



**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: _____

Motion submitted by: Voting Entity (VE)

VE Name: _____

Submitted Date: May 6, 2024

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

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

Motion Name: World Committee Requirements

Motion –

Effective July 26, 2024, the requirements for a World Level Committee are as follows:

1. One member elected to serve as Chair; Chair role not to be divided among multiple members
2. Minimum of 3 active members (including the chair)

Intent:

To align with the Finance Committee’s “Guidelines for a rotation for funding face to face (F2F) CoDA Committee meetings”; under policies

#1- Committees must have a functioning chair to be awarded F2F funds.

Provide an identified role for leadership duties which include CoDA Service Conference (CSC) and F2F meetings travel arrangements and completion of required reimbursement documents.

Remove concerns of breaking anonymity of personal information being shared within a committee (i.e., email lists and other contact information).

Provide one point person for the Board Liaison to communicate with.

Tradition Nine- CoDA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

Tradition Twelve- Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Remarks:

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

- CoDA Bylaws: Page/Section # _____
- FSM Part 1 – Structure and General Information: Section # 02
- 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:

Part 5

Section #03: CoDA Standing Committees

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Currently written:

Effective October 15, 2018, the suggested guidelines for a World Level Committee is as follows:

- 1. Has a minimum of 3 active members.*
- 2. Creates/updates, within a year from CSC, a Policy and Procedures Manual that specifies the Committee's*

mission statement and its goals.

3. Posts, in an area accessible to the Fellowship, the committee's Policy and Procedures Manual, which includes

it's mission statement and goals and, when possible, the Conference motion(s) that created the committee.

4. At minimum, conducts meetings every other month.

5. Posts, to an area accessible to the Fellowship, the approved and corrected minutes of the committee's regularly scheduled business meetings.

New,

replace title, add new #1 and #2 as written in the motion, and renumber remaining items

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

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

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

(Data Entry Use Only)

Motion result: _____