CoDA GLOSSARY

Word or phrase	Definition
Ad hoc committee:	Committee formed for a specific task or objective; then dissolved after the completion of the task or achievement of the objective.
Alternative Format Meetings (AFM)	All meetings that do not physically meet face-to-face in a physical location. Consists of all telephone and online meetings, nationally and internationally. AFMs differ in structure from typical face-to-face meetings in that their Intergroups and/or Voting Entities are not necessarily grouped according to their geographical local areas.
Board Liaisons	The Board assigns a member to serve as liaison to each standing committee as well as other CoDA service entities such as FSWs, ad hoc committees, and Task Forces. The liaison provides a communication link between the Board and the committee or service entity. For more information, please go to Part 5 of the FSM, Structure and General Information Details.
Bylaw Motions	Those motions that change something in the bylaws. Bylaws outline the structure of our organization. They establish and protect the rights, and specify the duties and responsibilities of an organization's members, Board of Trustees, and others. They determine how those legally in charge are nominated or elected. Legally, they must be formally adopted and amended according to the procedure defined within them.
Bylaws	Rules and regulations (or laws) enacted by an association or a corporation to provide a framework for its operation and management. Bylaws contain the most fundamental principles and rules regarding the nature of an organization.
Carry the message (Outreach)	This Twelfth Step work means, in part, to get information about CoDA and CoDA meetings out into your community so the information is available to other codependents who still suffer. It also reflects how one conducts oneself as an example of recovery.
Chairs Forum	Created to give the CoDA Chairs the opportunity to strategically work on topics and common goals and to share their CoDA Experience, Strength and Hope with each other. The Chairs Forum works in a collaborative, productive and respectful manner. Topics can include educational and informational issues, and those identified problems that can be better solved collectively. Chairs Forum also assists new committee chairs in how to be a chair and have an smoother operating committee. The Chairs Forum collaborates on motions in preparation for CSC. By working on these goals, we strive to become better chairs.
Co-Dependents Anonymous, Inc. (CoDA®)	A non-profit corporation created by the Fellowship of CoDA Inc to serve its business and legal needs. As such, CoDA, provides a center of on-going support, outreach, and information for the spiritual program of Co-Dependents Anonymous.
CoDA®	Co-Dependents Anonymous (® = Registered Trademark)
CoDA Resources Publishing, Inc. (CoRe)	A non-profit corporation, established by the CoDA Service Conference, to perform specific duties related to the publication and distribution of literature for our program. This avoids problems of money, property, and prestige, allowing the CoDA membership to avoid disruptions to our program's primary spiritual purpose. The voting members at the CoDA Service Conference elect CoRe's Board of Directors. CoRe is a completely separate corporation from CoDA, but the CoDA trustees and the CoRe Board of directors are elected by the same voting members at Conference and are responsible to the same people, the Fellowship of CoDA. CoRe's primary mission is to ensure that CoDA literature be produced in a timely and cost efficient manner.
CoDA Service Conference (CSC)	The annual business meeting of CoDA Inc.
CoDA service structure	CoDA service structure is comprised of members from the Fellowship who have stepped forth from their local organizations to serve and participate in the process of translating the will of the greater CoDA Fellowship into action at the CoDA Fellowship level. For more details refer to 1) The Service Structure Chart in Fellowship Service Manual (FSM) Part 1. 2) Inverted Pyramid description below.
Community Problem Solving Method	A basic four-stage process: 1) Identifying an issue or problem - gathering information, 2) Brainstorming - formulating solutions or recommendations, 3) Crafting a motion from the suggested solutions or recommendations 4) Voting on the motion (No second or amendments are needed.) See Fellowship Service Manual (FSM), Part 4 for more information.
Community Problem Solving Method of Decision Making:	The CPSM process is used by committees and Voting Entities (VEs) to formulate preliminary motions which are then voted on at conference instead of using "Roberts Rules" for bringing a motion to vote. See Fellowship Service Manual (FSM), Part 4 for more information.
CoRe®	CoDA Resource Publishing, Inc.
Crosstalk	Crosstalk can be: giving unsolicited feedback, advice-giving, answering, making you and we statements, interrogating, debating, criticizing, controlling or dominating. It may also include: minimizing another person's feeling or experiences, physical contact or touch, body movements, such as nodding one's head, calling another person present by name, or verbal sounds and noises. For more information, please refer to the Newcomer's Handbook and Experiences with Crosstalk.
Delegate Grant	Travel grant that offers financial assistance for Voting Entity Delegates to physically attend the CSC.
Email List Coordinator	Responsible for handling the various announcement lists and the emailing of content to the addresses on those lists.
Facilitator at CSC	The key responsibility of the Facilitator is to guide the group conscience (GC) process and the Community Problem Solving method for Decision Making while maintaining an environment which the process can flourish. See FSM Part 4, Section 5.

Fair use rule of copyright law	An author may make limited use of another author's work without asking permission. This means that only a small portion (never more than 1 or 2 paragraphs) may be used and no permission is required to do so. Service items that are available on the website may be sent in full.
Fellowship	1) "Fellowship" is capitalized when referring to the members of CoDA. 2) The act of gathering before or after a meeting for additional discussion or friendliness, this form is "fellowship" without the capital letter.
Fellowship Service Worker (FSW)	Independent Contractors who are paid members of the Fellowship are known as Fellowship Service Workers (FSW). Also see Independent Contractor description.
Flaming	A written or verbal attack on a person, a person's opinions, or a person's point of view, distributed to multiple addresses, usually via email or text, often done in all capital text, often done with profanity and/or punctuation (example: !!!).
Focus Meetings	Meetings may additionally designate, on the CoDA.org Meeting Finder, the focus of the meeting in any way they wish so long as the four Foundational documents are read at every meeting: The CoDA Steps, The CoDA Traditions, The Preamble and The Welcome (long and short version). The Meeting Finder shall state, in that case, "Information about such focus designations or other particulars will be available from the contact persons listed" for those meetings. However, in respecting the spirit of Traditions One, Three, and Five, we honor one exception; no member of our Fellowship shall be turned away from even a closed or restricted meeting, if there is no other meeting available to this person.
Foundational Documents	Those documents considered important to or defining of the foundation of our program. Included but not limited to are the: Welcome (long and short version), Preamble, Twelve Steps, Twelve Traditions, Patterns & Characteristics of CoDependents and Recovery Patterns and Characteristics of Co-Dependence, Twelve Promises, Twelve Service Concepts, and the Fellowship Service Manual (FSM). Note: These documents may not be changed without the approval of the CoDA Service Conference (CSC) except for the following: corrections of approved changes made incorrectly; grammar errors; typos; and instances where permission has been given by the CSC for other changes to be made without their approval.
Gratitude Month	November, a time for individuals, local meetings, Intergroups and Voting Entities to give thanks for how CoDA has helped them to live life. CSC (CoDA Service Conference) suggests that groups at all levels sponsor Gratitude Month by sending donations to CoDA entities of their choice and/or by donating additional service to the CoDA entity of their choice.
Group Conscience	The collective conscience of the group membership. This represents substantial unanimity on one issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of CoDA's principles. A group conscience (GC) does not require unanimous vote to make action. It is a simple majority.
Group Conscience Process	Used to make decisions at all levels of CoDA. The home group typically has a monthly business meeting to discuss issues affecting the group such as how to address crosstalk, what literature to buy, how to welcome newcomers, etc. A group conscience may also be asked for during a regular meeting, if a decision is needed right away and can't wait for the regular business meeting. Anyone may ask for a group conscience at any time during a CoDA meeting, if and when immediate attention is needed to ensure the safety of an individual or the group, or to uphold the CoDA Traditions.
Group Service Rep (GSR)	Each meeting is encouraged to select a GSR to carry their group conscience decisions to the Intergroup; or, if there is no Intergroup, to their Voting Entity (VE). They also bring back important information to their meetings, such as updates, announcements, and flyers. (Usual term 1 to 2 years) Sometimes called Community Service Reps.
Guidelines (vs Bylaws)	Statements or indications of policy or procedures by which to determine a course of action. They are not bylaws, they are policies and procedures which are not mandatory.
Home Group or Home Meeting	While having a "home meeting" does not afford us any special rights or privileges at the meeting, many of us find that having a particular meeting where we focus our participation and service work is helpful to our recovery. CoDA is about building and maintaining healthy relationships and those relationships can develop most easily among people we see frequently. CoDA is a community, and this is most evident at the meeting level. Because of this, many choose to identify a home meeting, which we attend regularly.
Host Grant	Travel Grant Opportunity (financial assistance) for Host City Delegates to attend a future CSC.
Independent Contractors	A paid individual or company that provides support services to CoDA. The CoDA Board of Trustees is responsible for the execution and oversight of these services. Independent Contractors who are paid members of the Fellowship are known as Fellowship Service Workers (FSW).
International Grant	Travel Grant Opportunity (financial assistance) for International Delegates to physically attend CoDA Service Conference (CSC).
Intergroup	Provide services to the local meetings. These services may include maintaining local meeting lists, newsletters, speakers lists, workshops or other types of recovery events. Intergroups may send one or more service representatives to the Voting Entity (VE), usually determined by a group conscience of the VE. Not all VE's have Intergroups in which case the meeting GSRs attend the VE meetings. Some Intergroups may include multiple VEs (i.e multiple states such as the New England Intergroup).
Inverted pyramid	The broad pyramid top represents the members of CoDA, and authority, power, and direction resides with them. Members of groups may exercise power through the group conscience. Authority and power flow down to and thru a groups Trusted Servants and area Intergroup, then on to the Voting Entity's (VE) Intergroup and the VE's delegates and eventually to the bottom of the pyramid where we find our CoDA Boards, committees and service corporations.

Meeting	A group of two or more people who come together around their shared desire for healthy and loving relationships. The meeting uses the *Twelve Steps* and *Twelve Traditions* of Co-Dependents Anonymous as the basis for working toward recovery. It is a place to find sponsorship and fellowship as well as the sharing of Experience, Strength, and Hope (ESH). The requirements are to read the four Foundational Documents at every meeting.
Meeting Officers	Those that hold a leadership position in a CoDA meeting. A list of possible meeting officers can be found in Part 2 of the Fellowship Service Manual (FSM), which is also known as "The Meeting Handbook".
Open Share Meeting	This type of meeting often has no topic or individual speaker, giving members an opportunity to share their Experience, Strength, and Hope (ESH) on their recovery as they wish.
Policy Motions	Those motions that change something in our Policies and Procedures Manual (P&P). CoDA Policies typically describe a principle or rule to guide decisions and affect the overall management of Corporate and Fellowship affairs. An example is the Expense Reimbursement Policy.
Procedural Motions	Motions that change something in our documented Procedures. Procedures are the specific steps that we follow to accomplish various tasks. They keep the "business" of CoDA, Inc. functioning.
Prudent Reserve	Two or three months' worth of meeting expenses. Meeting expenses include items such as rent, supplies, refreshments, and Conference Endorsed literature. The prudent reserve is intended to cover expenses in the event that the meeting has unusually low attendance or donations.
QSR	Quarterly Service Report
Quorum at CSC	The CoDA Service Conference (CSC) Facilitator determines how many Voting Members are present at the Conference which will determine a quorum. This quorum is established at the beginning of the first business meeting of the Conference. A two-thirds (2/3) count of the registered and accounted for accredited Voting Members in attendance shall constitute a quorum.
Recovery Celebration Plan	Some members of the Fellowship may choose to celebrate the anniversary of the start of their recovery by either doing some extra service work or by sending some amount of money a year for each year of recovery they have in CoDA to the CoDA entity(ies) of their choice.
Right of Dissenting Opinion	Even a minority of one, favoring or opposing an issue, has a right to be heard after voting. See Fellowship Service Manual (FSM) Part 4: "Community Problem Solving Method of Decision Making".
Speaker Meeting	This type of meeting features a personal story of recovery shared by one or more individuals. Speakers share their personal Experience, Strength, and Hope (ESH) in the program. The meeting may or may not include open sharing after the speaker.
Standing Committee	A permanent committee that was created by the CoDA Service Conference (CSC). For a list of CoDA standing committees please see Part 1 of the FSM. For more details on each committee please see Part 5 of the FSM.
Step or Tradition Study Meeting	In this type of meeting, the meeting uses CoDA Conference Endorsed literature as a foundation for study, discussion, or sharing related to CoDA's 12 Steps and/or 12 Traditions.
Task Force	Temporary group of people formed to carry out a specific mission or project, or to solve a problem that requires a multi-disciplinary approach.
Thirty seconds	A time out; everyone ceases talking and spends time seeking guidance from Higher Power. At the end of the thirty seconds, someone calls "time," and members may choose to say the Serenity Prayer before resuming the meeting.
Topic Share Meeting	This type of meeting opens with the meeting leader or another member of the group suggesting a specific topic, i.e., the Steps, setting boundaries, sponsorship, etc.
Travel Grant Opportunity	North American and International Delegate Grants are intended to assist Voting Entities (VE's) that are financially challenged with physically sending a delegate to CoDA Service Conference (CSC).
Trusted servant	A member of CoDA who provides a service function at any level of our Fellowship. Trusted Servants utilize the 12 Traditions in all their service work, especially Tradition 2 which states: For our group purpose there is but one ultimate authority: a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern.
Twelve Step program	The basis of our program is the *Twelve Steps* and *Twelve Traditions of Co-Dependents Anonymous*, Inc. What all CoDA members share in common are these *Twelve Steps* and *Twelve Traditions*.
Voting Entity (VE)	A level of Fellowship within CoDA that handles the business aspects for a group typically made up of two or more Intergroups and/or Meetings. It's primary purpose is to represent the members of its communities by sending elected delegates to the CoDA Service Conference (CSC). All US states, as well as countries, are Voting Entities (VEs). Each VE may send 2 delegates to CSC. See Issues Mediation Committee (IMC) "Voting Entity Division Process" in the Fellowship Service Manual (FSM), Part 5 for guidelines to potentially split a VE.
Voting Entity Delegates	Delegates that carry the will of their Fellowship to the CoDA Service Conference (CSC). They are voting members at the CSC and thus vote on all CSC business. They also bring important information back to their Fellowship.
Voting Entity Motion	Those issues that are formed as a result of a group conscience process at the Voting Entity level that are presented as motions at the CoDA Service Conference (CSC). They are encouraged to reach out the CoDA Board for assistance/guidance in preparing their motion.
Webmaster	A Webmaster takes care of the front end of a website. They are responsible for the day to day activity and maintenance of the site. This includes adding notices, flyers, uploading new or updated documents and adding small applications as required. Additions to any databases on the site will also be added by the webmaster. Issues with the database or any other parts of the website not working properly may (and very often will) require the web developer to troubleshoot and repair.

Web Developer	A Web Developer takes care of the back end of a website. The web developer writes the code that creates the site. This code is not seen as such, but is translated into a graphic interface. They may also add any functional software for things that look up pages on the site, read and provide reports from a database, allow communication with webmaster or other people.

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