CoDA Service Conference 2023 Motion Form

Check one: __x_ **Motion** (Board - CoDA Inc.)

__ **Motion** (Board - CoRe – CoDA Resource Publishing)

__ **Motion** (Committee)

Committee Name - _____

__ **Motion** (VE - Voting Entity)

Voting Entity Name- _____

Submitted Date: _____5/10/2023_____
Due 75 day prior to CoDA Service Conference (CSC)

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

Revision #: _____   **Revision Date:** _____
Due 60 day prior to CoDA Service Conference (CSC)

Motion Name: __ Conducting group conscience business meetings for the FSM.

_____

 Motion: To add two new paragraphs as written below about holding business meetings and using the group conscience process at the local level to FSM: Part 2, ssection one- Meeting Handbook.

1. Consider Holding Regular Business Meetings:

(from Building CoDA community -Healthy Meetings Matter)

"*Healthy meetings hold regular business meetings. Many groups find it convenient to schedule their business meeting monthly, before or after the regular meeting. The dates and times of business meetings are announced ahead of time so that members can plan to attend. Business meetings are open to all CoDA members, and any CoDA member who is present may participate in the group conscience. The greater the input, the more the decisions made will reflect the needs of the group.*

Business meetings have a facilitator, or chairperson. This is usually a member who has some time in the CoDA program and who is familiar with the CoDA Traditions. Generally, there is a treasurer's report and a secretary's report, a review of decisions made at the last meeting, and discussion of any new issues or concerns. A wide range of issues may be addressed. Anything that affects the functioning of the CoDA meeting is appropriate. A group may need to elect a trusted servant, such as a new treasurer or a group service representative (GSR) to the local intergroup or voting entity. A group might discuss and decide which literature to buy. There may be questions about the meeting format: "Will we set time limits on sharing?" "Will we give welcome chips to newcomers?" Questions about the no-crosstalk guidelines or other ideas may be fully explored at a business meeting, rather than taking time during the regular meeting.

Business meetings provide a forum for concerns to be aired and resolved. Sometimes it is best to have an initial discussion the month an issue is raised and wait until the next business meeting to arrive at a group conscience. Group issues are decided by members within the framework of our Fourth Tradition: "Each group should remain autonomous except in matters affecting other groups or CoDA as a whole."

2. Conducting Business Meetings using the Group Conscience Process.

The group conscience process is used to make decisions at all levels of CoDA. A CoDA 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.

The spiritual structure of CoDA is based on Tradition Two: "*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.*"

The Community Problem Solving Method (CPSM) is used in World Service CoDA and can be adapted at all levels of CoDA to facilitate group conscience decision making. It is a friendlier and more cooperative method of decision-making than the traditional "Roberts Rules". Motions or group conscience decisions are made only after information around the problem has been gathered, solutions brainstormed and all member's viewpoints have been heard and considered.

The process has four steps:

1. <u>Identifying a problem</u>: A member puts forth an issue/ agenda item for the business meeting. The discussion would then be open for questions, clarifications, and gathering any additional information.

2. <u>Brainstorming</u>: Solutions or suggestions are put forth. A common tool used by groups is a "round robin" which is a specialized brainstorming technique in which everyone takes a turn generating and developing ideas in a group. The process relies on each team member building off previous contributions by adding clarifications, challenges, and improving upon the original idea in rounds.

3. <u>Crafting a "motion" or forming a group conscience decision</u> *(local business meetings do not need to make "formal motions")*. At this point, because everyone has had a chance to be heard without interruption, the formulated decisions are the combined conscience of all the members present. Compromise (finding middle ground) is often reached without extra effort. At this point, the group may ask if any further discussion is needed or another round robin is needed before finalizing the decision or to clarify what is the issue that is coming to a vote. *(no need to ask for "pros" and "cons" unless desired by the group)*

4.   Vote on the issue. Unanimity is the goal, but a majority is a group conscience. If the vote is not unanimous, an opportunity for a minority opinion is offered.

Thirty Second Timeout: "Occasionally, a member(s) may engage in unsafe behavior by not respecting the boundaries of others, or someone may perceive that to happen. In such a situation, any member may call for a "time out" or "thirty seconds." During a time out or thirty seconds, everyone ceases talking and spends time seeking guidance from Higher Power. At the end of the thirty seconds, someone calls "time" and members recite the Serenity Prayer before resuming the meeting." –**Disagreement, Mediation, and Resolution**, page 1

(for background and full description of CPSM in World Conference meetings see: FSM…..)

[4022-Healthy-Meetings-Web.pdf (coda.org)](#) see this free download for more information on the Group conscience process and business meetings.

Intent, background, other pertinent information:

 To expound on and encourage business meetings using the group conscience process and adapting the Community Problem Solving Method (CPSM) for local meeting and Intergroup/Regional Voting Entity use.

Remarks: No real description of business meetings is currently present in the FSM Part 2 – Meeting Handbook.

This motion requires changes to: (please check any that apply)
_____ Bylaws **____ FSM P1** **___x FSM P2**
____ FSM P3 **____ FSM P4** **____ FSM P5**
____ Change of Responsibility
____ Other: _____

(Data Entry Use Only)

Motion result: _____

Please email to **submitcsc@coda.org**
(If you want assistance writing your motion, please send email to
Board@CoDA.org)