



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

Check one:

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

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

Motion submitted by: (Committee)

Committee Name: _____ Finance Committee _____

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

VE Name: _____

Submitted Date: _____ 4/29/24 _____

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. () 2. () 3. (X) 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: Revised Prudent Reserve Calculation Process

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):

Change the first bullet of the “Finance Committee Responsibilities” that was passed at the 2024 CoDA Service Conference in the Fellowship Service Manual, part 5, page 12-13, Section 3 to read:

- The Prudent Reserve must equal one half of the total realized operational expenses from the previous calendar year. (In January of each year, or as soon as the final financial reports for the preceding year are available from the bookkeeper, the Finance Committee will calculate the prudent reserve, publish it on the Finance Committee page of the CoDA website, and announce it via the CoDA Announcements.)

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

Per the National Council of Non-Profits:

“Most [prudent reserve] standards are based on a formula to have enough unrestricted cash to cover operating expenses for a number of months. A commonly used reserve goal is three to six months’ expenses.”

Source: <https://propelnonprofits.org/resources/nonprofit-operating-reserves-policy-examples/>

Per the current Fellowship Service Manual, part 2, page 11, CoDA currently advises:

“An Intergroup’s and/or Voting Entity’s (VEs) Prudent Reserve is generally 2-3 months of average operating expenses put in “reserve” in a meeting’s budget. Its principal purpose is to provide the financial resources to continue the essential services of its Intergroup and/or VE for up to 2-3 months (or longer) in the event of unexpected and substantial reduction in the normal revenues of the meeting group(s). The prudent reserve is intended to cover expenses in the event that the group has unusually low attendance or donations. A prudent reserve is made up of a group’s ongoing expenses such as rent, phone line(s), CoDA endorsed literature, refreshments, website fees and various miscellaneous expenses like photocopy expenses, etc.”

HOWEVER, the Fellowship Service Manual, part 5, page 13, specifies that for CoDA world level of service:

“Prudent reserve equals \$250,000 or equal to half of the total actual operational expenses for the previous two calendar years, whichever is greater.”

Even after a “Once in a Lifetime Global Pandemic”, our expenses did not exceed our income; therefore, we propose that CoDA World adopt an industry accepted Prudent Reserve of 50% of the previous year’s realized operating expenses (aka 6 months of average operating expenses).

Remarks:

What is the financial impact of this motion to the CoDA Budget this year and in future years?

This motion resets the prudent reserve to industry standards and frees up additional funds to help serve the still suffering codependent.

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:”.

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 # 3** see below _____
- Change of Responsibility:** _____
- Other:** _____

Specific details:

Section # and title:03 Standing Committee / Finance Committee
Copy and Paste from most current FSM on coda.org

The current version reads:

Finance Committee Responsibilities:

- Review annually the amount of our prudent reserve, which is currently defined as equals \$250,000 or equal to half of the total actual operational expenses for the previous two calendar years, whichever is greater.

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: _____