



**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) CoDA Literature Committee (CLC)

Motion submitted by: Voting Entity (VE) Name: _____

Submitted Date: April 30, 2024

Motion Number: 3

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

Motion Name: Procedure for accepting voting entity or CoDA World service committee literature that is presented at the CoDA Service Conference.

Motion:

CoDA Service Conference to adopt the following procedure for voting entity or CoDA World service committee literature that is presented at the CoDA Service Conference. This procedure will be added to the Fellowship Service Manual, Part Four, Section Two entitled: Guidelines for presenting voting entity motions for the CoDA Service Conference.

Procedure for accepting voting entity or CoDA World service committee literature submitted to the CoDA Service Conference:

For a new piece of literature that is submitted by a voting entity or CoDA World service committee to be considered for publication, it must comply with the following points:

1. Speaks from the voice of CoDA as a whole.
2. Contributes something new to the existing CoDA literature.
3. Adheres to The Twelve Traditions of Co-Dependents Anonymous.

4. Contains material that is relevant to CoDA's Twelve Steps, Twelve Traditions, Twelve Service Concepts, and the other parts of working the CoDA program of recovery.
5. Was written to reflect the experience, strength and hope of working the CoDA program and was reviewed and approved by a voting entity or World service committee via informed group conscience.
6. Does not contain any material which is copyrighted by an individual or organization outside of CoDA, Inc.
7. Follows the current CoDA Literature Committee Style Sheet.
8. Authors must individually sign a copyright assignment to CoDA Inc., with the understanding they may not continue to publish or use this particular work as their own.

PROCEDURE:

1. A voting entity or CoDA World service committee submits a piece of literature as a motion, which is provisionally endorsed by 2/3 majority at the CoDA Service Conference.
2. The CoDA Service Conference assigns the piece of literature to the CoDA Literature Committee.
3. The CoDA Literature Committee's initial response, to be completed within two weeks of the end of the CoDA Service Conference:
 - a. Is the piece in English?
If not, return for translation.
 - b. Is the piece already copyrighted within CoDA World?
If yes, forward to legal liaison and CoDA lawyer.
 - c. If no other copyright exists, then proceed.
4. CoDA copyright assignment process takes place.
5. Once copyright assignments are in place with CoDA, Inc., an email will be sent to the voting entity or committee regarding the next steps. The letter will include an invitation to send a representative to join the project group that is working on this new piece of CoDA literature.
6. The CoDA Literature Committee will create a project group to read the piece and present to the full CoDA Literature Committee to assign it a status of:
 - a. Accepted as presented The CoDA Literature Committee will submit a motion at the next CoDA Service Conference to endorse the piece for publication.
 - b. Needs work Some editing is needed to correct problems with meeting expectations or improving the clarity of the piece. The amount of work is projected

to be accomplished in time for endorsement by the next CoDA Service Conference.

- c. Multi-year project Occasionally, a great deal of work may be desirable for expansion and clarity. The CoDA Literature Committee will provide updates about these projects in their quarterly and annual reports. When completed, the CoDA Literature Committee will bring these pieces of literature to a future CoDA Service Conference for endorsement.

7. Provisionally endorsed pieces of literature will no longer be posted on coda.org.

Intent, background, other pertinent information:

1. This procedure makes clear the process and the responsibilities for voting entities and CoDA World service committees that bring new literature to CoDA Service Conference. It also makes clear the CoDA Literature Committee process and responsibilities after the CoDA Service Conference.
2. The 2017 CoDA Service Conference passed motions #17001 and #17002 to create a way for voting entities and CoDA World service committees to bring literature directly to the CoDA Service Conference in a two-year endorsement process. The responsibility for following through post CoDA Service Conference was not addressed. The lack of a clear process following CoDA Service Conference endorsement has created confusion, lack of follow through, and delays. The 2017 motions did not include a change to the FSM.
3. The goal of this 2024 motion is to ensure that the voting entity and CoDA World service committee literature is shepherded through a fair and standard process, with clear accountability.
4. Posting drafts of provisionally endorsed literature on coda.org has created confusion and harm to CoDA as a whole. These drafts have not been fully endorsed, yet many members have made copies and edited them for their own purposes. This is a copyright infringement and intellectual property theft.
5. New CoDA Service Conference endorsed literature is made available for purchase at corepublications.org and from voting entity websites outside of the United States. The sale of our literature is the major source of income supporting the CoDA Fellowship. Downloading CoDA literature withholds revenue from the CoDA Fellowship.

Remarks:

This procedure will be added to the CoDA Literature Committee Policies & Procedures, which is available on the committee webpage at coda.org.

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 # 2** _____
- 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

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: _____