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: CoDAteen Committee

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

Submitted Date: 5/8/24

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@coda.org.
- **Revisions** are due **60 days** prior to CSC which for this year is **Thursday, 2024 May 23.**

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

Revision #: __1_____   Revision Date: _5/22/2024_____

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: Revisions / Updates to CoDAteen Handbook

Motion – :
The CoDAteen Committee has found that as CoDAteen evolves and progresses, the CoDAteen Meeting Handbook needs to undergo updating and revisions. As a living document, we propose the updates shown in the attached document.

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

The CoDAteen Committee has made significant progress in the development of CoDAteen processes. This includes adult host/meeting sponsor roles and responsibilities, training, vetting and approval of the adult hosts/ meeting sponsors to keep our meetings safe for the CoDAteens. These process changes have been incorporated into the attached CoDAteen Handbook revision.

Specifically, the training process is now the shared responsibility between the CoDAteen Committee and the CoDAteen meeting sponsoring group.

Host/Sponsor has been clarified as the adult host/meeting sponsor to eliminate confusion of the role of the adult host as the adult who offers guidance to the CoDAteen meeting and does not sponsor the CoDAteen.

Remarks: Other than the above-mentioned modifications, there are no significant intent changes. All areas of revision have been highlighted in the attached document.

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 #**_____
__x__**FSM Part 5 – World Level Service Details: Section # 03 CoDAteen Committee**
                Page 9 & 10

____**Change of Responsibility:** _____
____**Other:**_____

Specific details:

Section # and title: Section#3, CoDA's Minimum Behavioral and Safety Requirements for CoDAteen

Current Wording in the FSM:

CoDA's Minimum Behavioral and Safety Requirements for CoDAteen
To ensure the safety of CoDAteen members, at the recommendation of the CoDA Board of Trustees and the CoDAteen Committee, all CoDA members who work with CoDAteens are required to be sponsored and approved an adult CoDA group, intergroup, region or voting entity and meet the qualifications listed below.

Through group conscience, a sponsoring group is required to adopt a process to approve adult hosts/sponsors who work with CoDAteen members register with CoDA World. The approval process must meet the minimum requirements listed below.

1. **Every adult CoDA member or host/sponsor involved with CoDAteen must:**
   *Be a CoDA member regularly attending CoDA meetings who has a sponsor and is working the Twelve Steps and Twelve Traditions according to the CoDA program of recovery.
   *Be at least 25 years old with a minimum of 3 years of recovery in CoDA and have participated in CoDA service work.
   *Not have been convicted of a felony.
   *Not have been charged with any form of child abuse.
   *Not have been charged or demonstrated any inappropriate sexual behavior or be named on any sex offender's list.
   *Demonstrate emotional stability and sobriety.
   *Remain free from mind altering substances during meetings and service work.
   *Not have demonstrated violent tendencies or coercive abuse that could harm a CoDAteen member.

2. **There must be two CoDA sponsors/hosts at every CoDAteen meeting, but if this is not possible, one adult sponsor/host who is certified and sponsored by a CoDA group and meets all other requirements may be acceptable.**

3. **The group requirements must prohibit overt and covert sexual interaction between any adult and CoDAteen member.**

4. **The group requirements must prohibit conduct contrary to applicable laws. Research your local area for requirements according to the law.**

5. **The group requirements must contain procedures which include parental permission and medical care for the teen to participate when necessary. In some circumstances, it might be possible to accept a referral from a counselor, teacher, or doctor (See sample Parental Permission Letter in Section 5 – Service Forms in the CoDAteen Handbook).**

6. **Adopt a process of training adult sponsors/hosts using recommendations and resources from CoDAteen at CoDA World.**

7. **Adopt a process for addressing problem behaviors within the group, using recommendations and resources from CoDAteen at CoDA world.**

Other points for groups to think about or consider:

1. Requiring two CoDA sponsors/hosts at every CoDAteen meeting.
2. Having background check, many areas require this by law to work with minors.
3. Deciding on age ranges for your group. In general, CoDAteen is for "teens" ages 13 to 18 however there may be younger children who are ready for CoDAteen who can participate safely in a sharing and learning experience. Each group may decide through group conscience on an acceptable age range, or they may decide to divide their meetings based on the age range. It is encouraged that older teens begin attending CoDA adult meetings while attending CoDAteen to have a smooth transition or they may form a" young adult" CoDA group.
4. Connecting CoDAteen conferences or conventions with CoDA Intergroups, Regions or Voting Entities.
5. Hosting a CoDAteen meeting that meets at the same time and place as the sponsoring CoDA meeting or group.
6. Be conscious about diversity.
7. Avoiding one-on-one interactions.
8. Always having an appropriate ratio of adults to CoDAteen members.
9. Ways CoDAteen members can be transported to and from events.
10. Organizing informational and awareness activities i.e., inviting CoDA speakers, setting up workshops, and/or information booths etc. about codependency for teens, adult hosts/sponsors and/or community.
11. Having local legal counsel review the group requirements for working with minors.

The coda.org website has many resource and free downloads to help, including **CoDAteen Meeting Handbook** found on the CoDAteen webpage at **coda.org**

New Wording:

CoDA's Minimum Behavioral and Safety Requirements for CoDAteen
To ensure the safety of CoDAteen members, at the recommendation of the CoDA Board of Trustees and the CoDAteen Committee, all CoDA members who work with CoDAteens are required to be sponsored and approved an adult CoDA group, intergroup, region or voting entity and meet the qualifications listed below.

Through informed group conscience, an adult sponsoring group is required to adopt a process to approve CoDA adult hosts/meeting sponsors who work with CoDAteen members register with CoDA.org/CoDAteen. The approval process must meet the minimum requirements listed below.
Every CoDA adult host involved with CoDAteen must:
1. Be a CoDA member regularly attending CoDA meetings who has a CoDA sponsor or CoDA co-sponsor and is working the Twelve Steps and Twelve Traditions according to the CoDA program of recovery.
2. Be at least 25 years old with a minimum of 3 years of recovery in CoDA and have participated in CoDA service work.
3. Not have been convicted of a felony.
4. Not have been charged with any form of child abuse.
5. Not have been charged or demonstrated any inappropriate sexual behavior or be named on any sex offender's list.
6. Demonstrate emotional stability and sobriety.

7. Remain free from mind altering substances during meetings and service work.
8. Not have demonstrated violent tendencies or coercive abuse that could harm a CoDAteen member.
9. There must be two vetted and approved CoDA adult hosts at every CoDAteen meeting, but if this is not possible, one vetted adult host who is certified and sponsored by a CoDA group and meets all other requirements may be acceptable.
10. The group requirements must prohibit overt and covert sexual interaction between any adult and CoDAteen member.
11. The group requirements must prohibit conduct contrary to applicable laws. Research your local area for requirements according to the law.
12. The group requirements must contain procedures which include Parental Permission Letter and medical care for the CoDAteen to participate when necessary. In some circumstances, it might be possible to accept a referral from a counselor, teacher, or doctor (See sample Parental Permission Letter in Section 5 – Service Forms in the CoDAteen Handbook).
13. The CoDA adult sponsoring group and CoDAteen Committee share the responsibility of following the CoDAteen approved process for training and vetting the adult hosts using recommendations and resources offered by the CoDAteen committee and the CoDAteen Meeting Handbook.
14. Adopt a process for addressing problem behaviors within the CoDAteen group, using recommendations and resources from the CoDAteen Meeting Handbook and other resources at CoDA.org/codateen.

Other points for groups to think about or consider:
1. Requiring two vetted and approved CoDA adult hosts at every CoDAteen meeting.
2. Having background check, many areas require this by law to work with minors.
3. Deciding on age ranges for your group. In general, CoDAteen is for "teens" ages 13 to 18 however there may be older people (e.g., 18+ who may be college and university students) who may wish to participate. There may also be younger children who are ready for CoDAteen who can participate safely in a sharing and learning experience. Each group may decide through group conscience on an acceptable age range, or they may decide to divide their meetings based on the age range. It is encouraged that older teens begin attending CoDA adult meetings while attending CoDAteen to have a smooth transition or they may form a" young adult" CoDA group.
4. Connecting CoDAteen conferences or conventions with CoDA Intergroups, Regions or Voting Entities.
5. Hosting a CoDAteen meeting that meets at the same time and place as the sponsoring CoDA meeting or group.
6. Be conscious of diversity.
7. Avoiding one-on-one interactions.
8. It is suggested to maintain an appropriate ratio of adults to CoDAteen members (Larger meetings may require additional CoDA adult hosts).
9. Ways CoDAteen members can be transported to and from events.

10. Organizing informational and awareness activities, for example, inviting CoDA speakers, setting up workshops, and/or information booths about codependency for teens in the CoDA community.
11. Having local legal counsel review the group requirements for working with minors.
12. CoDA World has many resources and free downloads to help, including the CoDAteen Meeting Handbook found on the CoDAteen webpage at www.coda.org/codateen.

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: _____