



### CoDA Service Conference 2023 Motion Form

Check one:  **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. ( ) 2. (  ) 3. ( ) 4. ( ) 5. ( ) (Check One)

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

**Motion Name:** Replacing Robert’s Rules of Orders Part 4 section 6

**Motion:** To remove Robert’s Rules of Order and to expound on the Community Problem Solving Method (CPSM) for use at all levels in CoDA by making changes to FSM Part 4, Section 6, as below:

**DELETE (strikethrough):**

## Business Meetings

A business meeting at the Intergroup level is usually expressed by the group conscience of the selected/elected GSRs and officers. They may be held monthly, quarterly and may be bi-yearly depending on CoDA related business needs.

Business meetings at the Voting Entity (VE) level are usually expressed by the group conscience of the selected/elected Intergroup(s) GSR(s) (group service representatives) and VE officers. The date and place of business meetings are customarily rotated between major cities in the VE where there are enough volunteers to set up and operate the meeting. If an Intergroup is both an Intergroup and a Voting Entity, there may be no need for meeting rotation between major cities.

## Special Meetings

During the year, a Special Meeting at either the Intergroup level may be called by its officers and/or at the Voting Entity level by the Board, or by a petition from not less than one-third (1/3) of the Group Representatives (in the case of a VE) or GSRs (in the case of an Intergroup) of all current registered group meetings. The petition is to be addressed to the Board (or Intergroup, if applicable) and shall specify the reasons that a Special Meeting is being called. It is then incumbent upon the Board, or Intergroup, to arrange the meeting as soon as possible and to notify the Fellowship.

## VE Assembly or Conference

An Assembly or Conference is a Voting Entity (VE) meeting (or if an Intergroup is a combination of an Intergroup and a VE then this meeting would be an Intergroup/NE meeting) called upon once a year for the purpose of (1) members of the VE to attend and address the Assembly and submitting and voting on motions; (2) selecting and electing vacant officer positions; (3) selecting and electing delegates and alternate delegates to go to CoDA Service Conference; (4) selecting and passing on Voting Entity Issues from the Fellowship to Conference; and (5) establishing and Intergroups/VE's procedures and guidelines within the framework of CoDA's 12 Traditions, 12 Steps and 12 Service Concepts and their Bylaws or Guidelines. They may or may not decide to follow *Robert's Rules of Order*.

## ~~Community Problem Solving Method of Decision: Bringing A Motion To Vote?~~

~~One option that can be used in group decision making when bringing a motion to vote would be to use the Community Problem Solving Method of Decision Making found in Part 4 of the FSM, CoDA Service Conference Procedures. The other is the Robert's Rules of Order described below.~~

## Robert's Rules of Order

Robert's Rules of Order is a set of rules (standard) for facilitating discussions and group decision making in meetings. It is meant for deliberation, debate and conduct that allow everyone to be heard and to make decisions without confusion and in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership—the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate—to act according to its considered judgment AFTER a full and fair "working through" of the issues involved.

Robert's Rules can provide for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are some basic elements of *Robert's Rules* used by some meetings:

1. ——— *Motion*: To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. ——— *Postpone Indefinitely*: This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely ———"). A second is required. A majority vote is required to postpone the motion under consideration.
3. ——— *Amend*: This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. ——— *Commit*: This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. ——— *Question*: To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

6. ~~Table: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required tabling the item being discussed.~~

7. ~~Adjourn: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).~~

~~Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.~~

~~Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. These procedures should not be used to prevent discussion of important issues.~~

~~Note that a group does not have to use *Robert's Rules of Order* in order to effectively and fairly operate and conduct their meetings.~~

## **ADD THIS SECTION:**

### **USING THE COMMUNITY PROBLEM SOLVING METHOD (CPSM)**

Although some groups may choose to use *Robert's Rules of Order*, a common form of parliamentary procedure, it is fairly rigid, lending itself to a more strict and governing approach. The Community Problem Solving Method (CPSM) was created in 1994 at the CoDA Service Conference and has been used at all conferences since that time. It 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. Identifying a problem: 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. Brainstorming: 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. Crafting a “motion” or forming a group conscience decision (*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:**

Motion# 96102 was passed unanimously at the 1996 CSC to adopt the CPSM for all future conferences.

The Board could not find any motion that added the description of Robert’s Rules to the FSM. This motion removes that description and adapts and encourages the use of the CPSM to all levels of CoDA.

### **Remarks:**

**This motion requires changes to: (please check any that apply)**

- Bylaws
- FSM P1
- FSM P2
- FSM P3
- FSM P4
- FSM P5
- Change of Responsibility
- Other: \_\_\_\_\_

**(Data Entry Use Only)**

**Motion result:** \_\_\_\_\_

Please email to [submitcsc@codaa.org](mailto:submitcsc@codaa.org)  
(If you want assistance writing your motion, please send email to [Board@CoDA.org](mailto:Board@CoDA.org))