone volunteers are automatically forwarded to those “on-call” at the time of the call or go to a message recording system. These recordings are then accessed by the next person on call, and then the call is returned. People serving on C-phone should have at least one year of active CoDA recovery.

Meeting Updates:

We have Trusted Servant(s) that actively attempt to contact meetings to verify that their meeting is still active and that their meeting information posted on the CoDA.org website is accurate. The accuracy includes meeting contact(s) verification. We assist in updating domestic, regional, and international contact information and meeting lists by forwarding information to the appropriate Fellowship Service Worker (FSW).

Intent, background, other pertinent information (Do NOT attach a file. If you have reference documents, please embed them here):

Update outdated wording to more accurately reflect the duties that the Communications Committee currently performs.

[FSM Part 1](#)

[FSM Part 5](#)

Remarks:

N/A

We ask that you use the most current FSM on coda.org and be very specific where this change should be made to include references to a certain sentence, paragraph, etc. You may copy and paste from the current FSM to ensure accuracy and indicate as “current wording:”, then list the change or update by indicating “new wording:”.

Current wording:

Fellowship Service Manual (FSM), Part 1, Page 17:

Communications Committee (Comm)

The Communication Committee (Comm) aids The Fellowship through the Fellowship Forum, email and phone. Email and calls come into the committee through info@coda.org and the 888 phonenumber (888.444.2359). Comm provides: meeting information, assists members with their search for sponsors, and information to those wishing to start a meeting. More information in Part 5.

Fellowship Service Manual (FSM), Part 5, Page 10-11:

Communications Committee Background: A Communications Task Force was created at the 2007 CoDA Service Conference (CSC) to address the goal of improving communication within CoDA, both up and down the inverted pyramid. The following year was spent in recruiting people to participate in the effort and in gathering specific issues to be addressed. Starting in early 2009, the task force members began to have regular conference calls and work began in earnest on several of the identified issues. As a result of this work, the 2009 CSC voted to make the Communications Task Force a standing committee to continue to address identified communication issues as they surface.

Description of committee responsibilities: The Communications Committee (Comm) aids the Fellowship through the Fellowship Forum, email, and phone. Email and calls come into the committee through info@coda.org and the 888 phone line (888.444.2359). Comm provides meeting information, assists members with their search for sponsors, and information to those wishing to start a meeting.

In addition to attending to the responsibilities listed above, the Communications Committee provides administrative support to the CoDA Email Team and the CoDA Phone Team, such as communications with the The Fellowship Service Manual of Co-Dependents Anonymous Part 5 Updates based on CoDA Service Conference 2023 Last revised 2.4.2024 Page 11 Board or CoDA Fellowship Service Workers (FSW), reporting to the Fellowship quarterly through the Quarterly Service Report (QSR), and annually at the CoDA Service Conference (CSC) and other matters helpful to their purpose.

CoDA Email Team (CET):

CET is a group of actively recovering codependents that serve as the ‘customer service’ branch of CoDA. We are fulfilling Step 12 through email rotation service work.

Our service work involves educating people about the CoDA Fellowship and connecting codependents with meetings worldwide. We provide information about face-to-face (f2f), phone and online CoDA meetings. We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH). When appropriate, we refer others to specific CoDA Committees.

CET assists in updating domestic, regional, and international contact information and meeting lists by forwarding information to the appropriate Fellowship Service Worker. Where we can, we connect different people in the same region who want to start meetings. One of our goals is to be proactive in reaching out to and connecting with other codependents.

Most of CET's service work takes place online through email; therefore, CET members ought to have an affinity and ability to communicate effectively over email. People interested in serving on the team should have at least one year of active CoDA recovery.

CoDA Phone Team (Cphone):

Cphone is a group of actively recovering codependents that are available to speak by phone with anyone wondering what CoDA meetings are like or to answer other questions that are not addressed on the recorded menu that is heard when the CoDA phone number is called.

We provide information about face-to-face (f2f), phone and online CoDA meetings. We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH). Cphone assists in updating domestic, regional, and international contact information and meeting lists by forwarding information to the appropriate Fellowship service worker. Where we can, we connect different people in the same region who want to start meetings.

One of our goals is to be proactive in reaching out to and connecting with other codependents. We refer others to specific CoDA Committees when they miss that reference on the recorded menu. The basic idea is to briefly answer whatever question the person is asking. We are not a counseling or crisis hotline nor can we refer them to one, so we indicate that to the caller. But we still try to be warm and communicative about CoDA as a resource for people desiring healthy and loving relationships.

Calls to Cphone volunteers are automatically forwarded to those “on-call” at the time of the call or go to a message recording system. These recordings are then accessed by the next person on-call and the call is returned. People serving on Cphone should have at least one year of active CoDA recovery.

This motion requires changes to the following: (check all that apply)

- ___ CoDA Bylaws: Page/Section # _____
- FSM Part 1 – Structure and General Information: Section # _____**
- ___ **FSM Part 2 – Meeting Handbook: Section # _____**
- ___ **FSM Part 3 – Guidelines for Other Service Levels: Section # _____**
- ___ **FSM Part 4 – Service Conference Procedures: Section # _____**
- FSM Part 5 – World Level Service Details: Section # _____**
- ___ **Change of Responsibility: _____**
- ___ **Other: _____**

Specific details:

Section # and title:

Copy and Paste from most current FSM on coda.org

FSM Part 1, Page 17:

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Motions are to be sent to: submitcsc@coda.org

Bylaw changes/amendments are to be sent to: secretary@coda.org

If you want assistance writing your motion, please send email to Board@CoDA.org

(Data Entry Use Only)

Motion result: _____