

The Fellowship Service Manual of Co-Dependents Anonymous



Part 1 Structure and General Information Summary

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Link to Other Parts of the FSM

Below are links to the other 4 parts of the Fellowship Services Manual (FSM). Suggested uses are as follows:

- Part 2 is the Meeting Handbook and is intended for those wanting to start or help run a meeting. It is recommended that all meetings have a copy of this part.
- Part 3 is intended for use by those currently or considering doing service at the levels between meetings and CoDA, Inc. It is intended to be particularly helpful in establishing these service levels.
- Part 4 is intended for use by those currently or considering doing service at the CoDA, Inc. level. It is strongly recommended for all those who will be attending a CoDA Service Conference (CSC).
- Part 5 contains more detailed information related to the various service entities that exist at the CoDA Inc. service level, including the CoDA Board of Trustees, the various committees and other working groups and individual positions.

Links:

[FSM Part 2 - Meeting Handbook](#)

[FSM Part 3 - Guidelines for Intermediate Service Levels](#)

[FSM Part 4 - Service Conference \(CSC\) Procedures](#)

[FSM Part 5 – World Level Service Details](#)

[FSM Glossary](#)

[FSM Combined File](#)

Section 01 Introduction

Purpose of this Manual

The purpose of this document is to provide a comprehensive description of our service structure and to furnish spiritual guidelines for applying the *Twelve Traditions* to our service work. It also provides an overview and examples of the group conscience process.

Vision of the Fellowship

Tradition Five: *"Each group has but one primary purpose: to carry its message to other codependents who still suffer."*

CoDA is a 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*. As a whole, CoDA has no opinion on outside books, treatment programs, or therapies related to codependency. Some individuals have found other things that assist in recovery, and each person is free to explore as they choose. However, as a Fellowship, working the *Twelve Steps* has worked for us, and this is what we do in CoDA. Our common experience is that the Steps and Traditions have restored us to sanity and healthy relationships. The vision of our Fellowship is to develop and make available the recovery resources known as Co-Dependents Anonymous. Through this effort, we provide support to the individual seeking help, and continue to improve the quality of the recovery resources we offer.

CoDA's Twelfth Step reads: *"Having had a spiritual awakening as the result of these steps, we tried to carry this message to other codependents and to practice these principles in all our affairs."*

As we begin to see the positive results of our participation in CoDA, we feel a sense of serenity and gratitude for the gifts we have received through our program. Our own recovery and growth become examples of what our program has to offer. Through our outreach to the codependent who still suffers, we give back to our program. CoDA was there when we needed it, and, through our service, it will continue. Our willingness to "carry the message" of experience, strength, and hope helps the program of Co-Dependents Anonymous to continue on and to grow in its ability to improve our lives and the lives of those around us. Let us gratefully demonstrate what CoDA has to offer...through our service.

Service work is not a replacement for working a good CoDA recovery program. It is, instead, only a part of working that program.



The Twelve Steps of Co-Dependents Anonymous®*

1. We admitted we were powerless over others, that our lives had become unmanageable.
2. Came to believe that a power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God, as we understood God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible except when to do so would injure them or others.
10. Continued to take personal inventory and, when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, *as we understood* God, praying only for knowledge of God's will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to other codependents and to practice these principles in all our affairs.

"The Twelve Steps are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt this material does not mean that AA has reviewed or approved the content of this publication, nor that AA agrees with the views expressed herein. AA is a program of recovery from alcoholism only - use of the Twelve Steps in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise."

The 12 Steps of AA:

1. We admitted we were powerless over alcohol - that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God, as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics and to practice these principles in all our affairs.



The Twelve Traditions of Co-Dependents Anonymous®*

1. Our common welfare should come first; personal recovery depends upon CoDA unity.
2. 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.
3. The only requirement for membership in CoDA is a desire for healthy and loving relationships.
4. Each group should remain autonomous except in matters affecting other groups or CoDA as a whole.
5. Each group has but one primary purpose: to carry its message to other codependents who still suffer.
6. A CoDA group ought never endorse, finance, or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary spiritual aim.
7. Every CoDA group ought to be fully self-supporting, declining outside contributions.
8. Co-Dependents Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. CoDA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. CoDA has no opinion on outside issues; hence, the CoDA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

**The Twelve Traditions are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt this material does not mean that AA has reviewed or approved the content of this publication, nor that AA agrees with the views expressed herein. AA is a program of recovery from alcoholism only - use of the Twelve Traditions in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise.*

The 12 Traditions of AA

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose, there is but one ultimate authority--a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups of A.A. as a whole.
5. Each group has but one primary purpose--to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. AA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence, the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

The Twelve Service Concepts of Co-Dependents Anonymous®

1. The members of the Fellowship of Co-Dependents Anonymous, in carrying out the will of a loving Higher Power, advance their individual recoveries, work to insure the continuance of their groups and their program, and carry the message to codependents who still suffer. They may also collectively authorize and establish service boards or committees and empower trusted servants to perform service work.
2. The Fellowship of CoDA has the responsibility of determining, through its group conscience, the service work to be performed, and the best manner to perform such work. This authority is expressed through our group conscience. Authority carries responsibility; thus, CoDA groups conscientiously provide adequate funding and support for the service work they authorize.
3. Decisions about service work in the Fellowship and all CoDA affairs are made through the group conscience decision making process. For this spiritual democratic process to work, every member of the group is encouraged to participate, consider all the facts and options concerning the issue, listen respectfully to all opinions expressed, then reflect and meditate to find a loving Higher Power's will. Finally, we deliberate honestly and respectfully to determine the proper course of action. Unanimity in the group is the desired outcome; a majority vote is a group conscience.
4. All those who volunteer to do service work for CoDA by serving on committees, boards, or corporations are trusted servants, not authority figures. Ideally, trusted servants volunteer out of a desire to follow their Higher Power's will, out of gratitude for the gifts they have received from CoDA, out of a desire to grow in their ability to create and keep healthy relationships, and to contribute what they can of themselves to CoDA. The Fellowship recognizes the need to select the most qualified people willing to serve as trusted servants. At times, trusted servants may hire individuals outside of the Fellowship for commercial services.
5. Trusted servants are directly responsible to those they serve and are bound to honor the group conscience decision making process and uphold those decisions concerning their service work. The Fellowship also recognizes the need and right for members to honor their own experience, strength, and hope and their Higher Power's will as expressed to them. When the group conscience violates an individual's own truth and makes participation impossible, the individual may relinquish the service position.
6. The Fellowship guarantees trusted servants the right and authority to freely make decisions commensurate with their responsibilities and the right to participate in group conscience decisions affecting their responsibilities. Each CoDA member is also guaranteed the right to respectfully dissent during the group conscience decision making process. A member may freely and safely express any personal grievances as long as no particular person or group is unexpectedly singled out as the subject of the grievance. Members are encouraged to honor their own integrity as well as the integrity of others.
7. Trusted servants do practice the *Twelve Steps* and *Twelve Traditions* in their service work and in all of their affairs. Trusted servants do not seek power, prestige, wealth, status, or acclaim; do not govern, coerce, or attempt to control others; and do not push a personal agenda, promote controversy, or advance outside issues at CoDA's expense. Since issues over authority, will, money, property, and prestige can and do arise in service work, trusted servants need to practice emotional sobriety, including anonymity, humility, tolerance, gratitude, making amends, and forgiveness.
8. The CoDA Service Conference (Conference), through its group conscience decision making process, guides the Fellowship in making policy decisions and in following the *Twelve Steps* and *Twelve Traditions*. The Conference, though providing guidelines, holds no authority over the decision making process of individual groups. The group conscience process is our decision making process. Failure to honor this process may violate Traditions One and Four and a sanction may be imposed. The harshest sanction Conference can impose on an individual or group is to no longer recognize it as belonging to CoDA; this sanction may only be imposed on those who consistently violate the *Twelve Steps* and *Twelve Traditions*, as determined by guidelines accepted by Conference.

9. By tradition, the CoDA Service Conference gives responsibilities to working committees composed of Conference Delegates and other CoDA volunteers or to separate service boards or corporations. All are directly responsible to the Conference. The scope of the work a committee does is determined by the Conference group conscience. The chairperson of each committee assumes the responsibility to ensure the work assigned to the committee is completed in a timely manner.
10. When the CoDA Service Conference is in session, the CoDA Board of Trustees is directly responsible to the Conference. When not in session, the Conference assigns its decision-making authority on material matters to the Trustees. The Board of Trustees is authorized to monitor the work of Conference-appointed service committees and may provide assistance or guidelines when necessary. The Trustees serve as the boards of directors of CoDA, the non-profit corporation, are assigned custodial control of all money and property held in trust for the Fellowship, and are responsible for prudent management of its finances.
11. The powers of the CoDA Service Conference derive from the pre-eminent authority of the group conscience decision-making process. Arizona State law gives the Board of Trustees legal rights and responsibilities to act for the Fellowship in certain situations. CoDA's Articles of Incorporation and Bylaws are legal documents enumerating these Board rights and responsibilities.
12. The Fellowship strives to practice and encourage spiritual principles in all its material, financial, and business affairs, including fairness, equality, and respect for individual rights. Every member within CoDA has a voice and is encouraged to use it. Every member has the right to know what is happening within our organization. To honor this right, and in the spirit of CoDA unity, our CoDA organization publishes and distributes group conscience decisions, such as minutes of our service boards and motions from our CoDA Service Conferences, in the most inclusive and timely manner possible.

Section 02 The CoDA Service Structure and Organization

The 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.

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." By polling our group conscience (see Group Conscience Process in Section 05, Communication within CoDA), we seek guidance from our Higher Power and make decisions affecting our groups, our service boards, and our committees.

We call this "group conscience decision making." This is sometimes new to people entering the program, and some have difficulty understanding and adapting to this process because of its "non-governing" style. It can be a lengthy process requiring patience.

Many of us are more familiar with "hierarchies." Imagine a hierarchy as a pyramid. The people at the top of the pyramid have power, and it flows down from them through various levels. By the time power reaches those at the bottom of the pyramid, it is so diluted that the people at the bottom have little power at all. CoDA is about self-empowerment, so a hierarchical system cannot adhere to our Steps, Traditions, and spiritual principles.

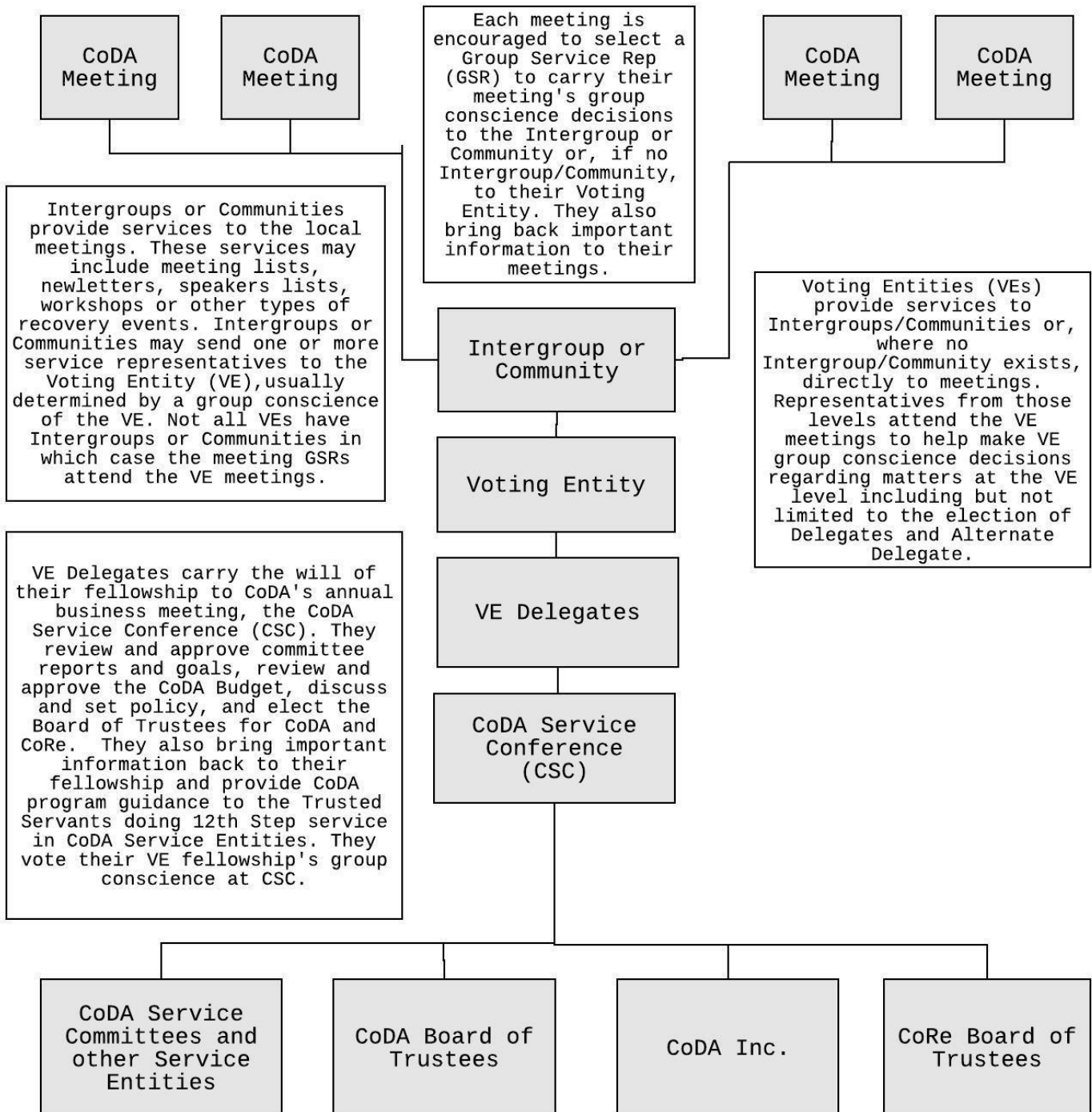
CoDA structure is an inverted pyramid. The broad pyramid top represents the members of CoDA, and authority, power, and direction resides with them. Members of groups may exercise power through the group conscience. Authority and power flow down to and through a group's trusted servants and area Intergroup (or community service groups), then on to the Voting Entity's (VE) Intergroup and the VE's delegates and eventually to the bottom of the pyramid. At the bottom, we find our CoDA boards, committees and service corporations.

Service Responsibility:

- Each member honors each entity, individual, and group in the process of service work. To insure effective implementation, we entrust each servant with the right of decision.
- Service responsibilities are guided by the Steps and Traditions and determined by CoDA bylaws and CoDA Service Conference decisions.
- Each committee decides by its own Group Conscience how to best complete its service work, based on its goals presented to and approved by CSC.
- Our trusted servants use the group conscience process to implement their duties.
- Because the CSC entrusts our servants with responsibilities, they are supported financially and morally...this is the essence of right of decision.
- Committees may spend their allocated budget on goals that were approved as part of that committee's budget at CSC.
- Ideally, CoDA recovery is built on the principle of mutual trust. We trust Higher Power, we trust CoDA, we trust ourselves, and we trust one another.

Co-Dependents Anonymous Structure Chart

Group conscience decision making provides a foundation for the entire service structure of Co-Dependents Anonymous (CoDA). It is an inverted pyramid and begins in our meetings, moving down to our Intergroups or Communities, continuing through our Voting Entities (VEs) and finally reaching the CoDA Inc. organization. Not every VE has both Intergroups or Communities



CoDA Meetings

A CoDA meeting is a group of 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. A strong sense of acceptance and community makes a meeting attractive both to the newcomer and old-timer. The sense of community and belonging, which are the gifts of our program, begin at the meeting level.

The requirements to be considered a CoDA meeting are to read the four following Foundational Documents:

- Welcome (long or short form)
- Preamble
- 12 Steps
- 12 Traditions

as written at every meeting and to register the meeting with CoDA, Inc. or their voting entity. These documents can be found later in this manual. Meetings who choose not to read these documents in full will not be listed in the CoDA Meeting Directory on the coda.org website since they are not considered CoDA meetings. The reason CoDA requires that all four Foundational documents be read is to promote CoDA unity, per Tradition One:

Our common welfare should come first; personal recovery depends upon CoDA unity.

CoDA meetings remain strong and have the ongoing participation of long-term members when they demonstrate the qualities of acceptance and community. Members are encouraged to carry on fellowship outside of the meeting. **To find out more on Starting or Running a Meeting, please go to Part 2 of the FSM, Meeting Handbook.**

Intergroup/Community Service Group (CSG)

The Intergroup/CSG is made up of Group Service Representatives (GSRs) from area meetings and CoDA members from the local Fellowship. A strong CoDA Intergroup/Community Service Group contributes to the success of CoDA in general. A sense of community at the local level leads to success in attracting and sustaining the involvement of members of the fellowship in service work and in community building activities. The Twelve Traditions and the Twelve Service Concepts of CoDA offer guidance in establishing service boards. Intergroups/CSGs typically elect officers and committee chairs. This is an optional level and typically exists where sufficient meetings or distance require an interim level between meetings and the Voting Entity.

For more information on Intergroups/CSGs please see Part 3 of the FSM, CoDA Guidelines for Intermediate Service Levels.

Voting Entity (VE)

A Voting Entity (VE) is a level of Fellowship within CoDA that handles the business aspects for a group typically made up of two or more Intergroups/CSGs and/or Meetings. An Intergroup/CSG may serve as a Voting Entity if decided by group conscience when it is the only Intergroup/CSG within a VE. The Voting Entity organization provides a bridge between Intergroups/CSGs, and CoDA, Inc.

Each State and Territory of the United States of America and each Country is automatically defined as a VE and entitled to send two (2) Delegates to the CoDA Service Conference (CSC). Sometimes two or more Voting Entities may choose to join together in order to combine resources and better serve the needs of their meetings and Intergroups. No state, country or Voting Entity shall be considered to have surrendered their rights to representation and voting at the CoDA Service Conference in spite of any affiliation without having surrendered those rights in writing to CoDA, Inc. Voting Entity may also choose to divide into two or more Voting entities according to CoDA's Bylaws. Please see CoDA's [Bylaws](#) for more information.

For more information on Voting Entities please see Part 3 of the FSM, CoDA Guidelines for Intermediate Service Levels.

CoDA Service Conference (CSC)

A CoDA Service Conference (CSC) is held each year in order to transact the business of CoDA by group conscience. This is CoDA's annual business meeting. The location varies from year to year. Delegates to CSC elect trusted servants, review budgets and expenditures, authorize literature, and develop goals for our organization and plan to reach those goals. While voting privileges are restricted, all CoDA members are welcome to attend the Conference and work on a CoDA committee. For more information about the CSC please see Part 4 of the FSM, [CoDA Service Conference Procedures](#).

CoDA Service Boards and Trustees

To provide continuity of CoDA's work between Conferences, Delegates at the CoDA Service Conference (CSC) elect members to serve on two service boards -Co-Dependents Anonymous, Inc. (CoDA), and CoDA Resource Publishing, Inc. (CoRe). Within each board, members elect their own officers.

Participation on either board excludes participation on the other. Trustees serve as volunteers and are not paid. The term of office is three years. Trustees are responsible for the legal and business needs of CoDA or CoRe. Each board has but one purpose: to serve the Fellowship. Trustees are elected by the will and through the consent of the Fellowship as expressed through the group conscience of the conference.

For guidelines for removal of a CoDA Board member by the CoDA Board of Trustees please see Part 5, Section 03 of the FSM, CoDA Standing Committees.

NOTE: Each CoDA trustee has a vote at the CSC; the CoRe Board has two voting members at CSC.

Incorporated CoDA Service Entities

Co-Dependents Anonymous, Inc. (CoDA®) is a non-profit corporation created by the Fellowship of CoDA 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.

Contact Information:

Written correspondence to CoDA may be directed to:

Co-Dependents Anonymous - Fellowship Services Office

PO Box 33577, Phoenix, AZ 85067-3577

Telephone numbers: [\(888\) 444-2359](tel:8884442359) {Toll free}
[\(888\) 444-2379](tel:8884442379) {Spanish toll free}

Our web site is: www.coda.org

Email meeting updates to: meeting@coda.org

Email other things to: info@coda.org

CoDA Resources Publishing, Inc. (CoRe) is 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.

Reprinting of Spanish translated items of CoDA literature shall not be limited by portions 3(iii) and 3(iv) of CoRe's contract with CoDA, Inc., in order to allow CoRe to revise Spanish translations in accordance with edits made by Spanish Outreach.

Contact Information:

Written correspondence to CoRe may be directed to:

CoRe Publications, PO Box 1004 Denver, NC 28037. Voice Mail: 704-483-3038

Fax number: (704) 483-3088. The email address for CoRe is: coreorders@coda.org

Board Overseen Services

Fellowship Services Workers (FSW) and Independent Contractors

Fellowship Services workers provide baseline support services. This includes a mail and telephone point of contact for the members, maintenance of the organization's meeting and contact lists, and the delivery of other services required by the organization. The CoDA Board of Trustees is responsible for the execution and oversight of these services.

The following FSWs and Independent Contractors currently exist. More detailed information about each can be found the Part 5 of the FSM, [Structure and General Information Details](#).

- Admin FSW handles various administrative tasks including retrieving postal mail from the PO box, maintains the meeting database and handles 7th tradition contributions.
- Webmaster is responsible for maintaining the content of the CoDA.org website.
- Email List Coordinator is responsible for handling the various announcement lists and the emailing of content to the addresses on those lists.

CoDA Website

Legal Group

CoDA Standing Committees

Delegates, alternates, and members at large who wish to participate in CoDA service have the opportunity to volunteer for committee work, which focuses on specific areas of concern to the Fellowship. The focus and priority of these efforts is determined by group conscience at the CoDA Service Conference. These standing committees, at and between CoDA Conferences, plan and implement specific efforts. Any CoDA member may join and serve on a Conference committee. For more information on any of these please go to Part 5 of the FSM, Structure and General Information Details.

A committee requires a minimum of two (2) members in order to be a functioning committee of CoDA, Inc. A committee that does not have at least two members for 6 months or more will be presented to the next CoDA Service Conference (CSC) and CSC will determine how to proceed. For further guidelines for a CoDA Standing Committee or for guidelines for removal of a member please see Part 5, Section 03 of the FSM, CoDA Standing Committees.

- CoDA Events Committee (CEC)

CoDA Events Committee has a variety of duties revolving around the organization and management of the annual CoDA Service Conference (business meeting) and International CoDA Convention (workshops and speaker meetings), also known as the CSC and ICC. These duties include recommending and securing the date, location and hotel in conjunction with the CoDA Board. The CoDA Service Conference (CSC) and International CoDA Convention (ICC) will be announced two years in advance. More information in Part 5.

- CoDA Literature Committee (CLC)

The CLC's function is to encourage and facilitate the creation of new literature written by and for the Fellowship of Co-Dependents Anonymous. More information in Part 5.

- Communications Committee (Comm)

Comm's functions are to improve communications up and down the inverted pyramid within the World CoDA Fellowship and to work towards ensuring that every codependent throughout the world has access to all the CoDA information that is important to them. The Communications Committee provides administrative support for both the CoDA Email Team (CET) who answer and/or redirect email sent to info@codaa.org and to CoDA Phone team (Cphone) that responds when people call the CoDA phone number and choose to speak to a CoDA volunteer. More information in Part 5.

- Co-NNections[®] Committee (Online CoDA Newsletter)

The Co-NNections Committee publishes Fellowship recovery stories. The committee's belief is that publishing the submissions shared by CoDA members will enhance the recovery of contributors and viewers alike. The Co- NNections Committee's goal is to provide a weekly Reading and an on-line Meeting in Print for CoDA members to share their thoughts about their recovery journey. Committee members do this by publishing Co-NNections[®], collection of original writing, graphic art, audio and video based submissions sent in by members of the CoDA Fellowship.

- Finance Committee

The CoDA Finance Committee works with the CoDA Treasurer and Board to provide financial oversight, analysis, and advice to the Fellowship of CoDA with respect to prudent budgeting and investing, financial stability and monetary resources of the CoDA Fellowship. More information in Part 5.

- Hospitals and Institutions (H and I)

The purpose of the Hospital and Institutions Committee (H&I) is to carry the message of CoDA to codependents through medical, penal, educational and social services institutions. This includes hospitals, prisons, jails, rehabilitation centers, schools and the libraries that serve these institutions. It is this committee's goal to act as a resource and support to the local H&I trusted servants. More information in Part 5.

- Issues Mediation Committee (IMC) Elected by the CoDA Service Conference

Primary function: The Issues Mediation Committee facilitates dispute mediation for Voting Entities, Intergroups, and other CoDA entities as needed. For further information and functions see FSM Part 5.

- Outreach Committee

The CoDA Outreach Committee (Outreach) is a group of actively recovering codependents whose focus is on carrying the message to codependents who still suffer. We provide information to members and groups who seek to reach out to codependents outside of CoDA, focusing on attraction, not promotion. More information in Part 5.

- Service Structure Committee (SSC)

The Service Structure Committee function is to serve the will of the fellowship and to serve in an advisory capacity to the CoDA Service Conference, Board of Trustees, and other service entities regarding service structure and the foundational documents. This includes maintaining CoDA fundamental structural documents, including Fellowship Service Manual, Twelve Concepts, and other documents, as directed by the CoDA Service Conference. More information in Part 5.

- Spanish Outreach Committee (SPO)

Spanish Outreach receives emails from many parts of the World. We provide assistance to start, and register new meetings, answer questions regarding availability of Spanish literature, and how it can be obtained, translate for other CoDA Committees, the Webmaster, and the Fellowship Service Worker (FSW). Some of the Spanish Outreach members are volunteers to answer the Spanish phone line, and others are in charge of moderating the Spanish announcement list. (espcoda@codependents.org). More information in Part 5.

- Translation Management Committee (TMC)

The Translation Management Committee, working with the CoDA Board of Trustees, maintains, coordinates and assists in the process whereby individuals, groups and Voting Entities around the world find, translate (if necessary), create, publish and/or distribute CoDA literature and materials in their own language. More information in Part 5.

- World Connections Committee (WCC)

The World Connections Committee (WCC) focus is to connect with worldwide groups and members to collaborate by broadening the “experience, strength and hope” between worldwide voting entities, Co-Dependents Anonymous Inc. (CoDA) and the rest of the Fellowship. More information in Part 5.

Other CoDA Service Entities:

Task Forces and Ad Hoc committees:

Definition of a 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.

Definition of an Ad Hoc committee:

Committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

When a new Task Force or Ad Hoc committee is established by the CoDA Board between CSC meetings the following steps must be followed:

- A clear mission must be developed

- A clear set of criteria for membership must be developed
- The mission and criteria must be made available to the CoDA Fellowship via posting on the website and sending out via the Email List to solicit volunteers
- Any suggestions made by the Task Force or Ad Hoc committee must be presented at and approved by the next CSC prior to any actions being taken.
- Any current Task Force or Ad Hoc committee not using guidelines will be disbanded and recreated following the above procedures.

Chairs Forum

The CoDA Chairs Forum was created to give current CoDA Chairs the opportunity to strategically work on topics and common goals and to share our CoDA experience. 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. By working on these goals, we strive to become better chairs.

Board Liaisons

Description:

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, Task Forces and Voting Entities. 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.

Section 03 Communications within CoDA

Healthy Communication Guidelines

Informative and timely communications are necessary for the growth and maintenance of any service organization. Lack of communication among our members can cause unnecessary conflict. CoDA members have requested guidance in applying our Steps and Traditions to new forms of communication, specifically electronic mail (email). The principles of effective communication may be applied to all forms of communication among members, committees, and service boards of CoDA.

All e-mail/Internet and postal addresses are confidential and are for CoDA business use only.

Because email is less expensive and more efficient than Postal Service deliveries, its use is encouraged, provided boundaries are maintained. These boundaries include maintaining appropriate anonymity. Appropriate anonymity requires that we keep our CoDA business within CoDA and that our emails do not go to people outside the Fellowship. It also means that we do not forward any email to a wider audience than the original thread without the author's express permission.

Note: The one exception to the above policy is when an email is pertinent in a dispute. In that case the email may be sent to IMC without the author's permission.

Our 11th tradition states: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films. This does not say that we cannot share our last names with members of the fellowship. Whether or not to do so is a personal choice,

Email providers may include your full name even if it isn't part of your email address if you have provided it when signing up. If this level of anonymity is important to you, use the tools provided by your email provider to hide your last name. If necessary, create a new email account and only use your last initial in the last name field.

Anyone in the CoDA Fellowship can request his/her email address be placed on the CoDA Announcements email list. Because email copies involve no additional cost, broad distribution of general information is enhanced. Communication is enhanced when at least two members in each Voting Entity have email addresses and are willing to disseminate information received via email.

Any communication may be sent via e-mail. However, care must be taken when sending copyrighted information via email in order to protect our copyrights. Under the "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.

Proper email etiquette should be used at all times while conducting CoDA business. The following items are suggested:

- Avoid offensive language, name calling and taking others' inventories
- When using reply all that includes aliases remove individual addresses that are part of an alias to prevent people from getting multiple copies
- Do not use all capitals as that is considered yelling

Limits on Communication within Co-Dependents Anonymous

Co-Dependents Anonymous does not accept harassment, bullying, CoDA implied definition of 13th stepping or expressed intolerance of any kind. No person should be the subject to unwanted verbal or physical conduct which intimidates or shows hostility towards that person because of, for example, their gender, class, age, appearance, national origin, skin color, disability, language, sexual orientation, or pregnancy. Anyone may request assistance from the Issues Mediation Committee (IMC). Please see the "Disagreement, Mediation, and Resolution in Our Group Conscience Process" below for more information.

Note – applicable definitions:

Bullying is the belittling or threatening behavior directed at an individual or a group of individuals. It includes any conduct that is threatening, humiliating, intimidating, prevents work from getting done, and includes verbal abuse.

Harassment is as an act of systematic and/or continued unwanted behaviors and actions from one party or a group, towards another party or a group. The purposes may vary and includes biases, prejudice, personal malice, an attempt to force someone to quit a job or grant sexual favors.

Expressed Intolerance is defined as treating a person differently than others based upon that person's gender, sexual preferences, age, national origin, skin color, disability, language, pregnancy, and/or any other legally protected classification.

13th Stepping includes using CoDA authority for personal sexual, electoral, financial, et al, gain.

If you are being bullied or harassed, you might:

- be less active or successful
- be less confident in your work
- feel scared, stressed, anxious or depressed
- have your life outside of work affected, e.g. study, relationships
- want to stay away from doing service
- feel like you can't trust the people who you work with
- lack confidence and happiness about yourself and your work
- have physical signs of stress like high blood pressure, headaches, backaches, sleep problems

Group Conscience Process

The group conscience process is 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.

The group conscience process is also used to make decisions that affect CoDA as a whole and to elect trusted servants to carry out those decisions. The process of electing trusted servants begins with the group meeting. Each home group meeting may select a group service representative (GSR) to represent that group at Intergroup. The Intergroup (community, area, country, state, regional) elects delegates to represent them at CoDA meetings. The GSR carries the group conscience of the home group meeting to Intergroup. Intergroup holds a group conscience and decides whether the item will proceed to CoDA, or the next level.

At the Country, State and Regional or other Voting Entity levels, group and community representatives select trusted servants to serve the members of that Voting Entity. Group representatives also select Delegates to represent them and carry their group conscience to the CoDA Service Conference, which is held annually. Each Voting Entity may send two Delegates to this Conference, which is the annual business meeting of CoDA. At the CoDA Service Conference, Delegates carry the group conscience of those they represent. Delegates also work together to make decisions dealing with CoDA, and select trusted servants who will serve our Fellowship.

Process of Determining a Group Conscience

Decisions at all levels of CoDA are made with the guidance of our Higher Power as expressed through the *Twelve Traditions*. Particularly useful are Tradition One: "Our common welfare should come first. Personal recovery depends upon CoDA Unity." and Tradition Two: "For our group purpose there is but one authority—a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern." Thus as with all our recovery, group conscience is about putting aside the "self" and looking to Higher Power for guidance

To begin the group conscience process, members present raise issues or items of business. Our goal is to reach agreement on the items presented. The meeting is opened to discussion by the chair/facilitator. When discussion ends, we determine the group conscience by taking a vote. A majority determines the group conscience.

Using a group conscience process is similar to "consensus-based decision making." The primary difference is that in CoDA, people who participate share their strength, hope, and experience with one another in an effort to determine what is best for everyone in the Fellowship as a whole. We consciously invite our Higher Power to guide and direct us, individually and collectively. We grow in our recovery by putting aside the need to be right while making a decision for the good of CoDA in a spiritual process.

We seek to avoid campaigning in order to gain a win for "our" solution. A group conscience decision grows out of the combined wisdom invested in the whole group. With the help of our Higher Power, we open our minds to all viewpoints presented and then vote for the one we see as best for CoDA. We work to keep "personalities and prestige" from becoming involved. For instance, the voice and wisdom of someone with six months of experience is of as much weight and value as that of someone with ten years of recovery. Finally, be warned that an

individual's need for acceptance and approval may circumvent the spiritual process. It isn't Higher Power's will that we go along to get along.

In CoDA, everyone is encouraged to share experience, strength, and hope with each other. We may engage in assertive presentation of our point of view, but we draw a boundary against aggressive persuasion, name-calling, or arm-twisting of people to vote a certain way. If a position is that of our Higher Power, it will naturally attract others.

Sometimes a person may invoke the "Right of Dissenting Opinion." This means that even a minority of one, favoring or opposing an issue, has a right to be heard. Only individual(s) who actively participated in the decision making without circumventing the process can offer a dissenting opinion. At a meeting, it means a person has the right to express a dissenting opinion before the members vote. In the CoDA Fellowship, it means that a member, group of members, or a committee may request the distribution of a dissenting opinion in writing in order to be "heard" by the Fellowship.

In conclusion, while every person has the right to express opinions, the group conscience determines a particular course of action. We demonstrate our openness to the will of Higher Power by accepting that decision even when we may disagree with it.

Safety, Boundaries, and Respect in the Group Conscience Process

During the group conscience process, it is important that we all practice our program by balancing patience with assertion. We respect the boundaries of others and expect the same consideration. We assume responsibility for our behavior and accept accountability for our actions.

A time limit on speaking is an example of an appropriate boundary when made by group decision. The group may place a time limit on how long a person may speak to an issue, limit the number of times a one may speak on the issue, and determine how to seek clarification from members. If a member would like additional speaking time, that member may request it, and all members take a group conscience poll for resolution.

Before a group conscience is started in a home group meeting or service committee, it may be helpful to allow each member time to speak. Each member shares his or her name, an explanation of what the member hopes the group will accomplish, and the member's willingness to accept group conscience decision. Members may also choose to tell of a personal experience that pertains to the subject under discussion. This builds safety and trust within the group and reinforces CoDA's spiritual principles.

Sometimes there may be a real or perceived conflict of interest regarding a member's participation on a particular subject. To be respectful of a member's integrity and boundaries, the member should have an opportunity to abstain from voting.

We are all at different places in our program, and many in CoDA service work are still working the CoDA Steps and Traditions to understand themselves. Some members may unconsciously act out, responding with anger and hostility. By practicing loving tolerance of each other's opinions, we may receive the ultimate reward of our program: spiritual growth.

Disagreement, Mediation, and Resolution in Our Group Conscience Process

When we disagree, we express ourselves in non-personal, non-shaming ways. We do not attack an individual's point of view. Instead, we accept what the person says as true for them. In turn, we respectfully express our

differing point of view. In this manner, we can share our experiences in a constructive way.

During the group conscience process, we reveal our commitment to CoDA by assuming responsibility for our behavior and accepting accountability for our actions. If we slip back into codependent attitudes and behaviors during this process, we admit it and make amends to those we have harmed. Thus, we gain a greater understanding of our Twelve Steps, Twelve Traditions, and CoDA's spiritual principles.

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 may choose to say the Serenity Prayer before resuming the meeting.

If a "time out" or "thirty seconds" does not eliminate the contentious behavior, it may be appropriate to ask for a group conscience decision on whether a person's behavior is threatening and/or offensive. If the group decides that the person is engaging in detrimental or disruptive behavior, the group can hold that person accountable by requesting that such behavior stop. Persons so cited are encouraged to work Steps Four and Ten, and act according to personal truth. Then, another group conscience may be requested to re-establish safety and CoDA unity.

If the contentious behavior continues, then mediation may be in order. Two or more people (to avoid allegations of impropriety, one person should be mutually agreed upon between the dissenting members) may meet privately with the offending member. It is recommended that the parties directly involved in the dispute recuse themselves from the group that is attempting to offer options to resolve the dispute. These parties should also recuse themselves from the final resolution decision making process if their unhealthy behavior is excessive; and/or they exhibit bias, and/or they prove to be uncooperative. The mediators will explain why their attitude and/or behavior are unacceptable in CoDA.

If mediation fails to resolve the problem, and an individual continues to behave in an offensive manner, the group can decide (through a group conscience decision), to suspend that individual's speaking privileges or even voting privileges. In extreme cases, the group may ask the individual to leave the meeting. Each person's right to attend meetings is guaranteed by Traditions Three, Five, and Twelve. Violations of the rights and boundaries of a meeting dishonors Tradition One that says, "Our common welfare should come first; personal recovery depends upon CoDA unity." An individual may lose the rights and privileges accorded to them by that group for committing such violations.

A situation may arise where a trusted servant in a position of responsibility acts irresponsibly in performance of their duties or acts in a manner contrary to our program's principles. If so, that group (e.g. meeting, committee, board, Intergroup, or Voting Entity etc.) may call for a group conscience decision to remove that individual from that position of responsibility for that group, meeting or CoDA entity (however, not from any other entity). In such cases, the individual(s) affected should be notified of a group conscience meeting and allowed to participate in the process. A temporary time period should be discussed with the trusted servant to allow for self development and a return to service. Depending on the nature of the act of irresponsibility and/or the level of

responsibility of the position, there may be a need for a permanent disqualification. A record of all actions should be maintained by the group and be made available to any CoDA member upon written request, or to the Fellowship if deemed necessary by the IMC.

If the dispute case is at the IMC level, any trusted servant(s) (including Board Trustees) and/or any CoDA entity(s) (including a CoDA Board), directly or indirectly involved with a dispute/complaint, are expected to follow CoDA FSM guidelines/Bylaws, and fully cooperate and participate with IMC's gathering of facts, mediation and resolution process. Some examples of cooperation are: providing truthful information relating to the dispute; negotiating and communicating earnestly and in good faith; and cooperating with IMC recommended resolution actions. All should be done in a timely manner.

If a dispute is irresolvable at the IMC level, the dispute may be brought to the Board of Trustees or to CSC (if a Board member or the Board is involved with the dispute). Personal names and titles will be removed for confidentiality purposes if brought to the CSC. Bringing a dispute to the CSC is a natural progression given CoDA's inverted triangle. It also avoids a conflict of interest in the event the Board is directly involved in a dispute.

The Board of Trustees or CSC, while working together with the IMC, may apply consequences to relevant trusted servant(s) who excessively violate(s) FSM policies and/or Bylaws and who may choose not to participate with the conflict resolution process. Consequences may include requesting that the trusted servant volunteer to take a 45-day 'cooling off' period; a simple warning; temporary removal from CoDA service; and/or removal from leadership positions, etc. This time period would allow for self-development, personal growth and recovery before trusted servant(s) returns to service.

The IMC will present the relevant information to either the CoDA's Board of Trustees (unless a Board member or the Board is directly involved with the dispute) or at the next CSC to allow for accuracy, objectivity, and fairness.

It is essential that all disputing parties use CoDA's approved FSM mediation process, and not an external mediation/arbitration process. CoDA follows the 12 Steps and 12 Traditions and has its own policies and procedures. The IMC will work with CoDA members and not attorneys hired or on a pro bono basis by any party involved in the dispute. The IMC will base their recommendations on information provided by CoDA members, FSM policies and IMC procedures.

Groups, Intergroups or Voting Entities do not establish CoDA policy. CoDA policy is the responsibility of the CoDA Service Conference. When a conflict is referred to the group, Intergroups or Voting Entity, they may help the conflicting members to explore the guidance offered by our *Twelve Traditions*.

In summary, the first step in resolving a conflict is for the individuals involved to attempt resolution between themselves. If this is not possible, the next step is for them to ask their home group for guidance or mediation. If this proves unsuccessful, the next step is to seek guidance from the Intergroup. Beyond this, the Voting Entity may be contacted for assistance. As a final step, and only when necessary, members may seek guidance from our CoDA service structure by requesting assistance from the Issues Mediation Committee (see Section 07 of the Fellowship Service Manual or IMC Main Page of the CoDA Website (www.coda.org/service/IMC.htm)). It is recommended that individuals contact their Voting Entity Delegates for assistance in forwarding the request to the CoDA Issues Mediation Committee.

By seeking resolution in this sequence, we encourage individual growth, support group autonomy, respect our Traditions and allow our program to work.

The Limits of Autonomy: When a Group Conscience Decision Affects Other Groups or CoDA as a Whole

Our Fourth Tradition reminds us that "Each group should remain autonomous except in matters affecting other groups or CoDA as a whole." The decision making process of each group, including meeting groups and service groups, is independent and self-directed. However, if their group conscience decision affects other groups or CoDA as a whole, then that effect needs to be considered. The Steps, Traditions or will of the Fellowship as expressed by decisions made at CoDA Service Conference cannot simply be suspended by group conscience decision in the meeting or service group.

If a group does not agree with the interpretation of a Step or Tradition or the application of a CSC decision, they may want to present their concerns to their Intergroup assembly in order to formulate an Intergroup's issue, or they may want to discuss their concerns with the Board of Trustees. In some cases, if direct resolution proves difficult, it may be useful to consult the Issues Mediation Committee.

Sometimes a CoDA member or group may perceive that their group or CoDA as a whole is being adversely affected by the group conscience decision of another group (meeting or service). The methods described in the section "Disagreement, Mediation, and Resolution in Our Group Conscience Process" (see above) can be applied to groups as well as individuals. First talk to the group and try to resolve the problem directly. If unsuccessful, seek guidance as described above.

Empowerment to Serve

Trusted servants at any level of service are empowered to serve their group or committee through the process of group conscience. Those who volunteer to serve are invested with the responsibility to act for the group or committee through this process, remembering that the ultimate authority is "a loving Higher Power as expressed to our group conscience."

Resolving Communication Issues

When we disagree, we express ourselves in non-personal, non-shaming ways. We do not attack an individual's point of view. Instead, we accept what the person says as true for them. In turn, we respectfully express our differing point of view. In this manner, we can share our experiences in a constructive way.

During the group conscience process, we reveal our commitment to CoDA by assuming responsibility for our behavior and accepting accountability for our actions. If we slip back into codependent attitudes and behaviors during this process, we admit it and make amends to those we have harmed. Thus, we gain a greater understanding of our Twelve Steps, Twelve Traditions, and CoDA's spiritual principles.

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 may choose to say the Serenity Prayer before resuming the meeting.

If a "time out" or "thirty seconds" does not eliminate the contentious behavior, it may be appropriate to ask for a group conscience decision on whether a person's behavior is threatening and/or offensive. If the group decides that the person is engaging in detrimental or disruptive behavior, the group can hold that person accountable by requesting that such behavior stop. Persons so cited are encouraged to work Steps Four and Ten, and act according to personal truth. Then, another group conscience may be requested to re-establish safety and CoDA unity.

If the contentious behavior continues, then mediation may be in order. Two or more people (to avoid allegations of impropriety, one person should be mutually agreed upon between the dissenting members) may meet privately with the offending member. It is recommended that the parties directly involved in the dispute recuse themselves from the group that is attempting to offer options to resolve the dispute. These parties should also recuse themselves from the final resolution decision making process if their unhealthy behavior is excessive; and/or they exhibit bias, and/or they prove to be uncooperative. The mediators will explain why their attitude and/or behavior are unacceptable in CoDA.

If mediation fails to resolve the problem, and an individual continues to behave in an offensive manner, the group can decide (through a group conscience decision), to suspend that individual's speaking privileges or even voting privileges. In extreme cases, the group may ask the individual to leave the meeting. Each person's right to attend meetings is guaranteed by Traditions Three, Five, and Twelve. Violations of the rights and boundaries of a meeting dishonors Tradition One that says, "Our common welfare should come first; personal recovery depends upon CoDA unity." An individual may lose the rights and privileges accorded to them by that group for committing such violations.

A situation may arise where a trusted servant in a position of responsibility acts irresponsibly in performance of their duties or acts in a manner contrary to our program's principles. If so, that group (e.g. meeting, committee, board, Intergroup, or Voting Entity etc.) may call for a group conscience decision to remove that individual from that position of responsibility for that group, meeting or CoDA entity (however, not from any other entity). In such cases, the individual(s) affected should be notified of a group conscience meeting and allowed to participate in the process. A temporary time period should be discussed with the trusted servant to allow for self-development and a return to service. Depending on the nature of the act of irresponsibility and/or the level of responsibility of the position, there may be a need for a permanent disqualification. A record of all actions should be maintained by the group and be made available to any CoDA member upon written request, or to the Fellowship if deemed necessary by the IMC.

If the dispute case is at the IMC level, any trusted servant(s) (including Board Trustees) and/or any CoDA entity(s) (including a CoDA Board), directly or indirectly involved with a dispute/complaint, are expected to follow CoDA FSM guidelines/Bylaws, and fully cooperate and participate with IMC's gathering of facts, mediation and resolution process. Some examples of cooperation are: providing truthful information relating to the dispute; negotiating and communicating earnestly and in good faith; and cooperating with IMC recommended resolution actions. All should be done in a timely manner.

If a dispute is irresolvable at the IMC level, the dispute may be brought to the Board of Trustees or to CSC (if a Board member or the Board is involved with the dispute). Personal names and titles will be removed for confidentiality purposes if brought to the CSC. Bringing a dispute to the CSC is a natural progression given CoDA's inverted triangle. It also avoids a conflict of interest in the event the Board is directly involved in a dispute.

The Board of Trustees or CSC, while working together with the IMC, may apply consequences to relevant trusted servant(s) who excessively violate(s) FSM policies and/or Bylaws and who may choose not to participate with the conflict resolution process. Consequences may include requesting that the trusted servant volunteer to take a 45-day 'cooling off' period; a simple warning; temporary removal from CoDA service; and/or removal from leadership positions, etc. This time period would allow for self-development, personal growth and recovery before trusted servant(s) returns to service.

The IMC will present the relevant information to either the CoDA's Board of Trustees (unless a Board member or the Board is directly involved with the dispute) or at the next CSC to allow for accuracy, objectivity, and fairness.

It is essential that all disputing parties use CoDA's approved FSM mediation process, and not an external mediation/arbitration process. CoDA follows the 12 Steps and 12 Traditions and has its own policies and procedures. The IMC will work with CoDA members and not attorneys hired or on a pro bono basis by any party involved in the dispute. The IMC will base their recommendations on information provided by CoDA members, FSM policies and IMC procedures.

Groups, Intergroups or Voting Entities do not establish CoDA policy. CoDA policy is the responsibility of the CoDA Service Conference. When a conflict is referred to the group, Intergroups or Voting Entity, they may help the conflicting members to explore the guidance offered by our Twelve Traditions.

In summary, the first step in resolving a conflict is for the individuals involved to attempt resolution between themselves. If this is not possible, the next step is for them to ask their home group for guidance or mediation. If this proves unsuccessful, the next step is to seek guidance from the Intergroup. Beyond this, the Voting Entity may be contacted for assistance. As a final step, and only when necessary, members may seek guidance from our CoDA service structure by requesting assistance from the Issues Mediation Committee (IMC Main Page of the CoDA Website). It is recommended that individuals contact their Voting Entity Delegates for assistance in forwarding the request to the CoDA Issues Mediation Committee.

By seeking resolution in this sequence, we encourage individual growth, support group autonomy, respect our Traditions and allow our program to work.

Social Networking Sites

Because there are concerns about anonymity and privacy on social networking sites no CoDA literature or CoDA business should be posted or discussed on any site that is open to everyone. If anyone chooses to discuss CoDA

literature or CoDA business on a private recovery site one should limit literature posting to very small excerpts to protect copyrights and use discretion when discussing CoDA business.

These guidelines were developed with insight gained from the following Steps and Traditions:

Step Ten: Continued to take personal inventory, and when we were wrong, promptly admitted it.

If we fail to follow our guidelines, we admit our shortcomings and make amends wherever and as soon as possible. If we wronged a person in private, we make amends in private; if we wronged a person in front of others, we make amends in front of others.

Tradition One: Our common welfare should come first; personal recovery depends upon CoDA unity. We ask, "Does this message promote CoDA unity, foster fellowship or promote recovery? Could it be interpreted as disruptive or divisive?" If we receive a message that we consider disruptive or divisive, we share that feeling with the author before seeking other remedies. We ask permission before copying an email message or other communication to others. We review our responses for adherence to our Steps, Traditions, and principles.

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. CoDA has procedures in place to determine the group conscience of a meeting, Intergroup, Voting Entity and even our CoDA structure. We determine our collective group conscience by selecting/electing representatives to serve the Fellowship. Our Higher Power gives us guidance in this way. Sometimes people may circumvent our process by claiming to be interpreters of our group conscience. To avoid future confusion, when we participate in a group conscience decision, we make written notes of the people who were notified and/or participated, identify the subject we discussed, and include the results of the decision.

Tradition Three: The only requirement for membership in CoDA is a desire for healthy and loving relationships. We need to be aware that not everyone in CoDA has access to telephones, computers, email, or the Internet. CoDA is based on inclusion, not exclusion. Access to technology of any kind is not a requirement for participation in our program, so we look for ways to distribute information, when requested, to those who do not have this access. We make a sincere attempt to include all interested members in our discussions, whether by telephone, fax, email, the Internet, Postal Service, or other means.

Tradition Nine: CoDA, as such, ought never to be organized; but we may create service boards or committees directly responsible to those they serve. As members of CoDA, and when working as trusted servants in any way, we are respectful to the members we serve and the members we associate with during our service. We communicate with others on matters that affect other groups or CoDA as a whole. We communicate with our Voting Entity Delegates when seeking information.

Tradition Ten: CoDA has no opinion on outside issues; hence, the CoDA name ought never be drawn into public controversy. As members of CoDA, and when working as trusted servants, we respect the careful use of Postal Service,

telephone, fax, email and the internet. We do not use personal correspondence of any kind to draw Co-Dependents Anonymous, any of its service boards, or any CoDA member into public controversy on any matter.

Tradition Eleven: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.

The Internet is not a private form of communication. It is a public medium. Publishing items to web sites is comparable to publishing in a newspaper. For this reason, we encourage members to seek anonymity in screen names, email addresses, and postal mail addresses.

Tradition Twelve: Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

We respect the anonymity of others and ourselves. We consider the point of view of any writer or speaker. Is anyone cloaking personal opinions or concerns in our Steps and Traditions? Are we all respecting group conscience procedures? Is there a possibility of miscommunication? Could we be making erroneous assumptions? Does it feel right? If not, it probably isn't. When in doubt, check it out.

List of Affirmative Communication Actions

- I respect the anonymity of others by not using a member's last name in the text of a message.
- I obtain permission before faxing or emailing CoDA identified materials to a member.
- I respect the personal integrity, anonymity, and privacy of each member, and I expect and deserve the same.
- I maintain civility and decorum in my communications to members of CoDA, as I practice developing and maintaining healthy relationships. I continue to practice healthy interpersonal behavior in communications via telephone, fax, email, and the Internet.
- When in doubt about the content or intent of a letter, telephone call, email, or other communication, I first request clarification from the author before discussing its content.
- When I participate in a group discussion (in person or by Postal Service, telephone, fax, email or on the internet), I maintain focus on the subject at hand. My attention and focus is a gift I offer other members.
- Recovery is a process; I respect each member for where that member is in recovery. I practice my program by sharing my experience, strength, and hope with others, not by pointing out faults and flaws in others.
- The text of any forwarded message is transmitted verbatim. I do not edit it. (For the purposes of committee work where editing work is in process, I clearly mark a previous, unedited version and include it with my suggested revisions.) Generally, emails are not forwarded to people not addressed by the original sender.
- I encourage others in their recovery, and do not "flame" them. Flaming is a written attack on a person, a person's opinions, or a person's point of view, distributed to multiple addresses, usually via email. When my opinions differ from another, I share my experiences with that person, explaining how they are different or similar.
- When sending email to a list of addresses, I send the message to myself and use BCC (Blind Carbon Copy) for the list of intended recipients in order to protect the anonymity of the members.

CoDA Quarterly Service Report (QSR)

Each committee and service entity provides a quarterly summary of what they have accomplished. The Board combines these summaries into a report that is distributed by the Email List Coordinator. For more information on the QSR process please see Part 5 of the FSM, Structure and General Information Details.

Guidelines for Developing a CoDA Meeting, Intergroup or Voting Entity (VE) Website

CoDA service committees, Meetings, Intergroups, or Voting Entities may establish a web presence with a web site to carry the message of Co-Dependents Anonymous. Each entity may decide what information they want to provide and the level of complexity they wish to maintain on a web site.

For more information of how to create a CoDA website please see Part 3 of the FSM, Guidelines for Intermediate Service Levels.

CoDA Service Items/Literature:

CoDA's service items include the Meeting Handbook which is now Part 2 of the Fellowship Service Manual (FSM), the Fellowship Service Manual, the Steps, Promises, Traditions, & meeting format. All service items appear on the www.coda.org website. They may be photocopied for use in CoDA meetings or posted on CoDA community websites.

CoDA does not allow quotations from our literature on any website, nor does CoDA allow photocopying of literature. Literature includes but is not limited to: *The CoDA Book*, *the 12 Steps and 12 Traditions Workbook*, *Newcomer's Handbook* and other items that we sell through CoRe. Although text of CoDA's literature is not posted on the CoDA.org website, short descriptions of literature (blurbs) and ordering information are available online.

We, as a Fellowship, own the literature, develop it, approve it and maintain it. We have entrusted the Board of Trustees of Co-Dependents Anonymous, Inc. the legal responsibility to protect our property. That includes rigorous protection of our copyrights from use without permission. If copyright infringement is found to exist, the following steps should be taken:

- Bring it to the attention of the Board of Trustees
- The Board of Trustees will take appropriate action to preserve CoDA rights and resolve the violation, up to and including notification of the Internet Service Provider, and legal action.

An Extension of Press, Radio and Films:

Tradition Eleven, which calls for maintaining "*personal anonymity at the level of press, radio, film,*" also applies to the Internet.

Technical Issues:

Technical issues may arise during the development of web sites. Detailed questions about coding, page structure,

and other issues cannot be covered in this general overview. Your Internet Service Provider may be able to provide you with technical assistance. Trustees or committee chairs may be contacted via email, the CoDA web site, www.coda.org, or by postal mail.

Write to: Co-Dependents Anonymous
PO Box 33577
Phoenix, AZ 85067

Summary:

The general things you need to remember are:

- Design the site with newcomers in mind.
- Do not use CoDA copyrighted material.
- Take a careful look at any site that you consider linking to for Traditions related problems. It is strongly suggested that you only link to sites sponsored by other Co-Dependents Anonymous service bodies, including the CoDA web site, www.coda.org.
- Create a Web Site Maintenance Committee within the service body or community to make ongoing revisions to your web site.
- Sponsoring service bodies must be advised of and approve all revisions to their sponsored web site.
- Have fun considering the possibilities of the information that you can disseminate and the creative ways there are to do that.
- A web site is an incredible tool to help spread information to people who suffer from codependency. It just takes a little thought and effort to maintain our adherence to the principles that we have learned to incorporate into our everyday lives.
- Remember, the internet is a way to facilitate bringing more hands and hearts into our Fellowship.

Section 04 Anonymity: CoDA's Spiritual Foundation

It is not a break of Anonymity to use or sign your last name on documents and /or contracts necessary for doing business with and/or for CoDA, Inc, including protection of CoDA's intellectual property rights.

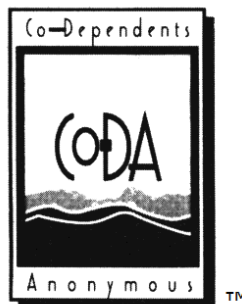
Section 05 CoDA Copyrights and Trademarks



This is the CoDA Seal (Above); it is a registered trademark. Use of this mark is only allowed under a Trademark License Agreement, which agreement may allow customization by adding the name of an Intergroup or Voting Entity to the outside perimeter of the seal and/or translation of the words within the circle other than “CoDA”. No other changes are permitted. Please contact Board@codas.org.

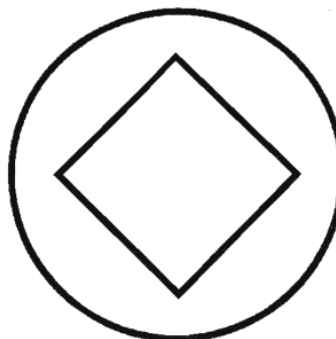


This symbol was chosen at the 1989 Service Conference as the newsletter symbol. The name *Co-NNECTIONS* was also chosen at the 1989 Conference.



This symbol was also used by *Co-NNECTIONS*.

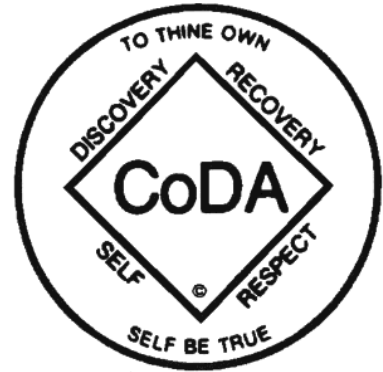
CoDA groups may use the following seals on their letterheads, newsletters, journals, flyers, and other publications. They can be customized with the name of the CoDA organization outside the seals below.



©

This symbol may be displayed outside of a CoDA meeting place to symbolically identify it as CoDA without using the CoDA name and without using the word codependents or codependence.

**The Fellowship Service Manual of Co-
Dependents Anonymous**



**Part 2
Meeting Handbook**

*Copyright (c) 1998
Co-Dependents Anonymous, Inc.*

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Link to Other Parts of the FSM

Below are links to the other 4 parts of the Fellowship Services Manual (FSM). Suggested uses are as follows:

- Part 1 is intended for all members of CoDA, particularly those who intend to do service work
- Part 3 is intended for use by those currently or considering doing service at the levels between meetings and CoDA, Inc. It is intended to be particularly helpful in establishing these service levels.
- Part 4 is intended for use by those currently or considering doing service at the CoDA, Inc. level. It is strongly recommended for all those who will be attending a CoDA Service Conference (CSC).
- Part 5 contains more detailed information related to the various service entities that exist at the CoDA, Inc. service level, including the CoDA Board of Trustees, the various committees and other working groups and individual positions.
- A combined file has been provided which contains all 5 parts in one file. It is intended to be used to make searching easier by not requiring opening 5 different files.

Links:

[FSM Part 1 - Structure and General Information Summary](#)

[FSM Part 3 - Guidelines for Other Service Levels](#)

[FSM Part 4 - Service Conference \(CSC\) Procedures](#)

[FSM Part 5 – World Level Service Details](#)

[FSM Glossary](#)

[FSM Combined File](#)

Section 01 Introduction and Getting Started

Purpose of this Manual

The purpose of this document is to provide CoDA members with all the basic documents and information needed to start and conduct CoDA meetings. You may find additional information on the coda.org website and in the other parts of the Fellowship Service Manual.

This document provides information and guidelines. CoDA recommends that every meeting have a copy of this document. It contains the basic documents that support CoDA unity. Also, other helpful parts of the Fellowship Service Manual (FSM) are available for free on the CoDA.org website. By request, our Fellowship Services will send one hard copy of each to newly registered meetings.

What is a CoDA Meeting

A CoDA meeting is 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. A strong sense of acceptance and community makes a meeting attractive both to the newcomer and old timer.

There are minimal requirements to be considered a CoDA meeting. These requirements are to read the four following Foundational Documents as written at every meeting and to register the meeting with either CoDA Inc. or their voting entity. These documents can be found later in this manual. Meetings who choose not to read these documents will not be listed in the CoDA Meeting Directory on the coda.org website since they are not considered CoDA meetings.

- Welcome
- Preface
- 12 Steps
- 12 Traditions

CoDA groups register with Co-Dependents Anonymous, Inc. in order to stay in contact with CoDA as a whole. With respect to other questions about group organization (date, time, type of meeting), each group is autonomous except in matters affecting CoDA as a whole. Because the Twelve Steps are the basis of our recovery, we strongly suggest that each meeting set aside at least one meeting per month for Step Study.

As Tradition Four states, (“each group should remain autonomous, except in matters affecting other groups or CoDA as a whole”), it is important that a CoDA meeting present familiar aspects that communicate, “This is CoDA.” While it is rare, some meetings have chosen to adopt a format that varies significantly from CoDA guidelines. This presents confusion, particularly to the newcomer, regarding the nature of our program. If a community service group feels it necessary, a meeting may be informed specifically how it does not appear to be following the unifying principles of CoDA Tradition. If the meeting decides, by group conscience, not to change, they need to understand that they may no longer be recognized as, nor call themselves, a CoDA meeting and will

be removed from Intergroups, and CoDA listings.

The community service group can, by group conscience decision, remove a meeting from their meeting list if it is determined that that meeting is not following the principles of CoDA and does not choose to change. The community service group can then recommend that the meeting be removed from the Intergroup meeting lists. The Intergroup can decide by group conscience whether or not to remove that meeting from their meeting list. If the Intergroup or regional assembly decides to remove that meeting from their list, they can recommend to the CoDA Board of Trustees that that meeting be removed from the Co-Dependents Anonymous, Inc. meeting list. The Board may decide by group conscience whether or not to remove that meeting from the CoDA meeting list.

Just as the Twelve Steps offer guidance for maintaining healthy relationships, our Twelve Traditions offer guidance for maintaining healthy meetings. CoDA Conference Approved Literature contains commentary on all the Steps and Traditions. Rely on the wisdom embodied in the Steps and Traditions. Keep in mind that trusted servants take direction from the Fellowship. A group conscience can be a powerful tool.

Things to Consider when Starting a new CoDA Meeting

- **Where**

Meetings can be held almost anywhere. Try area churches, synagogues, counseling centers, hospitals or places where other groups are held. Though each group is autonomous, for reasons of safety and anonymity, CoDA cautions about holding meetings in individual homes. When choosing a meeting place, please keep in mind personal safety. Also keep in mind that many places are requiring insurance policies and CoDA does not have an umbrella policy that covers meetings. For more information see the Frequently Asked Questions later in this document.

- **When**

Based on a time that's best for you to serve, choose the day and time of the week you want to hold the new meeting.

- **Rent**

It's important that rent (no matter how small) be paid for the meeting place. In this way, we honor our Seventh Tradition: "Every CoDA group ought to be fully self-supporting, declining outside contributions." Since you won't know how large a meeting will be at the start, try to keep rent to a minimum. Rent may be a percentage of the meeting's collection, a monthly or quarterly fee, or anything to which you and your landlord agree. Some places let you use the space more as a courtesy than as a revenue source, so don't be afraid to negotiate. At the same time, don't abuse their generosity. An annual donation may be appropriate if no rent is charged.

- **Help**

Ask for help, especially in the beginning. Invite people from other meetings to help you get the new meeting going. It helps to have several people present when newcomers show up. And be sure to post a sign at the

new meeting location each week so that people can find your room easily.

- **Announce**

Let people know about the new meeting. Visit other meetings with the necessary information (e.g., date, time, directions and/or a map). Place announcements in counseling centers and hospitals. Some local newspapers publish meeting notices at no charge. Just remember the Eleventh Tradition: “Our public relations policy is based on attraction rather than promotion....” As people see the announcements and hear about the meeting, they will come.

- **Select Type of Meeting**

After a few initial meetings, take a group conscience to choose a type of meeting. For possible types of meetings see “Some Different Types of CoDA Meetings” below.

The following items need to be discussed and decided by the group conscience process:

- What guidelines will be used for sharing?
- How might the meeting deal with crosstalk?
- How will newcomers, literature, and other issues be handled?
- When will regular business meetings take place?

- **Register your meeting**

You may register your meeting online at coda.org or use the forms in this document. Once you have an official number, the meeting will be listed in the CoDA Meeting Directory. If your Voting Entity or Intergroup maintains a meeting list please notify them as well. Please use your assigned group number on all correspondence with CoDA.

- **Define what tasks must be done, such as:**

- Holding the key to unlock and lock facility
- Lead meeting (read format)
- Get speakers if applicable
- Great newcomers
- Buy chips and recognize time in program
- Run and document business meetings that are run on a regular basis
- Stay connected to facility manager
- Set up and clean up meeting room

- **Select and Fill Positions (elected if possible, otherwise volunteers)**

- **Treasurer:** The Treasurer holds all Seventh Tradition donations, pays rent, and sends excess funds beyond a prudent reserve to the local Intergroup, Voting Entity and/or Co-Dependents Anonymous, Inc.
- **Group Service Rep (GSR):** The GSR is elected by the meeting to act as a liaison between the meeting and the next service level providing information in both directions.
- **Literature Person:** The literature person orders, sells and keeps inventory and cash flow records of the group's literature.
- **Contact Person(s):** The contact person responds to telephone, email or other inquiries.

Positions in CoDA are usually rotated to prevent "burn out." Position rotation also supports the concept that each meeting depends on all who attend. Let different volunteers perform each task, rotate positions regularly, and limit terms of service.

Different Types of CoDA Meetings

Speaker Meeting: This type of meeting features a personal story of recovery shared by one individual. Speakers share their personal experience, strength, and hope in the program. The meeting may or may not include open sharing after the speaker, depending on the length of story shared.

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 on their recovery as they wish.

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.

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.

Focus Meetings: Meetings may additionally designate, on the 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. 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.

Crosstalk

In our meetings, we speak about our own experience, and we listen without comment to what others share. We work toward taking responsibility for our own lives, rather than giving advice to others. This is why crosstalk is strongly discouraged during our meetings. Crosstalk guidelines help keep our meetings a safe place. For more information, please refer to the [Newcomer's Handbook](#) and [Experiences with Crosstalk](#) .

Examples of crosstalk may include, but are not limited to:

- Giving unsolicited feedback
- Advising
- Answering
- Making "you" and "we" statements
- Interrogating
- Debating
- Criticizing
- Controlling
- Dominating

- Minimizing another person’s feeling or experiences
- Physical contact / touch
- Body movements such as nodding one’s head or other gestures
- Verbal sounds / noises
- Referring to someone present by name

Other Helpful Information

What is a “Home Meeting,” and why might I want one?

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 of us choose to identify a home meeting, which we attend regularly.

How can we let people know about our meeting?

Contact your CoDA Intergroup/CSG and/or your Voting Entity to have your meeting listed in your local meeting list(s). This is the best avenue for gaining exposure and support. CoDA meetings can be announced in local papers or on community bulletin boards. Frequently, librarians allow meetings to post notices or leave free material, such as "What Is Codependence?" which can include a meeting’s meeting information. According to Tradition Eleven: "Our public relations policy is based on attraction rather than promotion." We suggest simply stating "[Your Meeting name] CoDA Meeting" with the time, date, and location. Note that we do not use a meeting facility name as a meeting name, in accordance with Tradition Six. If a meeting called itself the Johnson Center CoDA Meeting, for example, this could be considered endorsement of an outside enterprise. Instead, the Hometown Tuesday Night CoDA meeting can post flyers saying that they meet in the Johnson Center.

Where do we get funds?

CoDA meetings usually "pass a basket" during the meeting, reminding those attending about our Seventh Tradition, which states that each meeting is fully self- supporting and declines outside contributions. Occasionally, a meeting may pass the basket a second time if contributions are needed for rent, literature, or some other legitimate expense.

What is a “prudent reserve,” and what do we do with excess moneys collected?

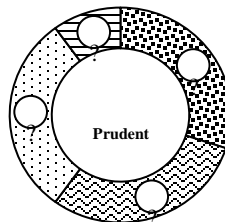
A “prudent reserve” consists of two or three months' worth of meeting expenses. Meeting expenses include items such as rent, supplies, refreshments, and Conference Endorsed literature. The prudent reserve is intended to cover expenses in the event that the meeting has unusually low attendance or donations. It is suggested that, at least quarterly, meetings determine if there are excess funds left after the reserve amount is satisfied. If so a meeting may decide by group conscience to make a Seventh Tradition donation to the CoDA entities that support the meeting. Each meeting needs to decide for themselves.

___% to your local Intergroup/CSG

___% to your Voting Entity

___% to Co-Dependents Anonymous, Inc.

___% to another CoDA project or program

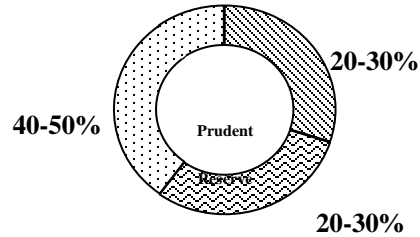


Example if you have an Intergroup/CSG:

40-50% to your Intergroup/CSG

20-30% to your Voting Entity

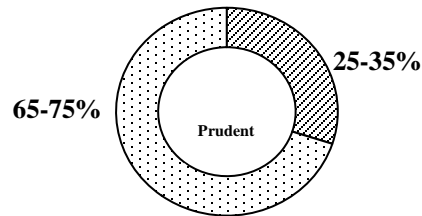
20-30% to Co-Dependents Anonymous, Inc.



Example if you have no Intergroup/CSG

65-75% to your Voting Entity

25-35% to Co-Dependents Anonymous, Inc.



Ordering Literature

The easiest way to order CoDA Conference Approved Literature is to do so on the coda.org website using this [link](#). You can either order directly online or use the form provided there.

Is There A Limit to The Amount an Individual May Donate to CoDA?

Following the Seventh Tradition, the value for donated cash, goods, or professional services rendered by a member to individual meetings, Intergroups, and Voting Entities is suggested not to exceed \$3000USD (three thousand dollars) or equivalent per year. That limit is raised to \$6000 USD (six thousand dollars) or equivalent per year for Co-Dependents Anonymous, Inc. in accordance with the larger scale of operation. Please see the donate button at the top of the home page on the coda.org website for more information about what types of donations you can make.

Can people leave money to CoDA, Inc.. in their wills?

Bequests in wills are acceptable only from CoDA members, with a maximum of \$8,000 from any one person, and only on a onetime basis—not in perpetuity.

How Can I Contribute to CoDA to Celebrate My Recovery?

The 2015 CoDA Service Conference approved the Recovery Celebration Plan, under which 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. Please see the annual donation limits above.

What is Gratitude Month?

In gratitude to our Higher Power and to Co-Dependents Anonymous, Inc. (CoDA), the 2014 CoDA Service Conference (CSC) has designated November as a time for individuals, local meetings, Intergroups and Voting Entities to give thanks for how CoDA has helped them to live life. CSC 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.

Can Our Group Use the CoDA Tax ID Number?

No. The CoDA Tax ID Number, also known as the Employer Identification Number (EIN), is not for use by any

other level of CoDA except the CoDA, Inc.. level. The Co-Dependents Anonymous, Inc. EIN is specific to the corporation of CoDA, a US corporation. Having an “umbrella” tax status would require that each group submit all the identifying information of their officers to CoDA, Inc.. for its official record. In addition, CoDA would be responsible for the groups’ financial reporting and financial activity. We would have to establish a system of controls over the finances of each CoDA group, Intergroup/CSG, and Voting Entity. We would somehow have to ensure the use of all income solely for CoDA purposes and require regular reports to some central CoDA organization which would account to tax authorities for the activities of Co-Dependents Anonymous, Inc. All of this conflicts with our Traditions of anonymity, group autonomy and our service structure. For this reason we recommend that each meeting, Intergroup/CSG, or Voting Entity organization assess its own need for a Tax ID # /EIN and, if necessary, apply for its own.

How do we open a bank account and obtain a Tax ID Number?

Check with your local bank to find out what is required to open an account as a meeting, Intergroup/CSG, or Voting Entity organization. In the USA, a bank will usually require:

- A minimum balance.
- A copy of the entities minutes taken at your business meeting that includes the name of your organization.
- A list of all officers of the organization and anyone else who may be a co-signer on the account, including some form of ID such as driver’s license and Social Security Number for each person.

Getting your group’s own Tax ID Number/EIN in the U.S.

To apply for a Tax ID Number/EIN, you will need to contact the IRS to request Form SS-4: The IRS does not require you to be incorporated to get a Tax ID Number/EIN. Fill in the application as a “nonprofit organization”. Your state may have its own regulations concerning when a nonprofit organization must incorporate. It’s a good idea to check with a legal and/or tax professional in your state for more information. State or federal agencies may inspect your records. Examples of such records may include minutes of business meetings, any changes in officers, and financial records including receipts for rent and literature. For more regarding tax returns, see the IRS website.

Alternatives to getting a Tax ID number/EIN for a bank account

Some groups use the social security number of the group’s treasurer as the Tax ID for the group’s bank account. A group may open a checking account under the treasurer’s social security number with a Doing Business As (D/B/A) name on the account (such as “Sunrise CoDA”). So long as the account earns no interest there should be no tax consequences for the treasurer. Many meetings hold such a small amount of funds that they do not open a bank account at all. The meeting’s treasurer holds the money, or the group may keep the money in a locked file cabinet in their meeting location.

Tax Information

If your meeting sells things like literature, tapes, or other items then you may have to pay sales tax. Whether you need to do so will depend on what country or U.S. state you live in. Hopefully your Intergroup/CSG or Voting Entity can help you determine what is required.

Tax-Exempt Status

CoDA meetings are "non-profit" in their financial behavior but they are not automatically "tax-exempt". Obtaining tax exemption status is an expensive and complicated process that involves legal obligations, controversy about Traditions, and ongoing responsibility. Most meetings and Intergroups/CSGs operate with minimal funds and contributions are generally done in cash anonymously at the meetings. Most regular meeting rarely have any tax liability and do not need tax exemption. Large Intergroups/CSGs or Voting Entity organizations sometimes do form corporations and get their own tax exemption status.

Does CoDA have an “umbrella” insurance policy that would cover our meeting?

CoDA does not have an umbrella insurance policy that covers individual meetings. Local CoDA organizations may choose to purchase such a policy if it is the only way to find meeting space.

Some options that have worked:

- Asking the requesting facility if their insurance company could provide the needed coverage for an added fee or for free.
- Moving the meeting to a facility that doesn't request additional insurance.
- Signing waivers in lieu of insurance. This might lead to personal liability for group members. Outside legal advice about such matters is recommended.

Can a therapist start/facilitate a CoDA meeting?

We ask that therapists, life coaches, mental health professionals, and all paid professionals start meetings or participate in meetings only as an individual recovering codependent and never in a professional capacity.

In "*Building CoDA Community: Healthy Meetings Matter*" page 17 states: *In CoDA, no one is paid to share experience, strength, and hope, whether at meetings, as sponsors, or in any other Twelve Step related activity. Professionals attending CoDA meetings do so as members only, and do not use the Fellowship to further their business interests.*

What to do if a meeting disbands

In the unfortunate case of a meeting disbanding, the treasurer must ensure that current debts are satisfied. If necessary, negotiate a reduction or forgiveness of rent due. Remaining funds and/or literature can be given to other local CoDA meetings or to the Intergroup/CSG or Voting Entity. If there is no other group close enough to easily give literature to literature may be donated to area libraries or institutions.

General Responsibilities of Trusted Servants

- **Preserving continuity:** Outgoing officers are expected to work with the next person holding the position to ensure that procedures, knowledge, and records are passed along.
- **Responsibility of office:** When a person holding a position cannot attend a meeting or other service commitment it is best if they can find a substitute to handle the job. In the event a commitment is not being fulfilled a group conscience may be taken to determine if the meeting wishes the person to continue or to seek another volunteer to take over the position.

Suggestions for CoDA Meeting Service Positions

These are suggestions of positions that have worked with meetings in the past. Each meeting may decide how to distribute responsibilities among the trusted servants of the meeting, combining or expanding positions as needed. A meeting does not need to have all these positions.

Meeting leader/coordinator/facilitator: (it is suggested that this position rotates with each meeting or at time intervals, i.e., monthly or biannually)

- Takes a leadership role for the duration of the meeting.
- Assumes overall responsibility for meeting format.
- Invites speakers or finds a volunteer to handle speaker invitations.
- Guides the meeting according to CoDA-endorsed guidelines.

Secretary: (Suggested term of office - 6 months or 1 year)

- Is the business representative for the meeting and acts as liaison to the meeting facility.
- Obtains and maintains a meeting room.
- Plans and conducts "business meetings" regularly (agenda items may include: elections, meeting format, procedures, etc.) and keeps records of meeting group conscience decisions.

- Ensures that information about the meeting is kept up to date in the Intergroup/CSG, Voting Entity and CoDA, Inc.. meeting lists

Group Service Representative (GSR): (Usual term 1 to 2 years)

- The link between the CoDA meeting and the next level. Ideally, a GSR is an established member of the group, with experience, knowledge, and understanding of CoDA's *Twelve Steps* and *Twelve Traditions* and *Twelve Service Concepts*.
- Attends the local CoDA Intergroup/CSG or Voting Entity service meetings.
- Carries the group conscience to the next local service level and then reports to the meeting on the outcomes.
- Notifies the meeting of any local or CoDA, Inc.. updates, announcements, and flyers.

Treasurer:

- Keeps accurate financial records of the group, and regularly reports to the group regarding income, expenses, and prudent reserve. (Note: A prudent reserve is determined by the group conscience of the meeting, usually two or three months' worth of group expenses).
- Pays rent to the meeting facility for use of the meeting room.
- Disburses Seventh Tradition funds in accordance with the meeting group conscience. A suggested guideline is offered earlier in this document
- Turns over records and funds to a new treasurer

Literature Person:

- Makes CoDA Conference Endorsed Literature available at the meeting.
- Keeps track of group literature supplies and re-orders as needed.
- Obtains funds from the group treasurer to restock literature.
- Refers newcomers and other CoDA members to available CoDA Conference Endorsed Literature.

Phone Contact Person(s):

- Makes first name and contact info available on local and CoDA, Inc.. meeting lists.
- Is available to respond to inquiries regarding the meeting and CoDA.

Section 02 Attracting Members – Community Outreach

Our Eleventh Tradition reminds us that our public relations policy is based on attraction rather than promotion. We do not advertise in the traditional sense in that we do not push for everyone to join CoDA. We do not pay celebrity sponsors to speak on our behalf. We do not tell people why they should join up. Instead, we let the program speak for itself. We let people know we are here and then we let them decide for themselves if they want to participate.

The goal is to "carry the message". 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. When your meeting is listed in your local newspaper and area mental health professionals know about CoDA more people can learn about CoDA.

The items below can help with attracting members and community outreach:

- 1) Use the Press Release sample below as a way to contact your local newspapers.
- 2) Mail the following information to therapists, hospitals, help-lines, libraries, community centers, and colleges etc., within a 5-10 minute radius of your meeting. Check your phone book for possible nearby locations.
 - "What is CoDA?" pamphlet.
 - Subscription form for a complimentary copy of a local CoDA newsletter. Offer to mail complimentary quarterly mailings to all professionals. A quarterly mailing might include the local CoDA newsletter, updated meeting lists, and flyers about upcoming events.
- 3) Hang a CoDA flyer with meeting information in your community. Some suggestions for locations: churches, supermarkets, community bulletin boards, libraries, doctor's offices. Remember to ask permission first.

Community outreach is a way to implement our Twelfth Step and Fifth Tradition that a CoDA group "has but one primary purpose - to carry its message to other Co-Dependents who still suffer". These suggestions are within the guidelines of Tradition Eleven, which states, "*Our public relations policy is based on attraction rather than promotion....*". If you have any questions please contact your next level of CoDA service or the CoDA, Inc.. Outreach Committee (outreach@coda.org).

Sample Press Release

This Sample Press Release is in keeping with our 11th Tradition, which states, "*our public relations policy is based upon attraction rather than promotion.*" You may use this form to notify newspapers about your meeting.

Co-Dependents Anonymous (CoDA) Meeting Information

Co-Dependents Anonymous (CoDA) is a Twelve Step Fellowship of men and women whose common purpose is to develop healthy relationships. The only requirement for membership is a desire for healthy and loving relationships.

The CoDA meeting in the area meets on _____ at _____ am/pm
(Day) (Time)
at _____
(Place) (Address)

For further information contact: _____ at (____) _____
CoDA is a non-profit organization supported by the voluntary contributions of attending members.

Suggestions for Welcoming Newcomers in CoDA Meetings

- Put up a sign in the building that indicates where the meeting is.
- Welcome newcomers. Include a statement in the format about when they can ask questions (after the meeting? during a break?)
- Give each newcomer a *Newcomer's Handbook* or "Welcome" chip or a *What is CoDA?* Pamphlet.
- Explain the "no crosstalk" practice as part of your meeting format every week.
- Suggest that newcomers try several meetings before deciding if CoDA is right for them.
- Make an effort to say something to a newcomer.
- If your meeting's members go out after the meeting for coffee or a meal announce at the end of the meeting that everybody is welcome.
- Have meeting lists and phone lists available.
- The contacts for the meeting returns calls and emails promptly.

Each group has but one primary purpose - to carry its message to other codependents who still suffer. ~Tradition Five

Section 03 Foundational and Meeting Documents

The documents enclosed in this section are the foundation upon which all CoDA meetings are built. Many of them can also be found on the CoDA.org website.

- **The Twelve Steps of Co-Dependents Anonymous**
- **The Twelve Traditions of Co-Dependents Anonymous**
- **The Twelve Promises of Co-Dependents Anonymous**
- **Patterns of Codependence**
- **Recovery Patterns of Codependence .**
- **The Preamble**
- **The Welcome (long version)**
- **The Welcome (short version)**
- **Prayers**
- **“For Safety Sake” tent card**
- **Sample Meeting Format**



The Twelve Steps of Co-Dependents Anonymous ©

1. We admitted we were powerless over others - that our lives had become unmanageable.
2. Came to believe that a power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and lives over to the care of God as we understood God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being, the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood God, praying only for knowledge of God's will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to other codependents, and to practice these principles in all our affairs.

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The Twelve Steps of Alcoholics Anonymous

1. We admitted we were powerless over alcohol-that our lives had become unmanageable. 2. Came to believe that a Power greater than ourselves could restore us to sanity. 3. Made a decision to turn our will and our lives over to the care of God as we understood Him. 4. Made a searching and fearless moral inventory of ourselves. 5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs. 6. Were entirely ready to have God remove all these defects of character. 7. Humbly asked Him to remove our shortcomings. 8. Make a list of all persons we had harmed, and became willing to make amends to them all. 9. Made direct amends to such people wherever possible, except when to do so would injure them or others. 10. Continued to take personal inventory and when we were wrong promptly admitted it. 11. Sought through prayer and meditations to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out. 12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.



The Twelve Traditions of Co-Dependents Anonymous[©]

1. Our common welfare should come first; personal recovery depends upon CoDA unity.
2. 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.
3. The only requirement for membership in CoDA is a desire for healthy and loving relationships.
4. Each group should remain autonomous except in matters affecting other groups or CoDA as a whole.
5. Each group has but one primary purpose -- to carry its message to other codependents who still suffer.
6. A CoDA group ought never endorse, finance, or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim.
7. A CoDA group ought to be fully self-supporting, declining outside contributions.
8. Co-Dependents Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. CoDA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. CoDA has no opinion on outside issues; hence the CoDA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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The Twelve Promises of Co-Dependents Anonymous ©

I can expect a miraculous change in my life by working the program of Co-Dependents Anonymous. As I make an honest effort to work the *Twelve Steps* and follow the Twelve Traditions...

1. I know a new sense of belonging. The feeling of emptiness and loneliness will disappear.
2. I am no longer controlled by my fears. I overcome my fears and act with courage, integrity and dignity.
3. I know a new freedom.
4. I release myself from worry, guilt, and regret about my past and present. I am aware enough not to repeat it.
5. I know a new love and acceptance of myself and others. I feel genuinely lovable, loving and loved.
6. I learn to see myself as equal to others. My new and renewed relationships are all with equal partners.
7. I am capable of developing and maintaining healthy and loving relationships. The need to control and manipulate others will disappear as I learn to trust those who are trustworthy.
8. I learn that it is possible to mend - to become more loving, intimate and supportive. I have the choice of communicating with my family in a way which is safe for me and respectful of them.
9. I acknowledge that I am a unique and precious creation.
10. I no longer need to rely solely on others to provide my sense of worth.
11. I trust the guidance I receive from my higher power and come to believe in my own capabilities.
12. I gradually experience serenity, strength, and spiritual growth in my daily life.



Patterns and Characteristics of Codependence

The following checklist is offered as a tool to aid in self-evaluation. It may be particularly helpful to newcomers as they begin to understand codependency. It may aid those who have been in recovery a while to determine what traits still need attention and transformation.

Denial Patterns

Codependents often. . . :

- have difficulty identifying what they are feeling.
- minimize, alter, or deny how they truly feel.
- perceive themselves as completely unselfish and dedicated to the well-being of others.
- lack empathy for the feelings and needs of others.
- label others with their negative traits.
- think they can take care of themselves without any help from others.
- mask pain in various ways such as anger, humor, or isolation.
- express negativity or aggression in indirect and passive ways.
- do not recognize the unavailability of those people to whom they are attracted.

Low Self-esteem Patterns Codependents often. . . :

- have difficulty making decisions.
- judge what they think, say, or do harshly, as never good enough.
- are embarrassed to receive recognition, praise, or gifts.
- value others' approval of their thinking, feelings, and behavior over their own.
- do not perceive themselves as lovable or worthwhile persons.
- seek recognition and praise to overcome feeling less than.
- have difficulty admitting a mistake.
- need to appear to be right in the eyes of others and may even lie to look good.
- are unable to identify or ask for what they need and want.
- perceive themselves as superior to others.
- look to others to provide their sense of safety.
- have difficulty getting started, meeting deadlines, and completing projects.
- have trouble setting healthy priorities and boundaries.

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Patterns and Characteristics of Codependence (cont.)

Compliance Patterns

Codependents often. . . :

- are extremely loyal, remaining in harmful situations too long.
- compromise their own values and integrity to avoid rejection or anger.
- put aside their own interests in order to do what others want.
- are hypervigilant regarding the feelings of others and take on those feelings.
- are afraid to express their beliefs, opinions, and feelings when they differ from those of others.
- accept sexual attention when they want love.
- make decisions without regard to the consequences.
- give up their truth to gain the approval of others or to avoid change.

Control Patterns

Codependents often. . . :

- believe people are incapable of taking care of themselves.
- attempt to convince others what to think, do, or feel.
- freely offer advice and direction without being asked.
- become resentful when others decline their help or reject their advice.
- lavish gifts and favors on those they want to influence.
- use sexual attention to gain approval and acceptance.
- have to feel needed in order to have a relationship with others.
- demand that their needs be met by others.
- use charm and charisma to convince others of their capacity to be caring and compassionate.
- use blame and shame to exploit others emotionally.
- refuse to cooperate, compromise, or negotiate.
- adopt an attitude of indifference, helplessness, authority, or rage to manipulate outcomes.
- use recovery jargon in an attempt to control the behavior of others.
- pretend to agree with others to get what they want.

Avoidance Patterns

Codependents often. . . :

- act in ways that invite others to reject, shame, or express anger toward them.
- judge harshly what others think, say, or do.
- avoid emotional, physical, or sexual intimacy as a way to maintain distance.
- allow addictions to people, places, and things to distract them from achieving intimacy in relationships.
- use indirect or evasive communication to avoid conflict or confrontation.
- diminish their capacity to have healthy relationships by declining to use the tools of recovery.
- suppress their feelings or needs to avoid feeling vulnerable.
- pull people toward them, but when others get close, push them away.
- refuse to give up their self-will to avoid surrendering to a power greater than themselves.
- believe displays of emotion are a sign of weakness.
- withhold expressions of appreciation.

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Recovery Patterns of Codependence

	Codependents often...	In Recovery...
Denial Patterns	Have difficulty identifying what they are feeling	I am aware of my feelings and identify them, often in the moment. I know the difference between my thoughts and feelings.
	Minimize, alter, or deny how they truly feel.	I embrace my feelings; they are valid and important.
	Perceive themselves as completely unselfish and dedicated to the wellbeing of others	I know the difference between caring and caretaking. I recognize that caretaking others is often motivated by a need to benefit myself.
	Lack empathy for the feelings and needs of others.	I am able to feel compassion for another's feelings and needs.
	Label others with their negative traits.	I acknowledge that I may own the negative traits I often perceive in others.
	Think they can take care of themselves without any help from others.	I acknowledge that I sometimes need the help of others.
	Mask pain in various ways such as anger, humor, or isolation.	I am aware of my painful feelings and express them appropriately.
	Express negativity or aggression in indirect and passive ways.	I am able to express my feelings openly, directly, and calmly.
	Do not recognize the unavailability of those people to whom they are attracted.	I pursue intimate relationships only with others who want, and are able to engage in, healthy and loving relationships.
	Codependents often...	In Recovery...
Low Self-esteem Patterns	Have difficulty making decisions.	I trust my ability to make effective decisions.
	Judge what they think, say, or do harshly, as never good enough.	I accept myself as I am. I emphasize progress over perfection.
	Are embarrassed to receive recognition, praise, or gifts.	I feel appropriately worthy of the recognition, praise, or gifts I receive.
	Value others' approval of their thinking, feelings, and behavior over their own.	I value the opinions of those I trust, without needing to gain their approval. I have confidence in myself.
	Do not perceive themselves as lovable or worthwhile persons.	I recognize myself as being a lovable and valuable person.

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Recovery Patterns of Codependence (cont.)

	Codependents often.	In Recovery...
Low Self-esteem Patterns	Seek recognition and praise to overcome feeling	I seek my own approval first, and examine my motivations carefully before seeking approval from others.
	Have difficulty admitting a mistake.	I continue to take my personal inventory, and when I am wrong, I admit it.
	Need to appear to be right in the eyes of others to look good.	I am honest with myself about my behaviors and motivations. I do not feel threatened to admit mistakes to myself and others, and to hear their opinions.
	Are unable to identify or ask for what they need	I meet my own needs and wants when possible. I reach out for help when necessary and appropriate.
	Perceive themselves as superior to others.	I perceive myself as equal to others.
	Look to others to provide their sense of safety.	With the help of my Higher Power, I create safety in my life.
	Have difficulty getting started, meeting deadline projects.	I avoid procrastination by meeting my responsibilities in a timely manner.
	Have trouble setting healthy priorities and boundaries.	I am able to establish and uphold healthy priorities and boundaries.
Compliance	Codependents often.	In Recovery...
	Are extremely loyal, remaining in harmful situations	I am committed to my safety and leave situations that are inconsistent with my goals.
	Compromise their own values and integrity to avoid anger.	I am rooted in my own values, even if others don't agree or become angry.
	Put aside their own interests in order to do what others want	I consider my interests and feelings when asked to participate in activities.
	Are hypervigilant regarding the feelings of others and those feelings.	I can separate my feelings from the feelings of others. I allow myself and others to be responsible for their feelings.
	Are afraid to express their beliefs, opinions, and feelings that differ from those of others.	I respect my own opinions and feelings and express them appropriately.
	Accept sexual attention when they want love.	My sexuality is grounded in genuine intimacy and connection. When I am loved, I express my heart's desires. I do not settle for sex without love.
	Make decisions without regard to the consequences	I ask my Higher Power for guidance, and consider possible consequences before I make decisions.
Give up their truth to gain the approval of others or to avoid change.	I stand in my truth and maintain my integrity, whether others approve or if it means making difficult changes in my life.	

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Recovery Patterns of Codependence (cont.)

Control P	Codependents often.	In Recovery...
	Believe people are incapable of taking care of themselves.	I realize that, with rare exceptions, other adults are capable of taking care of their own lives.
	Attempt to convince others what to think, do, or feel.	I accept the thoughts, choices, and feelings of others, even if I do not feel comfortable with them.
	Freely offer advice and direction without being asked.	I give advice only when asked.
	Become resentful when others decline their advice.	I am content to see others take care of themselves.
	Lavish gifts and favors on those they want to please.	I carefully and honestly contemplate my motivations when I give a gift.
	Use sexual attention to gain approval and affection.	I embrace and celebrate my sexuality as evidence of wholeness. I do not use it to gain the approval of others.
	Have to feel needed in order to have a relationship with others.	I develop relationships with others based on equality and mutual respect.
	Demand that their needs be met by others.	I find and use resources that meet my needs without making demands on others. I ask for help when I need it, without expectation.
	Use charm and charisma to convince others to be caring and compassionate.	I behave authentically with others, allowing my caring and compassionate qualities to emerge.
	Use blame and shame to exploit others emotionally.	I ask directly for what I want and need and trust the Higher Power. I do not try to manipulate outcomes with blame or shame.
	Refuse to cooperate, compromise, or negotiate.	I cooperate, compromise, and negotiate with others in a way that respects my integrity.
	Adopt an attitude of indifference, helplessness, or rage to manipulate outcomes.	I treat others with respect and consideration, and trust that my needs will be met to meet my needs and desires.
Use recovery jargon in an attempt to control others.	I use my recovery for my own growth and not to manipulate others.	
Pretend to agree with others to get what they want.	My communication with others is authentic and truthful.	

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Recovery Patterns of Codependence (cont.)

	Codependents often.	In Recovery...
Avoidance	Act in ways that invite others to reject, shun, or express anger toward them.	I act in ways that encourage loving and healthy responses.
	Judge harshly what others think, say, or do.	I keep an open mind and accept others as they are.
	Avoid emotional, physical, or sexual intimacy and maintain distance.	I engage in emotional, physical, or sexual intimacy when appropriate for me.
	Allow addictions to people, places, and things to prevent them from achieving intimacy in relationships.	I practice my recovery to develop healthy and fulfilling relationships.
	Use indirect or evasive communication to avoid confrontation.	I use direct and straightforward communication to resolve and deal appropriately with confrontations.
	Diminish their capacity to have healthy relationships by declining to use the tools of recovery.	When I use the tools of recovery, I am able to develop healthy relationships of my choosing.
	Suppress their feelings or needs to avoid feelings of rejection.	I embrace my own vulnerability by trusting and honoring my needs.
	Pull people toward them, but when others get close, push them away.	I welcome close relationships while maintaining healthy boundaries.
	Refuse to give up their self-will to avoid submission to a power greater than themselves.	I believe in and trust a power greater than myself. I willingly surrender my self-will to my Higher Power.
	Believe displays of emotion are a sign of weakness.	I honor my authentic emotions and share them when appropriate.
	Withhold expressions of appreciation.	I freely engage in expressions of appreciation toward others.

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Preamble of Co-Dependents Anonymous[©]

Co-Dependents Anonymous is a fellowship of men and women whose common purpose is to develop healthy relationships. The only requirement for membership is a desire for healthy and loving relationships. We gather together to support and share with each other in a journey of self-discovery -- learning to love the self. Living the program allows each of us to become increasingly honest with ourselves about our personal histories and our own codependent behaviors.

We rely upon the *Twelve Steps* and *Twelve Traditions* for knowledge and wisdom. These are the principles of our program and guides to developing honest and fulfilling relationships with ourselves and others. In CoDA, we each learn to build a bridge to a

Higher Power of our own understanding, and we allow others the same privilege.

This renewal process is a gift of healing for us. By actively working the program of Co-Dependents Anonymous, we can each realize a new joy, acceptance and serenity in our lives.

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Welcome to Co-Dependents Anonymous[®] (long version)

We welcome you to Co-Dependents Anonymous, a program of recovery from codependence, where each of us may share our experience, strength, and hope in our efforts to find freedom where there has been bondage and peace where there has been turmoil in our relationships with others and ourselves. Most of us have been searching for ways to overcome the dilemmas of the conflicts in our relationships and our childhoods. Many of us were raised in families where addictions existed - some of us were not. In either case, we have found in each of our lives that codependence is a most deeply rooted compulsive behavior and that it is born out of our sometimes moderately, sometimes extremely dysfunctional families and other systems. We have each experienced in our own ways the painful trauma of the emptiness of our childhood and relationships throughout our lives.

We attempted to use others - our mates, friends, and even our children, as our sole source of identity, value and wellbeing, and as a way of trying to restore within us the emotional losses from our childhoods. Our histories may include other powerful addictions which at times we have used to cope with our codependence.

We have all learned to survive life, but in CoDA we are learning to live life. Through applying the *Twelve Steps* and principles found in CoDA to our daily life and relationships, both present and past, we can experience a new freedom from our self-defeating lifestyles. It is an individual growth process. Each of us is growing at our own pace and will continue to do so as we remain open to God's will for us on a daily basis. Our sharing is our way of identification and helps us to free the emotional bonds of our past and the compulsive control of our present.

No matter how traumatic your past or despairing your present may seem, there is hope for a new day in the program of Co-Dependents Anonymous. No longer do you need to rely on others as a power greater than yourself. May you instead find here a new strength within to be that which God intended - Precious and Free.

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Welcome to Co-Dependents Anonymous[®] (short version)

We welcome you to Co-Dependents Anonymous - a program of recovery from codependence, where each of us may share our experience, strength, and hope in our efforts to find freedom where there has been bondage, and peace where there has been turmoil in our relationships with others and ourselves.

Codependence is a deeply-rooted, compulsive behavior. It is born out of our sometimes moderately, sometimes extremely dysfunctional families and other systems. We attempted to use others as our sole source of identity, value, well-being, and as a way of trying to restore our emotional losses. Our histories may include other powerful addictions which we have used to cope with our codependency.

We have all learned to survive life, but in CoDA we are learning to live life. Through applying the *Twelve Steps* and principles found in CoDA to our daily lives and relationships, both present and past, we can experience a new freedom from our self-defeating lifestyles. Our sharing helps us to free the emotional bonds of our past and the compulsive control of our present.

No matter how traumatic your past or despairing your present may seem, there is hope for a new day in the program of Co-Dependents Anonymous. May you find a new strength within to be that which God intended - Precious and Free.

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CoDA has three suggested prayers that are
Conference approved as CoDA literature:

The CoDA Opening Prayer ©

In the spirit of love and truth, we ask our Higher Power to guide us as we share our
experience, strength and hope.

We open our hearts to the light of wisdom, the warmth of love, and the joy
of acceptance.

Conference Endorsed 9/13/91

The CoDA Closing Prayer ©

We thank our Higher Power,
for all that we have received from this meeting. As we close, may we take with us
the wisdom, love, acceptance, and hope of recovery.

Conference Endorsed 9/13/91

Another prayer commonly used at CoDA meetings is the Serenity Prayer, as follows:

The Serenity Prayer

God, grant me the Serenity
to accept the things I cannot change;
Courage to change the things I can; and Wisdom to know the difference

Conference Endorsed 1989

Sample Meeting Format

This sample meeting format is included as a guideline. The style of program your meeting wishes to use (whether Speaker, Sharing, Topic or Step) can be a group conscience decision made by the members of your group. Bold sections are for the chair or meeting leader to read aloud; plain text sections are optional extras. You may also copy and display our “*For Safety Sake*” tent card during meetings.

Opening Section

1. **“Good evening (morning, afternoon) and welcome to the _____ (insert meeting name) meeting of Co-Dependents Anonymous. My name is _____ and I am a codependent. I am your meeting leader tonight (today). CoDA asks those with cell phones and pagers to please turn them off or silence them for the duration of the meeting, so we can keep our focus on the meeting without interruptions. Please help me open this meeting with a moment of silence followed by the**

(This is the meeting leader or group's prayer of choice: the Serenity Prayer or the CoDA Opening Prayer)

<p><u>The CoDA Opening Prayer</u> ©</p> <p>In the spirit of love and truth, we ask our Higher Power to guide us as we share our experience strength, and hope. We open our hearts to the light of wisdom the warmth of love, and the joy of acceptance.</p>	<p><u>The Serenity Prayer</u></p> <p>God, grant me the Serenity to accept the things I cannot change; Courage to change the things I can; and Wisdom to know the difference</p>
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2. **The group meeting leader reads the CoDA “Preamble” as written.**
3. **“We welcome any newcomers who are attending their first, second or third meeting of Co-Dependents Anonymous, and ask that you raise your hand and introduce yourself by your first name only... ”**

Optional- Newcomers can be welcomed by clapping after each or all have introduced themselves. If your meeting gives out welcome chips and/or newcomer packets, you may distribute those.
4. **“So that we can get to know each other better, let’s take this time to introduce ourselves by first name only.”** *(Meeting leader introduces self and then introductions continue around the room.)*
5. **The group meeting leader reads the CoDA “Welcome” as written** (long or short version).
6. **“CoDA's Twelve Steps are the spiritual guidelines for our individual recovery. Will the person with the Twelve Steps please read them?”** *Optional- some groups prefer to pass the Twelve Steps around and share the reading of them.*

7. **"CoDA's Twelve Traditions are the guiding spiritual principles of our meetings. Will the person with the Twelve Traditions please read them?"** *Optional- some groups prefer to pass the Twelve Traditions around and share the reading of them.*

8. **Optional** -"Will the person with the *Patterns of Codependence* or the *Recovery Patterns of Codependence* please read them?"

Announcements Section (some groups do this after the Program Section)

9. **"There are meeting schedules and phone lists on the literature table."**

10. a) **"Our literature person is _____ . Do you have any announcements?"**

b) **"Our treasurer is _____ . Do you have any announcements?"**

c) **"Our Group Representative is _____ . Do you have any announcements?"**

Note: If you do not have trusted servants for the above positions, or elect as a group not to speak items 10. Continuing from 11 may be sufficient.

11. **"Restrooms are located....."**

Announce any meeting facility issues (smoking policy, etc.)

12. **"Are there any CoDA announcements?"**

The GSR or secretary shares community, Voting Entity, or CoDA, Inc.. announcements. Any member may also share CoDA announcements. Some meetings choose to also allow CoDA related announcements.

13. Optional- "We give chips at this meeting. Are there any CoDA birthdays today-30 days, 60 days, 90 days, 6 months, 9 months, 1 year, 2 years, etc.?"

Note: Some meetings ask the person celebrating if they would like to share a few words of recovery. In some meetings the group claps after each birthday is recognized for birthdays of 30 days to 9 months; for 1 year or more the group sings "Happy Birthday", ending with "keep coming back".

14. Optional- Announce: "If you would like to celebrate your birthday, please let the secretary know at least one week ahead of time.

Program Section

Begin your meeting program here. If your meeting has a speaker or reads from CoDA literature, this usually lasts 10 to 20 minutes. To enhance the power of our recovery program, CoDA suggests considering having at least one meeting per month be devoted to studying one of the Twelve Steps.

15. Optional, strongly suggested- Read the *CoDA Guide to Sharing, What is Crosstalk?* or both.

CoDA Guide to Sharing

As we pursue our recovery, it is important for each of us to speak as we are able. Many of us find speaking among others, especially strangers, a very difficult task. We encourage people to begin slowly and carefully. It is the intention of every CoDA member and group not to ridicule or embarrass anyone. Nothing that is shared is unimportant or stupid. The sharing of our experiences is best done with "I" statements. "Crosstalk" and "feedback" are discouraged.

What is "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."

"In our meetings we speak about our own experience, and we listen without comment to what others share. We work toward taking responsibility in our own lives, rather than giving advice to others. Crosstalk guidelines help keep our meeting a safe place."

16. "The meeting is now open for individual sharing..."

Optional- "Would each of you please limit your sharing to 3-5 (or less if meeting has a lot of attendees) minutes to allow for everyone to share?" Group conscience can determine how to indicate when time is up, i.e. a timer, tapping on something, or a gentle reminder by chairperson.

Closing Section

17. "Our Seventh Tradition reminds us that we are self-supporting through our own contributions. We ask that you donate only as you can. Please remember that a dollar doesn't go as far as it used to. A suggested donation of \$2-5 will help to meet our obligations for rent and other meeting expenses, as well as supporting CoDA at all levels." *Optional-* some meetings choose to ask for Seventh Tradition donations at the beginning of the meeting, during the announcements section.

18. "As we bring this meeting to a close, I would like to remind you that CoDA is an anonymous program. We ask that you respect the anonymity and confidentiality of each person in this meeting. We ask that "what you see here, what is said here, when you leave here, let it stay here." *Optional-* "Will the person with the *Twelve Promises of Co-Dependents Anonymous* please read them?"

19. "Thanks to our speaker." (If this is a speaker meeting)

20. "Thanks to those who read and who do service at this meeting."

Optional-Affirmations: Starting with the leader or a volunteer each person in turn gives a positive affirmation such as: "I know a new freedom" or they may pass.

The group leader **requests everyone to join in a circle for the closing prayer of choice**. The following are the CoDA endorsed prayers.

The Serenity Prayer

God, grant me the Serenity
to accept the things I cannot change, Courage to change the things I can, and
Wisdom to know the difference

The CoDA Closing Prayer ©

We thank our Higher Power
For all that we have received from the meeting. As we close, may we take
with us

the wisdom, love, acceptance, and hope of recovery.

Section 04 CoDA Service Forms

Below are some of the forms that you may find helpful to get your new CoDA meeting started. Make as many copies as you want or you can print additional copies from the CoDA website.

- A. **Group Registration Form:** Use to mail into CoDA so that your meeting will be listed on the CoDA website for people searching for a meeting in your area. You will receive a Group Number. You may also register your meeting online at www.coda.org.
- B. **Contribution Form:** Please use when you send in 7th Tradition donations to Co-Dependents Anonymous, Inc. It helps us keep track of the money and lets us know where to send an acknowledgement.
- C. **Combination Form:** Changes In Group Information/Seventh Tradition Contribution Use if you don't want to make copies of two forms. All the information is combined onto one sheet of paper. You may also find it handy if you have changes in your meeting information such as a new location, a new contact person, etc., and you have a contribution to make at the same time.

About the Meeting's Phone List: Provides information concerning the purpose of the phone list and a reminder about healthy boundaries, as well as a format for communicating helpful information such as best time to call and sponsorship availability.

- D. **CoDA Meeting Funds Record:** Use to help the meeting's Treasurer keep track of money coming in and going out. A written record also provides a means of financial accountability to the group.
- E. **CoDA Endorsed Literature:** You may obtain a literature order form from the CoDA website to order literature, tapes, medallions, and other items for your meeting. CoDA also has an online store at www.coda.org/estore. You may request an order form by snail mail or e-mail from:

**CoRe Publications
PO Box 1004**

**Denver, NC 28037
Fax (704) 483-3088 email coreorders@coda.org**

Co-Dependents Anonymous,
 O Box 33577, Phoenix, AZ
 (602) 277-7991 www.coda.org



CoDA Group Registration Form

The completion and return of this form to CoDA will register your meeting. Your meeting will be assigned a number and registered in our CoDA meeting directory.

Group Name: _____ Group Meeting Place: _____
 Street Address: _____
 City: _____ County: _____ Community/VE _____
 State/Province: _____ Zip: _____ Country: _____
 Meeting Type: _____ Day: _____ Time: _____

The Steps and Traditions support a diverse and inclusive membership within our Fellowship as well as freedom to every individual to define itself: who attends, descriptions, focus, logistics, timing, etc.. i.e. open, closed, smoking, type of meetings, etc.
 Group Conscience Comments: _____

Primary Contact Person

Secondary Contact Person

Name : _____
 Address: _____
 City: _____
 State/Province _____ Zip: _____
 Country: _____
 Phone: (_____) _____
 Email: _____

Name : _____
 Address: _____
 City: _____
 State/Province: _____ Zip: _____
 Country: _____
 Phone: (_____) _____
 Email: _____

- | | |
|---|---|
| <input type="checkbox"/> I give my permission to list my first name and phone number in the CoDA Contact Directory. | <input type="checkbox"/> I give my permission to list my first name and phone number in the CoDA Contact Directory. |
| <input type="checkbox"/> I give my permission to list my first name and email in the contact meeting information available on the CoDA website. | <input type="checkbox"/> I give my permission to list my first name and email in the contact meeting information available on the CoDA website. |

Signature _____

Signature _____

Please complete one form per meeting Day and Time and return to:
Co-Dependents Anonymous, Inc.
P.O. Pox 33577
Phoenix, AZ 85067-3577

<http://www.coda.org/>

Or email to: **meeting@coda.org**

CoDA



Changes in Group Information

Date: _____ Group No: _____
 Group Name: _____
 Group Meeting Place: _____
 Address: _____
 City/State/Zip: _____
 County: _____ Community/VE _____
 Country: _____
 Day: _____ Time: _____
 New Meeting
 Change in Location, Day, Time, or Type
 Contact Changes

 Last known contact person

The Steps and Traditions support a diverse and inclusive membership in our Fellowship as well as freedom to every group to define its own descriptions, focus, logistics, timing, and etcetera.

Group Conscience Comments: _____

i.e.: open, closed, smoking, type of meetings, etc.

Primary Contact Person

Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: (_____) _____
 E-mail Address: _____
 I give my permission to list my name, phone number, and e-mail address for international contact
 Signature: _____

Secondary Contact Person

Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: (_____) _____
 E-mail Address: _____
 I give my permission to list my name, phone number, and e-mail address for international contact
 Signature: _____

Seventh Tradition Contribution Form

Date: _____ Group No: _____
 Group Name: _____
 Group Meeting Place: _____
 Address: _____
 City/State/Zip: _____
 County: _____ Community: _____
 Country: _____
 Meeting Day and Time: _____
 Check/Money Order #: _____
 Dated: _____ Amount: _____
 Check/MO Signed By: _____

Contribution Acknowledgement To Be Sent

Name: _____
 Address: _____
 City/State/Zip: _____
 Country: _____
 Telephone Contact No: _____

Follow-up information:

Date sent: _____
 Acknowledgement Rec'd: _____
 Cancelled Ck Rec'd: _____

It is suggested that a copy of this form be kept in your records.

Return completed form to:

Co-Dependents Anonymous, Inc.
 P O Box 33577
 Phoenix, AZ
meeting@codas.org

NOTE: As the PHONE contact for your meeting, your first name, last initial, phone number, and e-mail address will be listed in the CoDA Contact Directory available on the CoDA web site. By your signature above, you are giving permission to have your first name, last initial, phone number, and e-mail address given out to those needing a CoDA contact for your meeting. As the members of the CoDA organization are agreeing to receive written communication for your meeting from within the CoDA organization.



Meeting's Phone List

Date of List: _____ **Meeting Day:** _____ **Time:** _____

This meeting makes use of a phone list, which can be a valuable tool in recovery. The people whose name appears on this list have offered to listen to other members and share their experience, strength and hope, not advice. This does not constitute any obligation on anyone's part.

Please keep in mind the following: This list is not to be used for any form of solicitation or announcement. Please respect the privacy and anonymity of the members on this list.

Name (First name & Last initial)	Phone #	OK to leave n	Best time to cal	Email address	Avail as temp S

Meeting Funds Record

Date	Transaction Description	Amount Received	Amount Paid	Balance

The Fellowship Service Manual of Co-Dependents Anonymous



Part 3 Guidelines for Intermediate Service Levels

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Below are links to the other 4 parts of the Fellowship Services Manual (FSM). Suggested uses are as follows:

- Part 1 is intended for all members of CoDA, particularly those who intend to do service work
- Part 2 is the Meeting Handbook and is intended for those wanting to start or help run a meeting. It is recommended that all meetings have a copy of this part.
- Part 4 is intended for use by those currently or considering doing service at the CoDA, Inc.. level. It is strongly recommended for all those who will be attending a CoDA Service Conference (CSC).
- Part 5 contains more detailed information related to the various service entities that exist at the CoDA, Inc.. service level, including the CoDA Board of Trustees, the various committees and other working groups and individual positions.

Links:

[FSM Part 1 – Structure and General Information Summary](#)

[FSM Part 2 - Meeting Handbook](#)

[FSM Part 4 - Service Conference \(CSC\) Procedures](#)

[FSM Part 5 – World Level Service Details](#)

[FSM Glossary](#)

[FSM Combined File](#)

Section 01 Introduction

Purpose of this Manual

The purpose of this document is to provide a more detailed description of our service structure between the meetings and the CoDA, Inc. level. It also includes guidelines gathered from various existing entities at these levels and other places. The 12 Traditions and the 12 Service Concepts are both important guidelines to use in service work at any level. Both can be found in Part 1 of the FSM, CoDA Structure and General Information Summary. It is recommended that all decisions be made using the Group Conscience Process. Information about the Group Conscience Process is available below in Section 03 as well as in as well as in Section 5 of Part 1 of the FSM, Structure and General Information Summary.

Section 02 Service Levels Between Meetings and CoDA, Inc.

Intergroup/Community Service Group (CSG)

A strong CoDA Intergroup sometimes, called a Community Service Group (CSG), contributes to the success of CoDA in general. A sense of community at the local level leads to success in attracting and sustaining the involvement of members of the fellowship in service work and in community building activities. The Intergroup/CSG is made up of Group Service Representatives (GSRs) from area meetings and CoDA members from the local Fellowship. The Twelve Traditions and the Twelve Service Concepts of CoDA offer guidance in establishing service boards. Intergroups/CSGs typically elect officers and committee chairs.

Some things that a CSG/Intergroup might do are:

- Manage finances including the collection of a percentage of money received from the meetings' 7th tradition donations to use to provide funds for acquiring literature, running social events and office type expenses
- Obtain CoDA Conference Approved literature for purchase by meetings and individuals
- Develop and maintain a website
- Issue resolution between and among meetings
- Plan and host events and functions
- Help meetings get started by offering things like starter packs of literature, suggestions on signage and advertising of new meetings and other items as requested

Voting Entity

A Voting Entity (VE) is a level of Fellowship within CoDA that handles the business aspects for a group typically made up of two or more Intergroups/CSGs and/or Meetings. An Intergroup/CSG may serve as a Voting Entity if decided by group conscience when it is the only Intergroup/CSG within a VE. The Voting Entity organization provides a bridge between Intergroups/CSGs, and CoDA, Inc.

Each State and Territory of the United States of America and each Country is automatically defined as a VE and entitled to send two (2) Delegates to the CoDA Service Conference (CSC). Sometimes two or more Voting Entities may choose to join together in order to combine resources and better serve the needs of their meetings and Intergroups. A Voting Entity may also choose to divide into two or more Voting entities according to CoDA's By-laws.

A Voting Entity (VE)'s primary purpose is to represent the members of its communities at the CoDA Service Conference (CSC). It is made up of members who represent their communities or their meetings where there

are insufficient meetings to need Intergroups/CSGs. These representatives, called CSRs (Community Service Reps) or GSRs (Group Service Reps) bring the Group Conscience of their meetings to the VE for resolution or to be presented at the CSC, just as the GSRs bring issues to the Intergroup/CSG where one exists.

Many of the functions performed at the VE level for the communities are similar to those provided by a Intergroup/CSG for the meetings they represent. An additional function of VEs is to elect and send one or two Delegates to CSC each year. In addition, one or more Alternate Delegates may be sent.

The primary purpose of the Delegates is to facilitate communication between the VE and the CSC. The Delegate is a conduit between CoDA, Inc. and their local communities. An important part of this communication is the gathering and distributing by the Delegates of the CSC Motions and VE Issues to be addressed at CSC to acquire group conscience decisions from their VE membership as to how they should vote.

Excerpt from CoDA ByLaws related to Voting Entities

Article IV

Section 2. Voting Entities (Entities).

Each State and Territory of the United States of America and each Country is established as a Voting Entity (VE) and entitled to send two (2) Delegates to the Service Conference. A single Voting Entity is established to represent all "Alternative Format Meetings" (AFM) and is entitled to send two (2) Delegates. AFM is defined as all meetings that do not physically meet face-to-face in a physical location.

Any Voting Entity may surrender its two (2) Delegates and request to subdivide. The governing principle is that a member of the Fellowship will only be represented by one (1) set of two (2) Delegates. An entity may request sub-divisions for reasons of geographical separation, language, or other recognizable characteristics. Each entity may request that it be split along an internally agreed upon division and each sub-division of the entity granted two (2) Delegates. Each sub-division should have enough members and meetings to support a viable service group so that all meetings are still represented.

The Issues Mediation Committee will handle requests for CoDA to recognize Voting Entities. Through the group conscience process, Voting Entities select Delegates and Alternate Delegates to carry the will of the membership of CoDA, Inc. meetings. In order to guarantee voting rights, each Voting Entity service board must be duly authorized by the Issues Mediation Committee. In the absence of a Voting Entity service board, members of that Entity shall present an alternative selection process based on group conscience decision making to the Issues Mediation Committee. This procedure insures adherence to the program of recovery endorsed by this Fellowship.

Voting Entity Splits

Each Voting Entity may sub-divide into two Voting Entities based on specific logic and criteria. The Issues Mediation Committee (IMC) oversees this process and approves all divisions. CoDA's Bylaws offers guidance for the VE and the IMC. After the division, both VEs will have two delegates. The Fellowship Service Manual recommends the following issues and process be considered:

1. Make sure a division will solve some problem or issue with representation of the Membership and that adequate meetings exist to justify the split.
2. Consider geographical boundaries.
3. Consider division by Language.
4. Consider city, county, parish, state boundaries.
5. The division should be agreed upon by both new VE's.
6. All meetings from the current VE should be included in one of the new VE's.

Please contact the IMC at imc@codas.org for an application.

Section 03 Group Conscience Decision Making

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." By polling our group conscience, we seek guidance from our Higher Power and make decisions affecting our groups, our service boards, and our committees.

The group conscience is the collective conscience of the group membership and 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.

The group conscience process is also used to make decisions that affect CoDA as a whole and to elect trusted servants to carry out those decisions. The Intergroup (community, area, country, state, regional) elects delegates to represent them at CoDA meetings (see Intergroups defined in Section V.). The GSR (Group Service Representative) carries the group conscience of the home group meeting to Intergroup. Intergroup holds a group conscience and decides whether the item will proceed to CoDA, or the next level (the Voting Entity).

At the Voting Entity level (Country, State and Regional or other Voting Entity levels); group and community representatives select trusted servants to become officers to serve the members of that Voting Entity. At the same time, delegates are selected to represent the Voting Entity and carry the Voting Entity group conscience to the annual CoDA Service Conference. Delegates also work together to make decisions dealing with CoDA, and select trusted servants who will serve our Fellowship at the CoDA, Inc. level.

Decisions at all levels including the Intergroup and Voting Entity levels of CoDA are made with the guidance of our Higher Power as expressed through the Twelve Traditions. Particularly useful are Tradition One: "Our common welfare should come first. Personal recovery depends upon CoDA Unity." and Tradition Two: "For our group purpose there is but one authority—a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern." Thus as with all our recovery, group conscience is about putting aside the "self" and looking to Higher Power for guidance.

For more guidance on the Process of Determining a Group Conscience (and Safety, Boundaries, and Respect in the Group Conscience Process), refer to Part 1 of the FSM, [CoDA Structure and General Information Summary](#).

Section 04 Doing Service at the VE and CSG/Intergroup Levels

What Are Bylaws/Guidelines?

It is highly advisable that every Intergroup and/or Voting Entity creates and maintains either a set of written operating Guidelines or Bylaws. Guidelines/Bylaws widely vary from group to group, but they are generally operational procedures covering topics such as how officers are elected, how meetings are conducted, how often business meeting are held, what officers the organization will have and a description of officers' duties.

Bylaws, by definition, are 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. They are often required by banks to open checking accounts.

Guidelines are statements or indications of policy or procedures by which to determine a course of action. They are not laws and their policies and procedures are never mandatory.

Some examples of existing CoDA's Fellowship Bylaws can be found on the following links:

Southern California CoDA Intergroup(SoCal): <http://coda.org/default/assets/File/Board/Bylaws%20-%20revised%20Oct%202016%20CSC%20-%20unhighlighted.pdf>

1. <http://socalcoda.org/docs/SoCalCoDABylaws053114.pdf>
2. New England CoDA Intergroup: <http://www.necoda.org/Active%20PDFs%20and%20Flyers/Bylaws.pdf>
3. CoDA, Inc. Bylaws: <http://coda.org/default/assets/File/Board/Bylaws%20-%20revised%20Oct%202016%20CSC%20-%20unhighlighted.pdf>

At business meetings, the members of the Voting Entity and/or Intergroup are guided by CoDA's 12 Steps, 12 Traditions and 12 Service Concepts.

Where and When Should an Intergroup or VE Meet?

Every Intergroup/VE is self-supporting, so deciding where to meet and how to pay for it should be a collective group conscience decision. Intergroup/VE members usually search churches, libraries, and/or hospital institutions for available locations to hold business meetings at a nominal fee (e.g., \$10-50/month). If you can't find a meeting room using telephone and/or video conferencing are available options. (See Teleconferencing and video conferencing sections). Special meetings may be called throughout the year outside the usual schedule (e.g., for

workshop and/or convention planning, Conference motions and Voting Entities' review, etc.).

Intergroup general meetings typically either meet monthly or quarterly within the year depending on how much business they have on their agendas. A Voting Entity usually meets at least once or twice a year; large VEs may meet more often.

Section 05 Officer Positions

Officer Positions and Terms

The election, terms and duties/responsibilities of a Chair, Vice Chair, Secretary and Treasurer are usually outlined and maintained. Examples of how various formed committees such as an Outreach, Events, Website and/or Hospital and Institutions committees are formed and may also be included at an Intergroup level and/or at the Voting Entity level.

The Chair usually facilitates all the business meetings and sets the agenda. Sometimes the Chair does not have a vote, but serves as a tie-breaker when there is a tie vote.

The Vice Chair usually takes over the Chair's responsibilities/duties in the absence of the Chair.

The Treasurer is usually responsible for receipt, disbursement and proper accounting and documentation of all funds (7th Tradition donations) and expenses for the Intergroup/VE. Maintains proper and accurate records of all receipts and disbursements; prepares and presents a written report of the status of the Intergroup/VE account in the established meeting periods (and when requested) to the Fellowship for transparency purposes. It is highly advisable to open a checking account (in the Intergroups/VE's name) as soon as possible. It is usually suggested that there are at least two signatures on a checking account (e.g., the Treasurer's and the Chair's or/Secretary's). Please refer to Part 2 of the FSM, Meeting Handbook.

The Treasurer can accept all 7th traditions donations either through a P.O. Box (which should be opened and paid for in the name of your Intergroup and/or VE) or in person at every held business meeting. Seventh Tradition donations can be made either by check, money order or in cash at local meetings at the suggested percentages made by CoDA Please refer to Part 2 of the FSM, pages 4 and 12-13 for information about the suggested percentages for dividing 7th tradition donations.

The Secretary usually records, maintains and distributes business meeting minutes and key information to attendees, officers and the local Fellowship. They also create and maintain a local contact list and handle most mass mailings.

Terms of office and/or rotation of officers is highly recommended and considered healthy in CoDA. A term office of two years is suggested unless otherwise specified by a Group conscience. If no one can fill the position after a

term is up, then the same candidate may continue filling the position another year or two if the group conscience allows, until a suitable candidate is elected. Or the position can remain vacant until a candidate may fill the position. Outgoing officers are expected to attend to supply information and materials to their successors and cooperate to ensure the smoothest possible transition. This may apply to Committee Chair positions as well.

Who Are Delegates and Alternate Delegates?

How Do We Select Them and What Is Their Term Lengths?

Delegates are a Voting Entity's (VE) voting representatives who are sent to CoDA's yearly CoDA Service Conference (CSC). They are selected by a VE's group conscience decision making process at the yearly VE Assembly or Conference. Every Voting Entity may send up to two Delegates to Conference.

Delegates are expected to serve as a liaison between CoDA, Inc. and its Voting Entity. Delegates serve as a communication link between CoDA, Inc. and its local Fellowship providing key information on Conference and VE updates, changes, etc. At Conference, Delegates may be asked to give a brief oral report on their local VEs. After the Conference experience, a Delegate may be asked by their VE to either prepare or present an oral and/or written report of their overall experience at Conference with detailed information on presented motions and reports. A typical Delegate's term is for 2 years.

An important goal of a Voting Entity is to be represented at Conference and to send a Delegate(s) for voting purposes. If financially possible, Delegates get reimbursed by their VE for their travel expenses.

An Alternate Delegate may serve in the absence of a Delegate at CSC. When the Delegate is not able to serve on the floor or steps out of the Conference room for a short period of time, the Delegate "passes his/her badge" to the Alternate to vote in his/her place. An Alternate may or may not be reimbursed by its local VE. An Alternate's term is usually 1-2 years. Alternate Delegates often become Delegates for a future CSC.

Some Voting Entities select a Junior and Senior Delegate to go to Conference the same year. A Senior Delegate would have gone to Conference the year prior. A Junior Delegate would have not and would be attending Conference for the first time. The reason for this method is to have a 'seasoned' Delegate 'showing the ropes' to a new Delegate at Conference.

Where possible It is a good idea that a Delegate have served previously as an Alternate Delegate.

What Are the Expectations and Responsibilities of a Delegate?

CoDA, Inc.'s Events Committee put together "A Delegates Checklist" for all delegates at Conference. This list can be found on the coda.org website at this location: <http://coda.org/default/assets/File/Delegate%20Checklist.pdf>

Officer and Delegate Rotation and Removal from Office

CoDA encourages rotation of officer and Delegate positions. A term period for an officer is usually 2 years. If a position cannot be filled, a group conscience may be taken and a person may either continue until another candidate is available or that individual may serve for another 2-year period, up to a total of 4 years. If no one is available or willing to serve, that position will remain vacant until a candidate is available to be of service. A term period of a delegate is 2 years. It is suggested that new delegates be selected at each term; however, a delegate may have served as a previous alternate.

If someone is not fulfilling their assigned duties/responsibilities as outlined in their Intergroups/VE's Guidelines/Bylaws, the group may remove the individual from their perspective position. CoDA suggests caution with this action and that this action is only taken as a last resort. This should only be done with a group conscience decision and only if someone was found to have either seriously violated CoDA's 12 Traditions and/or 12 Service Concepts or if someone is not fulfilling their assigned duties/responsibilities. All groups are encouraged to read and follow CoDA's "Dealing with Disagreement Process Diagram" <http://coda.org/default/assets/File/IMC/IMC%20Disagreemen%20Process.pdf> and our "Disagreement, Mediation, and Resolution in Our Group Conscience Process" as outlined in Part 1 of the FSM, CoDA Structure and General Information Summary.

An Intergroup/VE may establish guidelines or Bylaws which stipulate that any officer can be removed from office by a majority vote of the Assembly or when two-thirds of the Intergroup/VE members present voting either at a quarterly meeting or a special meeting called for that purpose, provided that in any of the above cases, the officer subject to removal and all members of Intergroup/VE have been informed at least 30 days in advance.

Some Intergroups/VEs also follow additional guidelines as follows: Failure to attend two consecutive scheduled meetings of an Intergroup/VE without prior notification and/or without reasonable cause shall be sufficient grounds for immediate removal from office of any officer, or any position elected or appointed by the Intergroup/VE or the Assembly. Such removal requires a simple majority of service board members present.

Section 06 Service Meetings: What they Entail and How They Are Conducted

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 the this meeting would be an Intergroup/VE 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.

Alternative Format Meetings (AFMs)

Alternative Format Meetings (AFMs) 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.

Section 07 Other Useful Information

Phone Set-Ups

An Intergroup and/or Voting Entity may or may not have a need for a phone set-up for their Fellowship and/or the outside community to reach them or to have access to their local meeting list information. This depends on a group's needs.

There are many phone **companies** whereby an Intergroup and/or Voting Entity can pay for a private line(s) at a nominal monthly service fee. Some Intergroups actually dictate their local meeting list on phone line(s) for their Fellowship in lieu of a local website listing and in addition to the coda.org website listing.

Teleconference Calls

If an Intergroup and/or a Voting Entity cannot find a meeting place to meet nor has a need for a conference call or video conferencing, there are numerous online conference call companies available free of charge. These online services provide specific accounts where you can conduct audio conference calls with countless callers anytime without reservations, plus the added benefit of managing (and recording) your live conference calls on the web, again, for free with detailed instructions. Just search the web for free conference calling.

Meetings Lists

Most Intergroups and/or Voting Entities create, maintain and distribute a local meeting list for their Fellowship either on hard copy, their website (if they have one) or both. Intergroups usually are well connected with their local communities and have the most updated contact meeting information and can report a most accurate and updated meeting list.

Here is an example of a local meeting list: <http://www.lacodapreview.lacoda.org/wp/index.php/meetingsdany/>

Intergroups not only distribute their meetings lists to their Fellowships but often also distribute them to local behaviorists and clinical institutions as part of their outreach efforts in fulfilling their 5th Tradition.

Websites

Some Intergroups and/or Voting Entities have been able to create and maintain a website for their Fellowship depending on its local resources. Usually an Intergroup and/or Voting Entity begins with starting a Website Committee and either gathers free computer web design knowledge/talent from their local community and/or usually pays for these computer services from their 7th tradition funds by taking a group conscience vote.

A typical website might include the following:

- Home page – general information about the group and CoDA

- Links to the *Preamble, Welcome, Twelve Steps, Twelve Traditions, Twelve Promises* and the *Fellowship Service Manual* on the CoDA.org website
- List of local CoDA events
- Local newsletter
- Contact information
- Meeting information / list
- Link to how to order Conference Approved Literature on the CoDA.org website
- Links to other CoDA web sites

You can refer to CoDA's Voting Entity Contact list for website addresses and examples at:

How Do the Traditions Affect What We Put on a Web Site? The *Twelve Traditions of Co-Dependents Anonymous* are the guiding spiritual principles our Fellowship. No matter how modest the web site, it is available to a large, diverse and growing audience. If a web site is linked to the CoDA site (www.coda.org), that link represents an endorsement by CoDA. Possible Tradition issues are:

- Unity - deciding what goes into a web site
- Our primary purpose - carrying the CoDA message of recovery from codependency
- Endorsement - avoiding endorsement of related facilities or outside enterprises.
- Outside issues - avoiding opinions on outside issues
- Self-support - costs of development and maintenance
- Autonomy - responsibility for web site content and copyright acknowledgements
- Anonymity - the Internet as an extension of press, radio and films.

When deciding what goes in a web site It is important to remember that *"our common welfare should come first; personal recovery depends upon CoDA unity"* (Tradition One). Keeping the information presented general allows us to reach as many codependents as possible, many of whom will be newcomers who know little about Co-Dependents Anonymous. A group conscience of the sponsoring group is the basis for deciding what goes into the website. Before putting up a website, the content should be thoroughly reviewed by the membership of the group sponsoring the site. Placing information about the site's sponsoring group, on each page of the site, makes the message clear to the reader. As a design consideration, having a consistent "look and feel" on each page makes reading the material easier for the user.

The primary purpose for the web site should be to carry the CoDA message. Our Step 12 reads, *"Having had a spiritual awakening as the result of these steps, we tried to carry this message to other codependents, and to practice these principles in all our affairs."* A website can be a great tool in carrying the message of recovery to codependents who still suffer by employing modern technology to implement our primary spiritual aim. Our websites rely on attraction, not promotion per Tradition 11: *"Our public relations policy is based on attraction rather than promotion..."*

Avoiding endorsement of related facilities & outside enterprises as stated in Tradition 6 is also important: *"A CoDA group ought never endorse, finance, or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary spiritual aim."* Facilities that provide CoDA meetings or space for other events on-premises may include CoDA information on their web site as a service. The only time that facilities or outside enterprises should be included on CoDA websites with their name or a link to their website is to provide location

information for meetings or events.

Some Internet providers insert their own addresses at the bottom of a web page to encourage viewers to contact them. Closely associated with this problem is that some of the code generators insert messages such as, "This web site was developed using XYZ Tool." These are also advertisements and break CoDA's Tradition of non-endorsement. Use of credit card or financial trademarks is acceptable in the normal course of financial transactions.

Setting up a site on the Internet has recurring costs. Many Internet Service Providers (ISP's) make space available for clients as part of their monthly fees for a "personal" web site. A member may want to donate their personal web site space as a service to the sponsoring service body. But what happens if the individual decides to change ISP's? What if they move? What if they decide that CoDA isn't for them anymore? Tradition Seven says, "*every CoDA group ought to be fully self-supporting...*" So it's best that the group provide its own Internet presence. The important issue is that the group be responsible for the site, not an individual.

No one may publish CoDA copyrighted material without the express written permission of CoDA. Copyright infringement is one of the most common problems that have occurred with the explosion of the Internet. Using copyrighted material without permission has the potential of deeply affecting CoDA as a whole. The only CoDA materials that may be reproduced on a web site are those items on the CoDA web site and the appropriate Copyright notice must be included. Excerpted material must also be acknowledged.

Intergroup and Voting Entity Committees

Most Intergroups and Voting Entities (VEs) form and operate one or more committees within their groups to better serve their local Fellowships. Voting Entity committees are organized along the same structural lines as meetings and Intergroups (groups and community service groups).

Voting Entity Committees function through the group conscience decision making process as they carry out service work. Priorities for this work usually come from meetings and Intergroup's.

A committee usually has a Chairperson (and volunteer members) who facilitates that committee, sets the agenda and holds its meetings, etc. Some examples of committees are:

- Outreach: members handle correspondence from the outside public and the still suffering codependents; attend, coordinate, and give information at special outreach events that reach the still suffering codependent who is unaware of CoDA; may send local meeting list to behavioral institutions and physicians for informational purposes
- Events: members plan and coordinate special events like the Assembly/Conference meetings; conventions/conferences; various topic related workshops, social events, etc.
- Website/Webpage: members create, place key information, and continuously maintain/update website page(s) for either the local Intergroup area or entire Voting Entity

- Hospital and Institutions: members hold meetings at local hospitals and prisons for the still suffering codependent; answers correspondence from prisons and hospitals and other institutions; discovers ways to bring CoDA literature to these institutions at nominal fees
- Communication: members handle, create, maintain and distribute correspondence to facilitate incoming and outgoing communication within the Fellowship. May create periodic newsletter; banners; posters, etc.

All committees have but one purpose according to Tradition 9: “CoDA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.”

Handling a Dispute or Conflict?

During the group conscience process, it is important that we all practice our program by balancing patience with assertion. We respect the boundaries of others and expect the same consideration. We assume responsibility for our behavior and accept accountability for our actions.

However, because we are in recovery, we will still run into conflict and conflict will lead to disputes that find their way to Intergroup business meetings and to Voting Entity meetings following structural guidelines. The question then becomes, “How do an Intergroup and/or Voting Entity handle a dispute or conflict once it reaches its level?”

It is recommended that all disagreements be first dealt with by person-to-person. Then, if the issue(s) is not resolved by the individuals, a third neutral party, trusted by both parties, may be asked to help support and resolve the issue. If that doesn’t work, then assistance from a meeting is recommended. If that doesn’t resolve the situation; then seeking guidance and assistance from the Intergroup level is recommended. And so on. Therefore, when an Intergroup receives a dispute at their level, the Intergroup should ensure that these past steps should have already been taken before coming to the Intergroup level.

Once at the Intergroup (and then the Voting Entity level if not resolved at the Intergroup level), the group conscience, maintaining neutrality, objectivity and using specific CoDA literature as outlined in the Fellowship Service Manual (see Section Two on The Group Conscience Process, on “The Disagreement, Mediation, and Resolution in Our Group Conscience Process” and again IMC’s “Dealing with Disagreements” document above) along with Higher Power’s guidance are all key components with resolving disputes and conflict.

An example of conflict may be that an Intergroups treasurer ran off with the group’s money and the group finds itself uncertain on what to do. A possible answer (based on some group’s Experience Strength and Hope/ESH and using the above tools) may be to hold a group conscience meeting and ask questions like: Was the group careful in their selection of a responsible treasurer? Did they have more than one signatory on the account to monitor the on goings of the account? Was the treasurer helped to the understanding of his/her responsibilities of the position? Are excess funds being held? And, whether these questions were being asked or not, some groups still find it helpful to hold a group conscience meeting to review the way the group’s finances are being handled and to update procedures.

If an Intergroup and/or Voting Entity find they cannot resolve a dispute, or finds that they are just not equipped to do so, they may refer the case to CoDA's Issues Mediation Committee at the CoDA, Inc. level which handles disputes and mediation at this next level. They may be contacted at imc@codas.org.

More information about handling disputes can be found Section 03 above.

CSC Travel Reimbursement Opportunity (TRO)

A Travel Reimbursement Opportunity (TRO) is a financial assistance award offered by CoDA, Inc. to reimburse Voting Entity delegate(s) whose Voting Entity qualifies for financial assistance to come to Conference. CoDA, Inc.

reimburses an eligible Voting Entity delegate who is voted in by their Voting Entity; preferably, a new attendee/Voting Entity to Conference; eligible for aid; and who must agree with the reimbursement method with CoDA, Inc's Treasurer prior to the TRO being awarded.

No Voting Entity is eligible to receive a Delegate - Travel Reimbursement Opportunity (Del-TRO) and /or International

- Travel Reimbursement Opportunity (Int-TRO) more than twice, nor in two consecutive years.

The Issues Mediation Committee and Finance Committees are involved in the TRO solicitation, vetting, education and reimbursement process. You may contact IMC (imc@codas.org) regarding the solicitation, vetting and education

of TROs and the Finance Committee (finance@codas.org) regarding reimbursement procedures. More information about TROs is available in Part 4 of the FSM, CoDA Service Conference Procedures.

Prudent Reserve

An Intergroups and/or Voting Entity's (VEs) Prudent Reserve is generally 2-3 months of average operating expenses put in "reserve" in a meeting's budget. Its principal purpose is to provide the financial resources to continue the essential services of its Intergroup and/or VE for up to 2-3 months (or longer) in the event of unexpected and substantial reduction in the normal revenues of the meeting group(s). The prudent reserve is intended to cover expenses in the event that the group has unusually low attendance or donations.

A prudent reserve is a made up of a group's ongoing expenses such as rent, phone line(s), CoDA endorsed literature, refreshments, website fees and various miscellaneous expenses like photocopy expenses, etc.

The Voting Entity usually collects delegate funds donations from local meetings since delegates are selected and elected at this level of structure. How to distribute the money in excess of a meetings prudent reserve is discussed

in Part 2 of the FSM, Meeting Handbook.

However, if an Intergroup is set-up in structure as both an Intergroup and Voting Entity, they could establish a separate “fund” within their budget or a separate account as a “delegate’s fund” so that meeting groups can donate directly to this fund, if they choose to. {In addition, the Intergroup/VE can take a group conscience to transfer funds from their operational fund to the delegate fund as needed to ensure the delegate fund is adequate to fund the elected delegate(s)’ expenses.} This way, the Intergroup/VE can separate its 7th Traditions from its delegate fund budgets. These funds are meant to be “internal” set-up accounts within the budget.

7TH Tradition Donations Acknowledgement

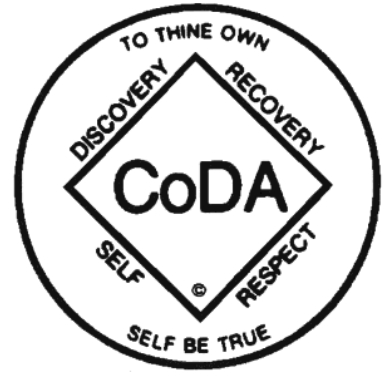
Most Intergroups and Voting Entities acknowledge donations by a receipt, sent to the person indicated on the contribution envelope, or to the GSR (Group Service Representative) if a name and address is not indicated. Usually, quarterly contribution statements are sent to each group’s GSR. These statements reflect year-to-date information, whether or not the group contributed.

Opening a Checking Account

Most banks are willing to work with small nonprofit organizations with opening a checking account to hold 7th Tradition funds at either the Intergroup and/or Voting Entity level. Unfortunately CoDA cannot allow groups to use their Federal Tax ID number when opening a checking account at a bank institution.

Your own Intergroup and/or Voting Entity can apply for a Federal Tax ID number (with the IRS) or one of your officers (usually the Treasurer and/or Chair) can open a business account using your groups name on the account. It is recommended to have at least two signatories on the account. This is to avoid any misuse of funds and to ensure proper management of funds. It is also recommended not to secure a debit card. This is so that all transactions are made visible by check, taking the time to clear, and again, to discourage and avoid misuse of funds.

The Fellowship Service Manual of Co-Dependents Anonymous



Part 4 Service Conference Procedures

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Below are links to the other 4 parts of the Fellowship Services Manual (FSM). Suggested uses are as follows:

- Part 1 is intended for all members of CoDA, particularly those who intend to do service work
- Part 2 is the Meeting Handbook and is intended for those wanting to start or help run a meeting. It is recommended that all meetings should have a copy of this part.
- Part 3 is intended for use by those currently or considering doing service at the levels between meetings and CoDA, Inc.. It is intended to be particularly helpful in establishing these service levels.
- Part 5 contains more detailed information related to the various service entities that exist at the CoDA, Inc.. service level, including the CoDA Board of Trustees, the various committees and other working groups and individual positions.

Links:

[FSM Part 1 – Structure and General Information Summary](#)

[FSM Part 2 - Meeting Handbook](#)

[FSM Part 3 - Guidelines for Intermediate Service Levels](#)

[FSM Part 5 – World Level Service Details](#)

[FSM Glossary](#)

[FSM Combined File](#)

Section 01 Conference Procedures

CoDA Service Conference (CSC) Guidelines/Procedures

1. Use of the Community Problem Solving Method as our Method of Group Conscience Decision Making:

The Community Problem Solving Method will be the guidelines used to achieve group conscience and to facilitate the business of the CSC. Time limits and procedures for the Community Problem Solving Method are outlined in the subsection titled "Community Problem Solving Method of Decision Making: Sequence for Bringing a Motion to Vote."

2. Preparation and Adoption of the CSC Agenda:

It is the responsibility of the Events Committee, consulting with the Board of Trustees and the Chairs Forum to ensure that all business matters are presented to the Fellowship. To this end, the Events Committee prepares the initial agenda for the CSC. This agenda is adopted (or modified and then adopted) by a group conscience decision at the beginning of the CSC.

3. To Modify the CSC Agenda:

Committees may reschedule their appointed report times on the CSC agenda by a group conscience decision of the CSC. Committees are encouraged to request changes as far in advance as possible. Requests for rescheduling should be made no later than immediately prior to the committee report which directly precede the originally scheduled time slot for the committee requesting a change. (If a committee is not ready to report and has not requested a change to the agenda, the committee's report will be listed as "unfinished business" at the end of the agenda.)

4. Role of the Chair/Facilitator:

Conference time management is essential to accomplish our work. The Conference Chairperson is responsible for promoting the smooth and orderly flow of business. The Chairperson may be assisted by a Facilitator.

The Chairperson/Facilitator is charged with maintaining order at the microphone and in the conference room. Therefore, when the Chairperson/Facilitator strikes the gavel or calls for "thirty seconds" of silence, all speaking and discussion will cease. Each period of silence will be followed by the Serenity Prayer.

There may be times when the Chairperson/Facilitator may need to interrupt a speaker to ask for clarification, correct a procedural error or maintain time limits adopted by group conscience. The Chairperson/Facilitator may call for a group conscience at any time in order to reach a quick consensus to complete business.

5. Microphones and time limits for speaking:

People addressing the CSC do so at the microphone. This is to assure that attendees can hear CSC business clearly and that all CSC business is correctly recorded.

One person speaks at a time.

At appropriate times when conducting business, for discussion of the issues and to make recommendations, there may be one microphone set up for those in favor of a motion and one set up for those opposing a motion. A third microphone is set up in the middle for people who need clarification or may offer clarification.

Speakers must line up at the appropriate microphone and wait to be recognized by the Chairperson/Facilitator. The Chairperson/Facilitator will alternate microphones and will recognize the speakers at each microphone before they speak. Those speaking at the center microphone will be recognized over those speakers at the other two microphones. After being recognized by the Chairperson/Facilitator, the speakers identify themselves by stating their first name and the Voting Entity or service entity they are representing. Speakers may then address the CSC.

When speaking, express feelings, give opinions, share experience, show reservations and concerns, offer realistic criticism, assess possible flaws, and offer possible alternative solutions and options. Whenever possible, after you share a feeling, **RECOMMEND AN ACTION OR SOLUTION WHICH THAT FEELING SUPPORTS. THE CSC IS NOT A PLACE JUST TO VENT OR COMPLAIN.**

At the CoDA Service Conference, persons who address the CSC may speak to an issue only once for 1 minute each. Time limits may be changed by group conscience. Persons using the middle microphone for clarification or to make a request for information may speak more than once.

6. Speaking privileges and voting privileges:

Generally, speaking privileges (also known as “voice” privileges) are restricted to people who have voting privileges. Conference may grant voice and/or vote as they determine appropriate. During committee reports, however, all participants in the development of that report may speak regardless of voting rights.

Each CoDA Trustee has a vote at the CSC; the CoRe Board has two voting members. (“CoDA Fellowship Service Manual: Section 09-CoDA Service Structure,” and “Co-Dependents Anonymous, Inc. Bylaws: Article IV- Membership and Voting.”) Voting Entity Delegates have voting privileges (CoDA Fellowship Service Manual, Section 08, Voting Entity Service, and “Co-Dependents Anonymous, Inc. Bylaws: Article IV- Membership and Voting.”) While voting privileges are restricted, all CoDA members are welcome to attend the CSC and work on a CoDA Committee.

According to Tradition Two, a group conscience decision grows out of the combined wisdom of the whole group guided by our Higher Power. However, time simply does not permit every person to speak on every issue at CSC. Non-voting members who want to have their opinions shared with the CSC may apply an adaptation of the process used to bring a group conscience opinion to a service board via the Group Representative:

- a) Speak with your Voting Entity Delegate and give that person a written summary of the opinion you want expressed.
- b) If you have no Voting Entity Delegate, you may request “voice” privileges (see below).

“The CSC may extend voice and/or vote privileges at CSC to any member that it deems appropriate or necessary. Voice and/or vote may be granted for the entire CSC, or on individual issues. This flexibility is sometimes needed to gain the valuable input and services of members who are not specifically included in the above paragraphs.” (“Co-Dependents Anonymous, Inc. Bylaws: Article IV- Membership and Voting.”)

7. Addressing disruptive behavior:

Due to the nature of our Twelve Step recovery program, it is especially important that members feel safe (emotionally and physically) when participating in business service meetings. Group conscience may call for the elimination of speaking privileges or removal from the meeting of a person who attempts to consistently disrupt, interrupt, or otherwise impede the progress of the meeting. (Please refer to the CoDA Fellowship Service Manual, Section 2, The Group Conscience Process, Disagreement, Mediation, and Resolution in Our Group Conscience Process, for additional information regarding conflict resolution.)

8. Calling for Thirty Seconds or for a Group Conscience:

At any time during the CSC, any CSC participant may call for “thirty seconds” of silence to ask for Higher Power guidance on a particular issue. Thirty seconds may also be called when gratitude for Higher Power guidance is appropriate. Each period of silence will be followed by the Serenity Prayer. Any voting member may also request a group conscience if it is needed to help the overall efficiency of conducting business.

9. Presence During the Group Conscience Process and Passing the Badge:

It is the responsibility of each voting member to be prompt for meetings and to be present during the entire period of time an item of business is discussed. Whenever possible, it is recommended that all voting members be present during all business presented on the CSC floor, including the introduction and discussion of all business and preliminary motions. Voting members must be present during the entire community problem solving method for a motion (presentation of the issue or preliminary motion, discussion and brainstorming, crafting a motion from the suggested solutions) in order to vote on that motion.

If a voting Delegate has to leave the room during CSC business, an Alternate Delegate may vote in the absence of the Delegate by exchanging badges. Voting Alternate Delegates, who have been passed the badge, must be present during the entire problem solving method for a motion in order to vote on that motion. If a motion or preliminary motion is on the floor, a badge may not be exchanged until discussion and voting on that motion is completed. When a Delegate or Alternate uses a badge to address the CSC concerning a motion, he or she may not pass that badge until the discussion and the vote on that motion have been completed.

A volunteer may be asked to hold badges of any voting member that needs to leave the room during this process. These badges will not be returned until the vote has been taken. “A group conscience decision grows out of the combined wisdom invested in the whole group.” (CoDA Fellowship Service Manual, Section 2). It is important that voting members be present and open to all viewpoints presented to be able to vote for the one they see as best for CoDA.

It is also important for voting members to stay for the entire CSC whenever possible. When too many voting members leave early, there is no quorum to conduct business.

10. Fifteen-Minute Breaks Between Committee Reports

Other than breaks for meals, a fifteen-minute break occurs between committee reports unless group conscience determines otherwise. It is highly recommended that committees utilize the fifteen-minute break time to hand out copies of their reports and preliminary motions prior to their verbal reports. This provides the CSC an opportunity to consider key points and prepare for any discussion. The fifteen-minute break is in place for this information to be distributed.

11. Distribution of Information

All information distributed to the CSC must be information that either reflects a committee's group conscience or is board-approved CSC material. A group conscience vote from the CSC is required before any other materials may be distributed.

12. Committee Report Times

Committee members must be present and ready to report when the allotted time occurs for their committee business. By group conscience vote of the CSC, committees may reschedule their appointed report times on the CSC agenda. Committees are encouraged to request changes as far in advance as possible. If a committee is not ready to report and has not requested a change to the agenda, the committee's report will be listed as "unfinished business" at the end of the agenda, unless otherwise decided by group conscience.

13. Time Limit for Committee Reports

At CSC, Committee reports are usually scheduled for a maximum of one hour each but may be adjusted otherwise by Conference group conscience. If the time expires, and a Committee is not finished, their time may be extended or the remaining business for that committee may be submitted at the end of the CSC agenda under "unfinished business." Committee business not discussed or resolved at CSC will be referred to the Board of Trustees for resolution. Ratification of Board decisions may or may not be necessary at the next CSC.

14. Avoiding Committee Work on the CSC Floor

Because CSC and Committee report time is limited, it is recommended that Committee work (reviewing issues, gathering information, brainstorming, forming recommendations) not be conducted on the CSC floor. New issues should be referred to a Committee before that Committee's report whenever possible. If CSC participants have comments about Committee handouts received in the Delegate packet before CSC, they may send those comments to the Committee any time before that Committee's report.

If a new issue arises during a Committee report, it is recommended that the issue be sent back to Committee for discussion. The Committee may then present a report on that issue during the "new business" section of the CSC agenda. New issues may be discussed during a Committee report if the group conscience vote of the CSC chooses to discuss the issue. If a committee motion is tabled, it falls into the "unfinished business" or "old business" section of the CSC agenda.

After a Committee gives its report and questions have been addressed, the Facilitator can ask if the CSC accepts the report. If the CSC accepts the report, this means it approves the Committee's plans for the coming year and supports funding those plans.

APPROVAL OF THE ACTUAL CoDA BUDGET, INCLUDING ALL COMMITTEE BUDGETS, ONLY OCCURS DURING THE FINANCE COMMITTEE REPORT.

If members of the CSC choose not to accept the report in its entirety, motions may be needed on each of the committee's plans individually.

15. Motions

Before presentation, preliminary motions are legibly written on the supplied motion forms and those forms are handed to the person responsible for recording motions. Next, a preliminary motion is read into a microphone. At that time, voting members may discuss the preliminary motion at the microphones.

Section 02 GUIDELINES FOR BOARD, COMMITTEE, and VOTING ENTITY (VE) REPORTS, ISSUES, and MOTIONS PRESENTED AT CoDA SERVICE CONFERENCE (CSC)

Definitions:

- **Foundational Motions** are those motions that change something in the Foundational Documents. Foundational Documents define what the CoDA program is, and include but are not limited to the Welcome (long and short version), Preamble, Twelve Steps, Twelve Traditions, Patterns & Characteristics of CoDependents and Recovery Patterns and Characteristics of CoDependence, Twelve Promises, Twelve Service Concepts, and the Fellowship Service Manual (FSM).
- **By Law Motions** are those motions that change something in the By Laws. 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.
- **Policy Motions** are those motions that change something in our Policies. 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.
- **Voting Entity Issues(VEIs)** are those issues that are formed as a result of a group conscience process at the Voting Entity level. They are submitted to VEI@codas.org on VEI form versus Motion form since they are usually assigned either to the Board or to a Committee for further action
- **Reports** are the written and/or verbal accounts that give information about the particular entity (committee, board, VE). What each report contains varies and should include important events that have occurred during the previous year.
- **Goals** are the results or achievements towards which effort will be directed over the next year.
- **Budgets** are categorized estimates of expected expenses over the following year.
- **Procedural Motions** are 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.
 - The following types of procedures require submission to CSC for approval when originally developed or when changed:

- Any procedure that is currently included in our By Laws or in the FSM
- Any procedure that documents a process used during the CSC
- Any procedure that involves people outside the group(s), (committee(s) /board(s)) that defined it.
- The following types of procedures **do not** require submission to CSC for approval when originally developed or when changed:
 - Any procedure or procedural change that is required by law
 - Any procedure used internally by a single group or by multiple groups (e.g. Board, Committees, VE) who all agree to it

Procedures for Submitting CSC Items:

To ensure that VE's have an opportunity to review all CSC submissions prior to CSC:

- All Motions will be emailed to submitcsc@coda.org no later than 75 days before the start of conference with revisions allowed for up to 60 days before the start of conference.
- As defined by our By Laws, any By Law changes must be submitted to the Board Secretary in electronic form no later than 75 days before the start of conference. By Law Motions associated with these proposed By Law changes follow the 60 day rule as defined for all Motions.
- All reports, goals and budgets must be emailed 30 days before the start of the conference. All reports and goals will be emailed to submitcsc@coda.org. All budgets will be emailed to budget@coda.org no later than 30 days before the start of conference.
- Those VEIs that are received at least 30 days before CSC will be assigned at CSC. VEIs that come in after that, and during the rest of the year, will be assigned whenever they come in. Whoever has been assigned a VEI will report their responses to the Board, to the VE who initiated the issue and to the Fellowship. Any decisions that require motions will be submitted in time for voting at the next CSC.
- All items submitted will clearly indicate which category they belong to (see list in next bullet)
- All items submitted will be included as Conference documents in the Delegate Package with an indication of which of the following categories they belong to:
 - By Law changes
 - Motions submitted on time
 - Motions not submitted on time
 - Reports
 - Goals
 - VE issues
 - Budgets
- The bylaw motions, motions, and Voting Entity Issues will be posted on coda.org website and email notification of availability will occur no later than 75 days prior to the start of the CSC. It is the responsibility of the delegate(s) to track and obtain all changes which are posted on the delegate webpage. Hard copy of the delegate packages will not be available at the CSC.

- Emails will be sent to registered delegates, previous delegates and community/VE/orphan meeting contacts, as well as to all currently receiving email blasts, notifying of postings as they occur
- Voting at conference will follow these rules:
 - Motions submitted on time may be voted on at the current CSC following the normal rules
 - Motions submitted after cutoff date may still be brought to the floor by CSC vote; otherwise, vote is postponed until following year.

Guidelines for Committees Presenting Reports at CSC

It is helpful to include the following in reports to the CSC:

- a. The status of all Voting Entity Issues received in the past year from Voting Entities.
- b. The Voting Entity Issues received at the current CSC
- c. Committee responses to Fellowship issues.
- d. A summary of the progress you have made on other projects you have been working on and plans for any new projects.
- e. A financial plan including goals and budget for the coming year.

Responses to Voting Entity Issues may include:

- a. Determination that the Voting Entity Issue has already been addressed; therefore, the recommendation is not needed. Include in the response references to CoDA guidelines already in place that address the issue
 - b. The VEI may not dishonor or be in conflict with any By-laws, Steps, Traditions or legal considerations. If so, in it's written response, the assigned Board or committee must cite specific reasons for the conflict.
 - c. Acceptance of the Voting Entity Issue recommendation to resolve issue; present preliminary motions based on that recommendation.
 - d. Decision to table the Voting Entity Issue will not exceed 90 days for further discussion by assigned Board or Committee. Offer an estimated time frame for making a decision on the issue.
 - e. Board or committee is encouraged to communicate and collaborate directly with the VE for additional information and/or clarification regarding the Voting Entity Issue.
-
- a. Local Voting Entity discusses an issue and forms a recommendation to resolve that issue by using the group conscience process. This issue and recommendation is called a Voting Entity Issue (VEI)
 - b. Voting Entity drafts the VEI, completes the VEI form, and sends it to the Board of Trustees via VEI@coda.org. From this point of submission, all email communication concerning the VEI from all parties must copy VEI@coda.org.
 - c. Board sends email confirmation acknowledging receipt of the VEI to the Voting Entity within 14 days.
 - d. Voting Entity Issues (VEI) may be submitted at any time of the year. Submission is not limited to the CSC

- submission deadline.
- e. Board assigns the VEI to either the board or the appropriate committee within 30 days of acknowledging receipt of VEI. Board notifies the VE at the time the VEI is assigned.
 - f. Assigned Board or committee examines the issue and through group consensus, develops a response or written plan to address or resolve the VEI within 90 days of being assigned. During the response/plan development, it's important that the assignee and the VE collaborate, communicate transparently, and work together towards a mutually agreeable plan, in service to the VE.
 - g. The VEI may not dishonor or be in conflict with any By-laws, Steps, Traditions or legal considerations. If so, in it's written response, the assigned Board or committee must cite specific reasons for the conflict.
 - h. Assigned Board or Committee, in collaboration with the VE, may develop a motion to be presented at the CSC.
 - i. In the event the VE is not satisfied with the response or plan from the Board or assigned Committee, the VE retains the right to draft and submit a motion at the next CSC. The motion must not dishonor any by-laws or legal considerations, and must meet all criteria for presenting a motion. (See procedures for submitting CSC items in part 4 of the FSM). The VE may request assistance from the IMC in drafting and presenting the motion.
 - j. The Issues Mediation Committee (IMC) will monitor the progress of the VEI to ensure the process is being followed and the timelines are being met.
 - k. The VE Delegate is responsible for following up on the status of their Voting Entity issues and reporting back to their membership.

Committee Accountability:

Each committee reports to the CSC their progress on the previous year's CoDA Service Conference motions and assigned Fellowship issues. All standing CoDA Committees submit their Committee reports, motions, goals and budgets as defined in Section 10, Community Problem Solving Method and Conference Procedures, Guidelines for Board, Committee and VEI Reports, Issues and Motions Presented at CoDA Service Conference (CSC). Before leaving Conference, each committee provides the CoDA Board with a copy of the committee goals for the coming year. This will serve as a guideline for the incoming Committee Chair and the new Committee Board Liaison.

CoDA Service Conference (CSC) "TRO" Travel Reimbursement Opportunity for Voting Entity Delegates

"TRO" Travel Reimbursement Opportunities are intended to assist VE's that are financially challenged with sending a delegate to CSC.

TRO Award amounts:

1. Int-TRO (International-TRO) up to \$1500 USD (or equivalent) for CSC eligible expenses.
2. Del-TRO (Delegate-TRO, for VE's located within the United States of America, Canada, and Mexico) up to \$750 USD (or equivalent) for CSC eligible expenses.
3. Host-TRO up to \$1000 USD (or equivalent) for CSC eligible expenses. Voting Entities (VE) that have acted as host

to the CSC may apply for two Host-TROs, to be used within 5 years of hosting the event. This does not count towards the lifetime eligibility of the VE for other TROs

Eligibility:

1. A person is eligible to apply if they have been selected by their Voting Entity to be a Delegate for their Voting Entity.
2. Priority is given to new attendees/Voting Entities that have either never attended CSC, or have not attended in a significant amount of time.
3. Voting Entities may receive a maximum of two lifetime TRO awards, not including host TROs.
4. Voting Entity will not receive the TRO in two consecutive years. Exception is if there is no other qualified recipient and a TRO remains available.
5. A Voting Entity can apply for 1 Del-TRO for the current year's CSC. The TRO may be split between elected delegates from a VE, by mutual agreement of the elected delegates.
6. If all Int-TRO's have been awarded, an international Delegate may apply for smaller Del-TRO.

The TRO may be used to cover:

1. Travel to and from the Conference from your home;
2. Current per diem for meals on eligible Conference days only and travel days as defined in the CoDA Expense Reimbursement Policy;
3. 50% of the negotiated hotel Conference rate for eligible Conference days. If you do not share the room, you are responsible for the full cost of the room, and only reimbursed for the 50% as discussed earlier.

Reimbursement:

1. Before the TRO is awarded, the Delegate must agree to the reimbursement method.
2. The Delegate must follow CoDA's Expense Reimbursement Policy (ERP), stating "Int-TRO", "Del-TRO", or "Host-TRO" as the "reason for reimbursement".
3. The Finance Committee will assign a committee member to guide recipients through the reimbursement process.
Contact Finance at finance@codas.org for more information on reimbursement.
4. If you stay for Convention, convention expenses are not reimbursable. This is for CSC expenses only. If you have questions about what is covered as a reimbursement, contact the Finance Committee: finance@codas.org
5. Every effort possible will be made to reimburse within 30 days after request for reimbursement is received.
6. Reimbursement Application Form: Complete online application; see announcement for link or contact the Voting Entity Liaison at IMCvel@codas.org. Email Attention: TRO

* See the Fellowship Service Manual and By-laws on the website for more information about Voting Entities. (Voting Entity definition: Each State and Territory of the United States of America and each Country is automatically entitled to send two (2) Delegates.) Email questions on how to apply to: IMCvel@codas.org

Section 03 Introduction to the Community Problem Solving Method

Background

During the 1994 Service Conference, the Fellowship allowed the Board to conduct the Conference in a different manner than using Robert's Rules of Order. This manner of conducting business was called the *Community Problem Solving Method* or *Interactive Decision Making Method*. Unlike the more rigid structure of Robert's Rules, this method is relatively simple to learn and lacks the legal and potentially antagonistic tone of standard parliamentary procedure. It is a friendlier and more cooperative method of decision making where motions are made only after information around the problem has been gathered and solutions brainstormed.

At the end of the 1994 Conference, many comments were made as to how smoothly the Conference went in comparison to the years before. For the first time in CoDA's history, all of the agenda items were completed by adjournment. Much of the success of this Conference was attributed to the new method of conducting the business meeting. One of the last actions of the Conference was when the Conference Committee made a motion # 94079 "*That we recommend the 1995 Service Conference use the Community Interactive Method for its Conference.*" This motion passed unanimously. As a result of this motion, this is the method the Board used to conduct business at the 1995 Service Conference. It has been used ever since.

The Community Problem Solving Method follows 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.)

Because everyone has a chance to be heard during each stage of the process, the motions formulated tend to strongly reflect the combined conscience of all the members present. Compromise (finding middle ground) is often reached without extra effort, and minority opinions find a place in the final motion. Thus, unanimous votes are common; bitterness and antagonism are reduced. Within this friendlier structure of the Community Problem Solving Method, it is still possible to adhere to scheduled timelines and conduct official business, including formulating and passing motions that are binding according to the Charter and By-laws of CoDA.

Within the existing structure of the CoDA Service Conference (CSC), each committee usually does the initial groundwork of brainstorming issues and giving possible solutions in the form of preliminary motions. Preliminary motions are presented to the CSC during committee reports. The CSC then has the opportunity to give more input and feedback if necessary. The final motions are then crafted on the floor and the vote taken.

Delegates, committee members, and Trustees of CoDA developed the "Community Problem Solving Method" for use at the annual CoDA Service Conference. Although these guidelines apply specifically to

the CSC, they may be adapted to conduct business at any level of CoDA. This method allows people to express their thoughts and opinions in a structured process, and through that process motions are crafted which express the group conscience of the participants.

COMMUNITY PROBLEM SOLVING METHOD OF DECISION MAKING: SEQUENCE FOR BRINGING A MOTION TO VOTE

The following is a possible way for placing limits on the discussion of a motion. This process is designed to allow approximately 20 minutes per motion. Naturally, some motions will take more or less time and will not necessarily be stopped mid-process if the allotted time per motion runs out before completion. Group conscience and trusting in a Higher Power will help balance the imperfect allocation of time needed for voting on motions.

The process is not designed to handle formal amendments, "motions to table", "points of order" or other such traditional business terms and situations. During the period of time at the beginning of the CSC when CSC procedures are put in place, this timeline or a comparative one may be put in place. By group conscience, everything is flexible in this method, especially time and speaker limitations.

2 min.	1. Committee Chair puts a preliminary motion on the floor and presents the basic reasoning in favor of passing the preliminary motion. Comments may be made as to why the particular solution reflected in the preliminary motion was the final committee recommendation.
5 min.	2. The Facilitator asks for questions and information pertaining to the preliminary motion
6-12 min.	3. Statements in favor of and in opposition to the preliminary motion are given: <ul style="list-style-type: none"> a. Alternating microphones, Up to 3 people can speak for and up to 3 people can speak against the preliminary motion, for 1 minute each. An even number of speakers is not required and either pro or con may start. b. If more than 3 people want to speak pro or con, they may briefly confer among themselves to decide which three people will speak for the group. The speakers will try to include the non-speakers' main points. It is recommended that speakers not repeat the points another speaker has already addressed. c. Records note main points for and against the preliminary motion. <p>If a Committee feels a motion needs more time for discussion within the Committee's allocated time, by a group conscience of the assembly, more time can be used for questions and answers, and twice as many statements pro and con may be heard. Of course, group conscience can also just put a time limit on this input with as many speakers speaking alternatively as possible within the time limit. Conferring so as points aren't repeated is still advised</p>
5 min	4. Changes are made to the preliminary motion per group conscience. When finalized, the motion is read back to make certain it is in its final form.
1 min.	5. The Facilitator calls for a vote: Those in favor; Those opposed; Abstentions. <ul style="list-style-type: none"> a. Motions that receive 2/3 or more votes are binding on the Board of Trustees unless that motion is later deemed in conflict with the law or the CoDA Bylaws. b. Motions with 2/3 vote for Committee work only require support from the Board; the Board does not do Committee work.
1 min.	6. One additional speaker on the minority opinion may be heard at this time.
30 sec.	7. Any participant may call for "30 seconds of silence" at any time in order to remind the assembly of Higher Power's guiding presence and/or to slow down an escalating debate. Each period of silence will be followed by the Serenity Prayer.

COMMITTEE GUIDELINES FOR CRAFTING MOTIONS

The Community Problem Solving Method can be used by Committees working to examine issues and put their recommendations together into preliminary motions for the CSC.

The Community Problem Solving Method is similar to the process often known as “Brainstorming.” It involves members calling out their ideas as someone writes the ideas down. Members do not criticize or comment on the ideas offered--all ideas are treated equally and are just written down. Keeping a self-check on body language such as rolling of the eyes is important. The idea is to release inhibitions of our critical thinking and get out as many ideas as possible in a short period of time. The group can agree to a time limit on each phase of the process.

A. What is the issue? [5 Minutes]

During the first phase of the process, members call out their ideas focused on an issue. “*What is the problem if any?*” may be a question for focus. The brainstorming might possibly fall easily into a Pro and Con issue and can be divided accordingly. The members then may see the need to eliminate items that don't seem to fit or apply. The next step of this phase may be to prioritize issues that need immediate attention, while leaving the rest for later to consider. This process can repeat itself for individual issues if needed.

B. Brainstorm the important elements of the issue. (Pros and Cons) [5 Minutes]

Let ideas flow freely. Every idea is valid.

C. What information is needed to reach a solution? What sources need to be checked? Who will follow up with gathering the information? The next step of the process involves gathering information pertinent to the problem. Some people may have immediate information that can be gathered by the brainstorming technique, but other information may involve asking resource people their side of the issue, gathering statistics, gathering facts and such. A plan that designates who will do what by when can then be set. When the next step of the process is ready to be undertaken, the information is reviewed and pros and cons if necessary.

D. Brainstorm possible solutions to the problem. [10 Minutes]

Brainstorming possible solutions to a situation is next, with the same brainstorming guidelines in effect as in the first step. Solutions that don't seem possible are eliminated in the next step, and prioritizing may once again be appropriate.

E. Prioritize solutions. If needed, list pros and cons of the solutions. [10-15 Minutes]

F. Craft a preliminary motion. [10 Minutes]

Formulate the ideas and possible solutions into a recommendation that can be offered to the CSC as a preliminary motion. Details as whose responsibility it would be to carry out the motion in what frame may also be appropriate. The crafting of the preliminary motion follows. People who are good with language syntax may be in charge of the crafting.

G. Prepare your preliminary motion for consideration at the CSC.

Fill out the appropriate motion form including the intent of the motion for future reference (there are no other “minutes” of the CSC). Prior to your report, give the completed motion forms to the person recording motions. Any changes can be made as needed during discussion of the motion.

Section 04 Conference Election Procedures

Nomination and Election Process

(Ref. CoDA Board Policy and Procedures Manual section 4.1 and 4.2)

The CoDA Board of Trustees and the CoRe Board are responsible for filling open positions on their respective boards. They will present a slate of qualified candidates at the annual CoDA Service Conference (CSC).

Suggested Tasks for Nomination and Election Process

1. The respective Boards will establish how many positions are to be filled.
2. Blank, current nominee applications will be distributed to the Fellowship via email and Delegate mailing no later 90 days prior to the CSC.
3. To ensure the application will be included into the delegate package should be submitted to the online Delegate package no later than 30 days prior to the CSC. However applications will be accepted up to the day of the election.
4. Announcements calling for nominees will be sent to the fellowship via email on multiple occasions.
5. They will advise Nominees that new Board members will be expected to attend the new Board Meeting held at CSC.
6. The respective Boards will advise Nominees that, if elected, their position starts at close of CSC and to plan their time accordingly.
7. The previous Board member(s) will provide the incoming Board member(s) an orientation meeting after the election and before the Board Meeting.
8. The Board will answer all questions and assist all nominees with the completion of the "Board Nominee Applications."
9. The Events Committee compiles the questionnaire information and compiles the Ballot with bios.

Voting Procedures at CSC

(Ref. CoDA Bylaws Article V, section 4 and CoDA Board Policy and Procedure Manual section 4.3)

1. General Business

a. Definition of a Voting Member- a Voting Member may be a Delegate, Trustee of CoDA, Inc., or Director of CoRe, Inc. and, under certain circumstances, an Alternate Delegate. The Conference may extend voice or vote privileges at the Conference to any member of the CoDA Fellowship that it deems appropriate or necessary. Voice or vote may be granted for the entire Conference, or on individual issues. No Voting Member will have more than one vote.

b. Determination of a Quorum- The Events committee confers with the Board Secretary in the process of registering and accounting for accredited Voting Members. The Events Committee then oversees the quorum process including selection of the CSC Facilitator. The Facilitator determines how many Voting Members are present at the Conference and 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.

Once the quorum has been determined, the business of the Corporation may proceed. Voting Members who arrive after this quorum is determined may vote and exercise all the rights and

privileges accorded to Voting Members, but the quorum count does not change. If the Conference continues over several days, the presence of a quorum must be confirmed at the beginning of each business session. If a quorum is present, business may proceed.

2. Simple vs. two-thirds ($\frac{2}{3}$) majority

A motion passes if it is accepted by a simple majority of the total number of Voting Members present. If it passes by a two-thirds (2/3) vote of the total number of Voting Members present, it is binding upon the Trustees, except to the extent the implementation of such a motion would cause the Trustees to be in violation of the Board of Trustees' legal responsibilities to the Corporation and its members or would put the fiscal integrity of the Corporation at risk. A simple majority is not binding on the Board of Trustees, although they may agree to be bound by the vote.

3. Accounting for Abstentions

According to our Bylaws a vote required for a motion to pass is a simple majority or two thirds of the Voting Members present (not just votes cast), therefore; an abstention will have the same effect as a "no" vote. Although an abstention is not counted as a "vote", an abstention is included as a Voting Member present. For example, 24 votes are cast, plus six voters abstain. A simple majority of the 30 members present constitutes 16 yes votes. A two-thirds majority would require 20 yes votes.

Election Procedures at CSC

(Ref. CoDA Board Policy and Procedures Manual section 4.4)

1. Voting for Trustees, Alternate Trustees and CSC appointed Committee and/or Task Force members shall be done by written ballot. This allows nominees who are standing for election to remain in the room to vote. If there is only one candidate for an elected position, voting may be done by a show of hands, or by acclamation, at the discretion of the designated Election Committee member with permission from the Fellowship.

2. The designated Election Committee member shall announce or ask the CSC Facilitator to announce the proposed slate of Board of Trustees and if additional applications have been received and are available.

3. The designated Election Committee member will announce and facilitate a candidate's forum the evening before the election.

4. Election Day


- a. The Voting Process is handled by the Election Committee. Facilitator turns time over to Election Committee.
- b. The ballots will be distributed to each voting member.
- c. Voting Members must have a Conference ID badge that identifies them as a Delegate, Board Trustee or other designated Voting member.
- d. After sufficient time for Voting Members to vote the ballots should be collected, again taking care to only accept from Voting Members with Conference ID badge.
- e. Election Committee should move to a secure area and count the votes. At least two members of the Election Committee should view each ballot and agree on the applicants voted for on each ballot. If possible two people should also be involved in recording the votes. Alternatively each member of the Election Committee may view each ballot and record their tally.
- f. When all votes are counted and there is agreement on the vote totals for each applicant; the committee should order the applicant names from those getting the most votes to the least votes.
- g. Alternate Trustees should be labeled as "Alternate one", "Alternate two" etc. and recorded in the motions database as such. The order will designate the order in which they fill vacancies on the Board.
- h. Return to the Conference floor and announce the election results. Do not announce the

vote totals.

i. Destroy the votes and tally sheets.

5. Trustee or Alternate Trustee: Each position will be voted on separately.

Issues Mediation Committee Election Process

- To be eligible to serve on the IMC, a candidate shall be a current or past Voting Entity Delegate or Alternate.
 - Only those who are elected by CSC serve on IMC.
 - New applicants shall be present at CSC to be elected.
 - A current IMC member may be re-elected even if they are not attending the Conference by expressing an interest to continue service by written communication to the Conference, submitted by another IMC member and/or other trusted servant.
 - All IMC nominations and elections are done at CSC.
 - All eligible members should either have an in-depth knowledge of, or share a strong willingness to learn, CoDA's Fellowship Service Manual (FSM) principles, guidelines and Bylaws.
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Section 05 Position Descriptions

CoDA Board of Trustees Position Description

Trustees adhere to the principles of our program while conducting service work. Specifically, they use Step Ten for guidance and insight, and adhere to Tradition Two as they honor the validity of the group conscience process. This service position is demanding, and therefore the potential for reward through recovery is also great. CoDA Board service is great and rewarding Twelfth Step work.

Qualifications: Trustees are elected by the CSC, with consideration of the candidates' capabilities and experience in the following:

1. Working knowledge of the Twelve Steps and Twelve Traditions of CoDA.
2. Willingness and availability to serve the Fellowship through major service projects.
3. Demonstration of skills and abilities while doing CoDA service for two or more years.
4. Understanding and experience of the group conscience process.
5. Courage to express oneself and the ability to listen and communicate effectively with others.
6. Dedication and commitment to the health of CoDA.
7. Desire to carry the message to the still suffering codependent.
8. Skills and experience necessary for the Board of Trustees to fulfill its legal and fiscal responsibilities to the corporation.
9. Attendance at a previous CSC.

A Trustee is expected to:

- Commit to his/her own personal growth and to the integrity of the self and to our program of recovery.
- Have worked, and continue to work, each of the Twelve Steps and Traditions of CoDA.
- Have a practical working knowledge of the sponsor/sponsee relationship.
- Commit to the spiritual health of CoDA as a whole.
- Have a working knowledge of CoDA structure and documents used to guide the business and spiritual elements of CoDA.
- Agree to function in a responsible manner, which includes:
 - Consistently attend and participate in the group conscience process during Board Meetings and at Service Conferences.
 - Consistently read and respond in a timely manner to emails to and from the Board alias.
 - Prepare reports and participate in projects or other assignments agreed upon and present them in a timely manner.
 - Meet deadlines as set forth by the Board.
 - Recognize his/her time limitations and notify the Board promptly of any time conflicts.
- Undertake liaison responsibilities for one or more CoDA Committees, several Voting Entities, to special workers and/or projects/work groups as assigned.
- Resign other currently held offices at Intergroup and Voting Entity level and any CoDA Committee/Task Force positions or membership to allow others the opportunity to give service and to create time to devote to Board work.
- Resign the position of Trustee if he/she is unable to meet his/her commitment.

Travel Requirements:

- Trustees may be required to travel to Board meetings, CoDA finances permitting. Expenses for transportation, hotel, meals and incidentals are reimbursed according to current guidelines.

- Trustees may also travel as liaison to a CoDA Committee meeting. Each new Board will set places and times for meetings during the year. Most often, meetings begin on a Friday or Saturday and end on Sunday. The CoDA Service Conference is usually held in late summer or early fall of every year, with Board responsibilities from Tuesday through Friday of the week during the CSC in addition to Pre-CSC meetings often scheduled from Saturday to Monday before the start of CSC.

Length of Term:

- A Trustee is elected to a three-year term. A maximum of two terms may be served with a lapse of at least two years between terms.

Legal Commitment:

- As a Trustee of the CoDA Board, each person shall comply with and be bound by all terms and provisions of the By-laws of Co-Dependents Anonymous, Inc., and all public laws, such as those of the State of Arizona, which affect CoDA's nonprofit status and corporation. Trustees are expected to exercise the powers vested in them in a manner consistent with the faith that guide the Fellowship of CoDA, guided and inspired by the Twelve Steps and in keeping with the Twelve Traditions.

- **Note:** Applicants will be asked about any previous felony convictions and as Trustee or Alternate Trustee will be asked to sign the Arizona Corporate Commission disclosure each year. A conviction will not automatically disqualify an applicant, but must be disclosed. Trustees and Alternate Trustees must sign a Conflict of Interest Declaration statement each year.

Time Commitment:

- Trustees may work 20 or more hours per week during critical times, such as preparation for Conference, and depending upon particular projects and responsibilities. Release time from personal employment must be arranged for travel needed by CoDA.

CoDA Board of Trustees Alternate Position Description

Qualifications:

Alternate Trustees are elected by the CSC, with consideration of the candidates' capabilities and experience in the same qualifications for a Trustee.

An Alternate Trustee is expected to:

- Learn each function of a Board member
- To have the opportunity to learn how to be a voting member of the Board of Trustees, how the Board functions. Voting Board members may serve as a mentor/sponsor to the alternate to help the alternate learn the roles of secretary, treasurer, etc.
- Immediately after being elected, read the Fellowship Service Manual, By Laws, Articles of Incorporation
- Undertake liaison responsibilities for one or more CoDA Committees, several Voting Entities, to special workers and/or projects/work groups as assigned.
- Agree to function in a responsible manner, which includes:
 - Consistently attend and participate in the group conscience discussions (but no vote) during Board meetings and at Service Conferences.
 - Consistently read and respond in a timely manner to emails to and from the Board
 - Prepare reports and participate in projects or other assignments agreed upon and present them in a timely manner.
 - Meet deadlines as set forth by the Board.
 - Recognize his/her time limitations and notify the Board promptly of any time conflicts.

- Substitute for a voting member when he/she is not present. If there is only one voting member absent, and there is more than one alternate, the order is predetermined by the election at CSC. If there is no predetermination then the board will take a GC to determine who will substitute. If there is an equal number of absent board voting members and alternates, the substitution takes place automatically.
- Alternate Trustees can serve as CoDA committee members. If they become a Trustee, they must resign from the committee as a member but may participate as a Board Liaison.
- Alternate Trustees may serve as a delegate or officer at the level of Intergroup or Voting Entity. An Alternate Trustee will have no vote at Conference unless serving in the capacity of Delegate. If they become a Trustee they must resign as a delegate or officer.

Length of Term:

- Alternates serve for one year and then may be candidates to be elected as a Trustee at the next CSC.
- If an Alternate Trustee has assumed the position of Trustee since the previous Conference, the Election Committee shall present said Trustee for ratification by a two-thirds (2/3) majority of the Voting Members at Conference. Said Trustee may request election by the Conference for a full term of three (3) years.

Legal Commitment:

- As a Trustee of the CoDA Board, each person shall comply with and be bound by all terms and provisions of the By-laws of Co-Dependents Anonymous, Inc., and all public laws, such as those of the State of Arizona, which affect CoDA's nonprofit status and corporation. Trustees are expected to exercise the powers vested in them in a manner consistent with the faith that guide the Fellowship of CoDA, guided and inspired by the Twelve Steps and in keeping with the Twelve Traditions.
- **Note:** Applicants will be asked about any previous felony convictions and as Trustee or Alternate Trustee will be asked to sign the Arizona Corporate Commission disclosure each year. A conviction will not automatically disqualify an applicant, but must be disclosed. Trustees and Alternate Trustees must sign a Conflict of Interest Declaration statement each year.

Time Commitment:

- Trustees and Alternate Trustees may work 20 or more hours per week during critical times, such as preparation for Conference, and depending upon particular projects and responsibilities. Release time from personal employment must be arranged for travel needed by CoDA.

CoDA Service Conference Facilitator

What is a Facilitator?

The definition of facilitate is "to make easy" or "ease a process." What a facilitator does is plan, guide and manage a group event to ensure that the group's objectives are met effectively, with clear thinking, good participation and full buy-in from everyone who is involved.

To facilitate effectively, one must be objective. This doesn't mean the person has to come from outside the organization or team, though. It simply means that, for the purposes of this group process, the facilitator will take a neutral stance. They must step back from the detailed content and from their own personal views, and focus purely on the group process, the Agenda and the time management of the meeting.

(The "group process" is the approach used to manage discussions, get the best from all members, and bring the subject through to a successful conclusion. The secret of great facilitation is a creating group process that is open and safe – and that will engage the group's ideas, solutions, and decisions freely.)

The key responsibility of a facilitator is to manage the group process and maintain an environment in which the process can flourish. This will help the group reach a successful decision, solution or conclusion to the subjects

at hand.

What is the role of the CSC Facilitator?

To facilitate an event well, one must first understand the group's desired outcome, and the background and context of the meeting or event. The bulk of your responsibility is then to:

- Keep focused and guide the group process, by keeping time, keeping order and gently correcting errors.
- Ensure that there is effective participation.
- Ensure participants are informed and comfortable.
- Participant contributions are considered and included by following all guidelines.
- Participants take shared responsibility for the outcome.
- Make needed announcements.
- Keep the time for each piece of the motion crafting process.
- Ask for assistance from veterans if they are unclear about a policy or procedure.
- Ensure the group adheres to the 30 Seconds rule outlined in the problem solving method descriptions.

With the group's objective firmly in mind, preparation for the meeting or event is all-important. Your job is to have a working knowledge of the Community Problem Solving Method of Decision Making (developed by CoDA, Inc.) and follow, and amend as needed, an effective CSC agenda.

What does it take to be an effective Facilitator?

- They have participated in a CoDA Service Conference in the past.
- They are very knowledgeable about CoDA's By-Laws and Fellowship Service Manual.
- They are familiar with codependency and the passion of its members about the program of Codependents Anonymous.
- They are good at public speaking.
- They have good boundaries and do not take things personally.
- They have the ability to remain calm in stressful situations.
- They are ok with making mistakes in front of an audience.
- They are not afraid to act as the authority when needed.
- They are able to confront a situation immediately to restore order.
- They are compassionate and understanding about the naiveté of the first time Delegate.
- They have a sense of humor.

The CSC facilitator is an integral part of the success of the conference. Those who have provided this service as a willing trusted servant of the fellowship have found it incredibly rewarding and provided great opportunity to grow in their recovery. If you are interested in facilitating a CoDA Service Conference, please contact Events@CoDA.org.

Co-Dependents Anonymous

PO BOX 33577, Phoenix, AZ 85067-3577

NOMINEE APPLICATION

APPLICATION FOR BOARD OF TRUSTEES OR ALTERNATE TRUSTEE OF CO-DEPENDENTS ANONYMOUS, INC.

DATE: _____

NAME: _____ VOTING ENTITY: _____ TRUSTEE []
ALTERNATE []

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PROVINCE: _____ COUNTRY: _____

TELEPHONE NUMBERS: (H) (W) _____

FAX: _____ EMAIL ADDRESS: _____

Have you ever served on the CoDA Board? YES [] NO [] If yes, how many times? _____ When? _____

Please circle any officer positions held: Chair Vice Chair Secretary Treasurer

DIRECTIONS: Answer each item below on separate paper, use type or word-process for legibility. Do not attach a resume.

- 1) Describe your current working knowledge of the Twelve Steps and Twelve Traditions, and the CoDA foundational documents, such as the Fellowship Services Manual, By-laws, etc.
- 2) Why do you want to serve the Fellowship as a member of the Board of Trustees?
- 3) Describe your service work on Meeting, Intergroup, Voting Entity level, including number of years of service.
- 4) Describe any personal or professional background that you think would benefit the health of CoDA, such as experience negotiating contracts, general business management, accounting and financial skills or any other relevant skills.
- 5) Share your: _____

- A) Experience with the group conscience process.
- B) Courage to express yourself, ability to listen, and ability to communicate effectively.
- C) Ability to manage interpersonal differences and accomplish goals as a group member.
- 6) The job of Trustee has varying time demands. What is your availability?
- 7) Please share your vision for CoDA.
- 8) Please add any additional information you feel may be helpful in the selection process.

Please email your application to Events@codas.org and webliasion@codas.org , and/or
Send to PO BOX 33577 Phoenix, AZ 85067-3577

By signing below you are giving permission to post your application to the web excluding identifying information except for your first name with last initial and Voting Entity

Signature _____ Date: _____

The Fellowship Service Manual of Co-Dependents Anonymous



Part 5 Structure and General Information Details

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Co-Dependents Anonymous, Inc.*

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Below are links to the other 4 parts of the Fellowship Services Manual (FSM). Suggested uses are as follows:

- Part 1 is intended for all members of CoDA, particularly those who intend to do service work
- Part 2 is the Meeting Handbook and is intended for those wanting to start or help run a meeting. It is recommended that all meetings should have a copy of this part.
- Part 3 is intended for use by those currently or considering doing service at the levels between meetings and CoDA, Inc.. It is intended to be particularly helpful in establishing these service levels.
- Part 4 is intended for use by those currently or considering doing service at the CoDA, Inc.. level. It is strongly recommended for all those who will be attending a CoDA Service Conference (CSC).

Links:

[FSM Part 1 – Structure and General Information Summary](#)

[FSM Part 2 - Meeting Handbook](#)

[FSM Part 3 - Guidelines for Other Service Levels](#)

[FSM Part 4 - Service Conference \(CSC\) Procedures](#)

[FSM Glossary](#)

[FSM Combined File](#)

Section 01 Introduction

Purpose of this Manual

The purpose of this document is to provide a more detailed description of our service structure and other general information that was addressed in Part 1, Structure and General Information Summary.

Section 02 Board Overseen Service Functions

Board Overseen Services

Fellowship Services

Fellowship Services workers provide baseline support services. This includes a mail and telephone point of contact for the members, maintenance of the organization's meeting and contact lists, and the delivery of other services required by the organization. The CoDA Board of Trustees is responsible for the execution and oversight of these services.

Email list coordinator

- Maintains email address lists of those CoDA members who have requested receipt of CoDA Fellowship announcements by email
- Sends out messages as provided or requested by committees, the board and their chairs. Also sends out various reminder emails (CoDA events, etc) that they may compose themselves
- Works to optimize methods of sending to reach as many list members as possible
- Maintains an internet archive of past messages and a web based list sign-up; and saves all list subscribe confirmation emails.
- Provides opportunities for CoDA members to sign up for the list
- Protects all list members' anonymity and privacy
- The list is only for Official CoDA Fellowship use. It is essential (due to legal reasons and respect for list members) to send only to people who have requested the list and to limit e-mailings to CoDA Fellowship issues
- Works to be aware of and follow all USA email laws. Maintains a relationship with our email list host, to have the knowledge to follow their policies
- Other duties as assigned by the Board

Section 03 CoDA Standing Committees

Effective October 15, 2018, the suggested guidelines for a World Level Committee is as follows:

1. Has a minimum of 3 active members.
2. Creates/updates, within a year from CSC, a Policy and Procedures Manual that specifies the Committee's mission statement and its goals.
3. Posts, in an area accessible to the Fellowship, the committee's Policy and Procedures Manual, which includes its mission statement and goals and, when possible, the Conference motion(s) that created the committee.
4. At minimum, conducts meetings every other month.
5. Posts, to an area accessible to the Fellowship, the approved and corrected minutes of the committee's regularly scheduled business meetings

The following guidelines were established for removal of a member from a World Standing Committee or the Board of

Trustees, by the members of said committee, through the committee's group conscience process after they have

attempted to make use of the Dealing with Disagreements Document in the Fellowship Service Manual:

Grounds for removal of a World Standing Committee member:

If a World Standing Committee member's behavior is in conflict with any one (1) of the following, it may be cause for removal:

- The member fails to participate in committee work for six (6) consecutive months.
- The member's behavior is regularly and consistently in conflict with any of the Twelve Traditions of Codependents Anonymous.
- The member's behavior is regularly and consistently in conflict with the policies and procedures of the committee.

When the group conscience (GC) decides for removal, the GC is valid immediately if:

- the committee's agenda contains the GC as an agenda item
- the agenda is emailed ten (10) days prior to the meeting
- The chair, or the chair's designee as selected by a group conscience, shall notify the member of their removal and the reasons for that removal within three (3) days from the meeting in which the removal occurred.
- A removed member may file a dispute resolution request with the Issues and Mediation Committee.

CoDA Events Committee (CEC)

Committee History

Motion 9046 was brought and passed by the Fellowship to merge the "CSC" - CoDA Service Conference (business

meeting) and the "convention" (workshops & speaker meetings), beginning in 2010. This would benefit the CoDA

Fellowship by: 1) exposing the Fellowship to CoDA World Service and opportunities to do service work

beyond their local communities, 2) giving CoDA Delegates, Board Members, and Committee Members the ability to attend both events during the same week; saving time and expense, and 3) allowing CoDA to consistently bring workshops and speaker meetings to a new CoDA community each year; helping those who are still suffering from co-dependence. To find out how to participate, please contact events@coda.org.

Motion 18018 was passed in 2018 to have CSC/ICC run consecutively rather than concurrently, extending total time for CSC (or Pre- CSC meeting) up to 4 days, instead of 3.5 days. This motion will supersede Motion 08021 which merged CSC/ICC to run simultaneously.

Committee Responsibilities

CoDA Events Committee has a variety of duties revolving around the organization and management of the annual CoDA Service Conference (business meeting) and the International CoDA Convention (workshops and speaker meetings), also known as the CSC and ICC, respectfully. In conjunction with the CoDA Board, CoDA Events Committee recommends the date, location, and hotel. The CoDA Service Conference (CSC) and International CoDA Convention (ICC) is announced two years in advance.

Committee Duties

- Send announcements to Fellowship communities to create interest in hosting the CoDA Service Conference (CSC) and International CoDA Convention (ICC) in their community.
- Accept and review all host applications. Bids may be submitted 4 years prior to scheduled CSC/ICC and no later than 2 years prior to CSC/ICC.
- Recommend the date, place and hotel in conjunction with the CoDA Board for CSC/ICC. The date and location, avoiding major federal holidays and religious holidays, will be announced two years in advance.
- Organize and manage all activities necessary for successful event, including: secure hotel, secure facilitator, select speakers and workshop facilitators, manage and report registration, create and distribute agenda and program, oversee meeting room setups, oversee food and beverage, address attendees issues and needs, copy and distribute revised motions, reports, budgets and other materials during business meeting, secure taper to record workshops and speakers, secure necessary equipment, review all invoices for accuracy, and facilitate board elections.
- Conduct and report survey findings to improve future events.
- Collaborate with the Hosting CoDA Community.
- Ensure Hosting CoDA Community understands and receives their Travel Reimbursement Opportunity (TRO).
- Maintain CoDA Events Committee Policies and Procedures Manual and other CoDA Events Committee planning

guidelines e.g. forms, tools, key documents and procedures to ensure continuity.

CoDA Literature Committee (CLC)

The CoDA Literature Committee's (CLC) function is to create and facilitate the development of new literature and service items written by and for the Fellowship of Co-Dependents Anonymous. CLC updates and edits existing pieces as endorsed by CSC. CLC also proofreads items before CoRe publishes or reprints them. The CLC encourages members and groups to contribute ideas and written material for consideration.

Writing for CoDA is a wonderful way to "carry the message," as expressed in Step Twelve. The CLC welcomes participation from CoDA members. We invite submissions from individuals and from groups.

For information on current projects, to find out how to participate, and to offer suggestions for new or existing literature, please contact: CLC at lit@coda.org, or:

CoDA Literature Committee
P.O. Box 33577, Phoenix, AZ 85067

The CLC requires writers to sign an Assignment of Copyright form (available on the CoDA website, www.coda.org), which gives CoDA the legal right to edit, adapt, publish, and sell contributions as CoDA literature. This is part of the group conscience process as expressed through the CoDA Literature Committee. The final product becomes the property of the Fellowship, not of any individual author. Submitting authors remain anonymous. After the piece goes through the CLC's group conscience process, a final literature draft is made available to CoDA Delegates, Trustees, etc. for review and endorsement at the annual CoDA Service Conference.

We pledge to review and respectfully consider material submitted by the Fellowship to the CLC for release as CoDA Conference Endorsed literature. We pledge to maintain communication and cooperation between the CLC and all CoDA committees, boards, organizations, and the Fellowship. We pledge that this process will be carried out in a timely and prudent manner.

Communications Committee

Background: A Communications Task Force was created at the 2007 CSC to address the goal of improving communication within CoDA, both up and down the inverted pyramid. The following year was spent in recruiting people to participate in the effort and in gathering specific issues to be addressed. Starting in early 2009, the task force members began to have regular conference calls and work began in earnest on several of the identified issues. As a result of this work, the 2009 CSC voted to make the Communication Task Force a standing committee to continue to address identified communication issues as they surface.

Description of committee responsibilities:

- Focus on improving communications up and down the inverted pyramid within the World CoDA Fellowship
- Work towards ensuring that every codependent throughout the world will have access to all the CoDA information that is important to them
- Work towards ensuring that all people within the World CoDA Fellowship have a better

understanding of what is involved in making the Fellowship work

- Provide a mechanism for two way communication with codependents in distant or isolated locations, particularly those without active communities or voting entities to support them
- Address those areas of communication not currently handled by the Outreach Committee
- Has responsibilities regarding the “General Announcements” (CoDA Announcements) email list.

Communications Committee:

In addition to attending to the responsibilities listed above, the Communications Committee provides administrative support to the CoDA Email Team and the CoDA Phone Team, such as communications with the board or CoDA contract workers, reporting to the Fellowship quarterly (QSR) and annually at the CoDA Service Conference (CSC) and other matters helpful to their missions.

CoDA Email Team (CET):

CET is a group of actively recovering codependents that serve as the a ‘customer service’ branch of CoDA. We are fulfilling Step 12 through email rotation service work.

Our service work involves educating people about the CoDA Fellowship and connecting codependents with meetings worldwide. We provide information about face-to-face (f2f), phone and online CoDA meetings. We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH). When appropriate, we refer others to specific CoDA Committees.

CET assists in updating domestic, regional, and international contact information and meeting lists by forwarding information to the appropriate Fellowship service worker. Where we can, we connect different people in the same region who want to start meetings. One of our goals is to be proactive in reaching out to and connecting with other codependents.

Most of CET’s service work takes place online through email; therefore, CET members ought to have an affinity and ability to communicate effectively over email. People interested in serving on the team should have at least one year of active CoDA recovery.

CoDA Phone Team (Cphone):

Cphone is a group of actively recovering codependents that are available to speak by phone with anyone wondering what CoDA meetings are like or to answer other questions that are not addressed on the recorded menu that is heard when the CoDA phone number is called.

We provide information about face-to-face (f2f), phone and online CoDA meetings. We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH). Cphone assists in updating domestic, regional, and international contact information and meeting lists by forwarding information to the appropriate Fellowship service worker. Where we can, we connect different people in the same region who want to start meetings.

One of our goals is to be proactive in reaching out to and connecting with other codependents. We refer others to specific CoDA Committees when they miss that reference on the recorded menu. The basic idea is to briefly answer whatever question the person is asking. We are not a counseling or crisis hotline nor can we refer them to one, so we indicate that to the caller. But we still try to be warm and communicative about CoDA as a resource for people desiring healthy and loving relationships.

Calls to Cphone volunteers are automatically forwarded to those “on-call” at the time of the call or go to

a message recording system. These recordings are then accessed by the next person on-call and the call is returned. People serving on Cphone should have at least one year of active CoDA recovery.

Co-NNections® Committee

The Co-NNections Committee publishes Fellowship recovery stories. The committee's belief is that publishing the submissions shared by CoDA members will enhance the recovery of contributors and viewers alike. The Co- NNections Committee's goal is to provide a weekly Reading and an on-line Meeting in Print for CoDA members to share their thoughts about their recovery journey. Committee members do this by publishing Co-NNections®, collection of original writing, graphic art, audio and video based submissions sent in by members of the CoDA Fellowship.

Finance Committee

The CoDA Finance Committee works with the CoDA Treasurer and Board to provide financial oversight, analysis, and advice to the Fellowship of CoDA with respect to:

- Prudent budgeting and investing
- Financial stability
- Monetary resources of the CoDA Fellowship.

Finance Committee Responsibilities:

Calculate and report our prudent reserve to the Fellowship at the annual Service Conference. We may report it at other times of year if needed.

Annually review proposed budgets submitted by committees, boards, & Fellowship Services.

The committee considers whether or not CoDA's income supports the budget requests and allows for our prudent reserve* while integrating the requests into one overall budget.

Provide input to the CSC related to the financial implications of proposals under discussion and suggest options, as prudence requires.

The Finance Committee makes the motion to approve the overall budget to voting members at CSC.

Apprise the CoDA Board and Fellowship of changing financial circumstances, which might require budgetary adjustments between CoDA Service Conferences.

Review expense reports submitted by committee & board members for adherence to CoDA's Expense Reimbursement Policy.

Review CoDA's investments for adherence to Conference approved policy.

Review the Expense Reimbursement Policies and Procedures, and propose amendments when needed.

* Prudent reserve equals \$250,000 or equal to half of the total actual operational expenses for the previous two calendar years, whichever is greater.

Hospitals and Institutions Committee (H and I)

Committee Purpose:

The purpose of the Hospital and Institutions Committee (H&I) is to carry the message of CoDA to codependents through medical, penal, educational and social services institutions. This includes hospitals, prisons, jails, rehabilitation centers, schools and the libraries that serve these institutions. It is this committee's goal to act as a resource and support to the local H&I trusted servants

Goals and Duties of the H&I Committee:

1. Respond to inmates and professionals via email or US mail requesting literature & sponsorship:
 - We respond to direct correspondence: providing information, resources and literature.
 - We track and document contact and literature requests, striving to provide prompt and helpful information.
2. Reach out to H&I delegates, Intergroups, Voting Entities and individual group members to share best practices regarding H&I outreach:
 - We encourage the creation of H&I service positions at Intergroup, VE or group levels
 - We communicate to these H&I contacts in order to reach the larger Fellowship
 - We strive to develop awareness within the Fellowship for the needs of the codependents who still suffer confined to institutions.
3. Coordinate outreach programs within the Fellowship to hospitals and institutions:
 - We continue to provide CoDA literature and books to codependents confined to institutions.
 - We promote the knowledge of our programs to those in the Fellowship as well as information on how groups or individuals can make donations to the program.
 - We continue our ongoing and growing support to hospitals and institutions. We support members who wish to start meetings at hospitals and institutions and assist in providing service and tools of the program such as literature, speaker lists, workshops, correspondence, sponsorship information or donations.

Issues Mediation Committee (IMC)

The Service Conference elects members of the Issues Mediation Committee (IMC) according to guidelines established by the Conference. To be eligible to serve on the IMC, a candidate shall be a current or past Voting Entity Delegate or Alternate.

- New applicants shall be present at CSC to be elected.
- A Current IMC member may be re-elected even if they are not attending the Conference by expressing an interest to continue service by written communication to the Conference, submitted by another IMC member and/or other trusted servant.
- In between CSC, if it becomes necessary to increase IMC members due to resignations, leave of absence, death or any other reason deemed necessary by IMC, IMC will present vetted nominee(s) to the board for approval of additional IMC members through the board motion process.

All eligible members should either have an in-depth knowledge of, or share a strong willingness to learn, CoDA's FSM principles, guidelines and Bylaws.

IMC Mission:

The Issues Mediation Committee facilitates dispute mediation for Voting Entities, Intergroups, and other CoDA entities as needed. Decisions at all levels of CoDA are made with the guidance of our Higher Power as expressed through the group conscience. As stated in Tradition One: "Our common welfare should come first. Personal recovery depends upon CoDA Unity." and 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." Thus as with all our recovery, group conscience is about putting aside the "self" and looking to Higher Power for guidance.

In addition, the Issues Mediation Committee:

- Through the group conscience process, will handle requests to recognize Voting Entity delegate's election process.
- Handles requests from Voting Entities to divide into two or more entities.
- Tracks and reports the status of Voting Entity issues.
- Processes and qualifies Travel Reimbursement Opportunity (TRO) VE applicants.
- Informs and awards Travel Reimbursement Opportunity (TRO) for incoming eligible Voting Entity delegates.

We also have the additional sections to guide us in the mediation process. (Please see Part 1 of the FSM, CoDA Structure and General Information Summary "The Twelve Service Concepts" and "The Disagreement, Mediation and Resolution in our Group Conscience Process".

Mediation Procedures:

- Since CoDA operates as an inverted pyramid in its structure, the IMC should only be consulted after an attempt has been made to resolve the issue on a one-to-one level; through a group conscience at the local, home-group level; Intergroup; and VE levels (refer to "The Disagreement, Mediation and Resolution Process" within the "Group Conscious Process" in Part 1 of the FSM, CoDA Structure and General Information.
- If a conflict arises at the CoDA World Fellowship level, it is essential that all disputing parties follow "The Disagreement, Mediation and Resolution Process." Once the dispute reaches the IMC level: A Committee member or a Board member may submit their request for assistance to the IMC to mediate the conflict within a Committee or within the Board if irresolvable, or The Board and/or trusted Servant, and/or Committee may submit their request for assistance to the IMC to mediate the conflict if they cannot resolve the conflict between each other, the Committee chair or Board liaison may submit a request to the IMC for assistance in resolution of the conflict if conflict arises between a Board Liaison and a committee, The IMC may give advice to the CoDA Board for conflict resolution if a Board Liaison and a Committee cannot successfully resolve their conflict. This is recommended because the IMC represents an impartial perspective on the conflict, and may provide the Board with a clear understanding of the issues involved. If a new Board Liaison is necessary, a mutually agreed upon liaison should be chosen. This change will be reported in the subsequent Quarterly Service Report,
- If any conflict remains, the IMC may consider other options as outlined in the "Disagreement, Mediation

and Resolution Process” in the FSM. This may include bringing a dispute to either the Board or CSC when irresolvable; advising the Board or CSC of dispute issues and IMC's recommendations, etc.

Voting Entity Division Process:

The By-Laws (Section 2) authorizes a VE to sub-divide; explains the logic and assigns IMC to oversee and approve the division. It also gives some guidance for the VE and IMC. After the division, both VEs will have two delegates.

The Process of Dividing a VE may arise for any of many reasons.

The IMC recommends the following issues and process be considered.

1. Make sure a division will solve some problem or issue with representation of the membership.
2. Consider geographical boundaries.
3. Consider division by Language.
4. Consider city, county, parish, and state boundaries.
5. The division should be agreed upon by both new VE's.
6. All meetings from the current VE should be included in one of the new VE's.

Please contact the IMC @ imc@coda.org for an application, VE division requirements and deadline for submission.

Authorization Process for the Development and Structure of a Voting Entity:

CoDA's By-Laws (Article IV Section 2) states that the Issues Mediation Committee will handle requests for CoDA to recognize Voting Entities through the group conscience process and service boards. In fulfilling this responsibility, the IMC has created a set of suggested guidelines for the development and structure of Intergroups and Voting Entities.

A Voting Entity Liaison (VEL) is elected by the Issues Mediation Committee to focus on this responsibility. The awarding of all Travel Reimbursement Opportunities (TROs) to eligible Voting Entities Delegates will be the responsibility of the Issues Mediations Committee. For further information contact the Voting Entity Liaison at imvel@coda.org or contact IMC at imc@coda.org.

Outreach Committee

Committee Purpose:

The CoDA Outreach Committee (Outreach) is a group of actively recovering codependents whose focus is on carrying the message to codependents who still suffer. We provide information to members and groups who seek to reach out to codependents outside of CoDA, focusing on attraction, not promotion. We also facilitate the sharing of information within CoDA, providing guidelines, templates and examples of Outreach activities. Outreach projects are created by committee members or received from Fellowship members. The projects are vetted through a process that carefully considers traditions, experience, strength and hope. Outreach provides developed information for Fellowship members, local groups, intergroups, world organizations and Voting Entities in their efforts to carry the message. This committee works in conjunction with other CoDA committees that engage in other outreach activities.

Goals and Duties:

1. Meetings
 - The Outreach committee meets monthly via teleconferences.
 - Members are expected to attend most meetings and can choose to facilitate projects.
2. Outreach Committee Projects
 - We support Outreach projects both from members of the committee and others in the Fellowship.

- We employ a process for which formal Outreach Committee projects are proposed to the committee, carefully vetting the proposed projects through traditions and experience.
- We suggest possible outcomes of projects, such as how to share their project with CoDA members.

3. Information on Outreach Activities

- We serve as a conduit for the sharing of outreach activities, enabling the experiences of CoDA members to be utilized by the Fellowship.
- We develop and maintain a clearinghouse of possible ways that members can carry the message.
- We provide online and written materials, such as guidelines, templates, examples, etc.

4. Awareness

- We hope to encourage the awareness of CoDA to those who may not know of the benefits of CoDA.
- We hope to develop an awareness of the importance of CoDA outreach activities within the Fellowship.
- We strive to mutually support and communicate with those that do CoDA outreach activities worldwide in the spirit of inclusiveness and accessibility to all.

5. Assessment

- We consider the ongoing needs of the Fellowship members pertaining to carrying the message.
- We assess the needs of the Fellowship for areas of new Outreach Committee projects.
- We support the development of new areas of outreach, providing guidance on the process to those who do outreach service.
- We reflect on our committee procedures, doing a regular inventory on our Twelfth Step work.

Service Structure Committee (SSC)

Purpose:

To serve the will of the Fellowship, as expressed through the CoDA Service Conference, and to serve in an advisory capacity to the CoDA Service Conference, Board of Trustees, and other service entities regarding service structure and the foundational documents by doing the following:

- Suggest improvements to the service structure of CoDA, Inc. and coordinate implementation when requested
- Determine the implications of motions to modify, alter, or amend the CoDA Articles of Incorporation, By-laws, Conference Protocols, CoDA Fellowship Service Manual (FSM), Twelve Steps, and Twelve Traditions, Twelve Service Concepts, or other foundational documents.
- Support and maintain CoDA fundamental structural documents, including Fellowship Service Manual, Twelve Concepts, and other documents, as directed by the CoDA Service Conference.
- Produce revised documents in a timely fashion, after changes are approved by the Conference.
- Provide the link to the website where the up-to-date Fellowship Service Manual is located. Send URL to all Delegates, Chairs, board members and other voting members before the CoDA Service Conference.
- Communicate regularly with Board members, Committee chairs, Voting Entity Delegates, and other CoDA members or groups, offering relevant information and insight if needed.

Service Structure Committee Members: Role and Duties

- Attend committee meetings and participate in teleconferences. Write, edit, and recommend

resolutions and ideas. Participate in the group conscience process.

- Consider any proposed changes to CoDA's service structure and procedures, considering compliance with the Twelve Steps and Twelve Traditions.
- Refer to the Steps and Traditions when formulating opinions; cite as needed for clarity.
- Keep confidential all matters as required; provide full disclosure for all other matters.

Service Structure Chair: Roles and Duties

- Define focus and goals of committee work, according to directions of the CSC. Disseminate work and develop time schedules to accomplish it. Set agenda and schedule work-in-progress priorities.
- Maintain consistent, timely communications with committee members, the CoDA Board, CoDA Board liaison, Committee chairs when needed, and others as necessary.
- Provide reports to the Fellowship in "The CoDA Quarterly Service Report," in keeping with the group conscience decision making process.
- Submit SSC's budget by the deadline established by the CSC; review Expense Reports submitted by members; keep a record of GC decisions,
- Maintain the official copy of the CoDA Fellowship Service Manual and related documents, current and historical. Turn over records to CoDA for archives. Date all versions.
- Disclose committee goals to committee members, as well as any legal or spiritual problems or conflicts. Request a group conscience poll for solutions with all committee members.
- If problems arise, bring them to the committee for a group conscience discussion. Include Board liaison if appropriate/necessary.
- Communicate with members amiably and discuss problems directly if personal problems arise, before bringing matters to all members' attention for resolution. Relate dissenting opinions to committee members, CoDA Service Conference and Fellowship when required for the greater good of CoDA. If necessary, advise IMC, too.
- Follow the Steps and Traditions in all dealings, and aid the committee in following these principles in their communications and work.

Spanish Outreach Committee (SPO)

Spanish Outreach (SpO) was first established as a subcommittee of Outreach in 2003, and it became a Standing CoDA Committee at the 2011 CSC.

Spanish Outreach receives emails from many parts of the World. We provide assistance to start, and register new meetings, answer questions regarding availability of Spanish literature, and how it can be obtained, translate for other CoDA Committees, the Webmaster, and the Fellowship Service Worker (FSW). Some of the Spanish Outreach members are volunteers to answer the Spanish phone line, and others are in charge of moderating the Spanish announcement list. (espcoda@codependents.org)

Spanish Outreach shall be the CoDA Committee that edits and cross checks Spanish translated CoDA literature for grammatical consistency with Standard Spanish, from the Spanish CoDA webpages to the printed page and on to digital versions of Spanish language CoDA materials.

Spanish Outreach posts information and maintains the Spanish side of the CoDA, Inc. website, according to the CoDA program principles embodied in the Twelfth Step as well as the Fifth Tradition.

Translation Management Committee (TMC)

Mission:

The Translation Management Committee's mission is to carry the message to codependents worldwide whatever their language.

Purpose:

The Translation Management Committee, working with the CoDA Board of Trustees, maintains, coordinates and assists in the process whereby individuals, groups and Voting Entities around the world find, translate (if necessary), create, publish and/or distribute CoDA literature and materials in their own language.

Function:

- The Translation Management Committee in conjunction with the CoDA Board of Trustees designs and manages the process by which CoDA Conference Endorsed Literature is translated
- The Translation Management Committee communicates with CoDA entities and /or individuals who want to carry the message worldwide using CoDA Conference Endorsed Literature
- The Translation Management Committee assists and coordinates the translation of CoDA Conference Endorsed Literature.

The committee basically has two areas that it is working in:

1. The United States: Translate documents into other languages for use within the United States. CoRe (CoDA publisher) will publish and distribute these materials within the United States.
2. Outside the United States: Assist groups to translate material into their language. These groups will later publish and distribute these materials themselves. This task is accomplished by volunteer groups representing their VE.

If you are interested in assisting in this work in any way, please contact the Translation Management Committee via email at tmc@codas.org.

World Connections Committee (WCC)

This committee was created at 2014 CSC and renamed to the WCC at the 2015 CSC.

Purpose: The World Connections Committee (WCC) focus is to:

- Connect with worldwide groups and members to collaborate by broadening the “experience, strength and hope” between worldwide voting entities, Co-Dependents Anonymous Inc. (CoDA) and the rest of the Fellowship.
- Collaborate with groups and members to exchange information and expertise with voting entities, as well as, the CoDA, Inc.. Board and committees.
- Act as a bridge and conduit of information for new voting entities, intergroups or individual meetings who desire a connection with CoDA, Inc..
- Collaborate, disseminate and gain information concerning the Fellowship needs and pass pertinent information on to appropriate sources.

Duties and Responsibilities:

- Membership consists of one member and one alternate member per country/voting entity with observers welcome.

- Committee members hold regular business meetings using teleconference services and exchange emails to facilitate communication and support of members doing service work.
- Members participate within the committee to facilitate the growth and development of CoDA worldwide.

Goals:

- Maintain and increase contact information with worldwide voting entities as well as areas where there is no formal CoDA structure.
- Support other countries/voting entities in CoDA development and growth and encourage forming Intergroups and Voting Entities thereby increasing participation and representation at the CoDA, Inc.. level.
- Provide information and awareness concerning CoDA, Inc.. Board of Trustees, CoRe (literature and publishing), standing committees and service structure, as well as increased familiarity with the Fellowship Services Manual, Service Concepts and website navigation.
- Share information on topics and interact with members.
- Increase awareness of cultural and language similarities and differences throughout CoDA to assist in reaching out to the rest of the Fellowship.
- Utilize information from country/voting entity reports, and email comments to identify needs which are prioritized by group conscience.

Section 04 Board Liaison to Standing Committees

Board Liaison to Standing CoDA Committees

Description:

The Board assigns a member to serve as liaison to each standing committee as well as other CoDA service entities such as Ad Hoc committees or Task Forces. The liaison provides a communication link between the Board and the committee or service entity. The Board may also assign a backup liaison. A backup liaison provides the liaison services when the primary liaison is not available.

Responsibilities:

- Liaisons communicate pertinent information to their assigned committee, including: dates of Board meetings, CoDA Quarterly Service Report (QSR) publication deadlines, and any information related to the committee's goals or commitments to the Fellowship.
- Liaisons may serve in a consulting capacity between committees, such as discussions between the Translation Management Committee and the Literature Committee related to CoDA Conference Endorsed Literature.
- Liaisons communicate with committees when there are legal issues that impact the committee's work.
- Liaisons communicate changes in CoDA's overall financial status to committee chairs as soon as possible in order to allow for any expenditure adjustments.
- Liaisons provide guidance in adherence to the Twelve Traditions and Twelve Service Concepts in all activities. Liaisons may provide support, when asked, in preparation for the CoDA Service Conference.
- Liaisons may be asked to attend a committee's face to face meeting to serve in a consulting capacity. Liaisons may be invited to attend regular committee conference calls and asked to join the committee's email alias.
- Liaisons report on committee activities and bring any committee concerns to the Board before or at each scheduled Board meeting. Liaisons prepare monthly written summaries for submission to the Board before or at each scheduled Board meeting.
- Liaisons review committee reports prior to submission to the QSR Liaison and editor for publication in the QSR. Liaisons may suggest changes to any report.

Section 05 Quarterly Service Report Guidelines

- The QSR board liaison will send out a reminder email no later than the last day of the quarter (March 31, June 30, Sept 30, Dec 31). The report is due by the 15th of the following month.
- All QSR submissions are made through the appropriate board liaison, i.e.: The Finance committee report is submitted through the Finance Committee Board liaison. The QSR liaison is also copied on all submissions to ensure receipt in case the committee liaison is unavailable at the time.
- All submissions to the QSR editor are made through the QSR Board liaison.
- There are no additions, deletions or content changes to a committee's report by the editor without discussion and agreement with the committee first.
- The final draft of the QSR is made available for review by all Board members, and must be reviewed by at least two members.
- No content changes will be made after final approval by the Board. Punctuation, grammar, and spelling corrections may be made when needed without approval.
- No changes may be made to a committee's QSR submission without discussion with the committee.
- No content changes may be made without mutual agreement unless there is a legal issue involved.

Section 06 CoDA CLC Style Sheet:

CoDA Literature Committee (CLC) Style Sheet:

The following are CLC recommendations for style and capitalization in CoDA literature submissions.

Use	Instead of	Comments
CoDA	CODA or Co-DA	CoDA is a registered name; use upper/lower case as shown
CoDA Board	CoDA board	Capitalize the B
CoDA Conference endorsed literature	CoDA Conference Endorsed Literature	Capital C for references to CoDA Service Conference only
CoDA Literature Committee (CLC)	National Literature Committee	Spell out first time with acronym. Subsequently, use acronym only.
CoDA program of recovery	CoDA Program of Recovery	Only capitalize CoDA
CoDA Service Conference (CSC)	CoDA service conference	Spell out first time with acronym. Subsequently, use acronym only
codependence	co-dependence	No hyphen
codependency	co-dependency	No hyphen
codependent	co-dependent	No hyphen
Co-Dependents Anonymous, Inc	Co-Dependents Inc.	Registered name: Use the hyphen and put a comma before Inc.
commas: ___, ___, and ___.	___, ___ and ___.	Also true for “or” and “but”
community service groups	Community Service Groups	No caps
Co-NNections	Connections	Co-NNections is a registered name; use upper/lower case as is.
CoRe	CoRE	CoRe is a registered name; use of upper/lower case is important
crosstalk	cross talk or cross-talk	Do not hyphenate words that can be better written as one word.
experience, strength, and hope	Experience, Strength, and Hope	No caps
Fellowship	fellowship	Refers to any level of the CoDA organization
fellowship	Fellowship.	Generic use; i.e. socializing after the meeting.
First Step, Second Step, etc.	1 st Step, 2 nd Step, etc.	Spell out numbers
First Tradition, Second Tradition	1 st Tradition, 2 nd Tradition, etc.	Spell out numbers
group conscience	Group Conscience	Use lower case
Higher Power	higher power or H.P.	Spell out with caps
newcomer meetings	Newcomer Meetings or meetings	No caps

Use	Instead of	Comments
no-crosstalk rule	"No Crosstalk" or no crosstalk rule	Do not use quotes for colloquialisms or slang. Hyphen is used for clarity; i.e. That group has a no-crosstalk rule. vs. That group has no crosstalk rule.
old-timer	old timer	Use hyphen
<i>Patterns of Codependence</i>	Patterns of Codependence	Use Italics and caps when referring to foundation documents
<i>Preamble</i>	Preamble	Use Italics and caps when referring to foundation documents
same sex	same-sex	Used as a noun; i.e., members of the same sex
same-sex	same sex	Used as an adjective; i.e., same-sex marriage
self-determined, self-help, self-discovery, self-esteem, self-governing	Self determined, self help, self discovery, self esteem, self governing	
<i>Serenity Prayer</i>	serenity prayer	Use Italics and caps when referring to prayers
service-related	service related	Used for service-related items. Use without hyphens in instances such as "This topic is service related."
sharing and writing sessions	Sharing and Writing Sessions	No capitals
speaker meeting	Speaker Meeting or "speaker" meeting	No capitals; no quotation marks
sponsor, sponsee	Sponsor, Sponsee	No capitals
Step One, Step Two, etc.	Step 1, Step 2, etc.	Spell out
the <i>CoDA Closing Prayer</i>	The CoDA Closing Prayer	Use Italics when referring to prayers; small "t" for "the"
the <i>CoDA Opening Prayer</i>	The CoDA Opening Prayer	Use Italics when referring to prayers; small "t" for "the"
the <i>Twelve Promises</i>	The Twelve Promises	Use italics and caps for foundation documents; small "t"
The <i>Twelve Promises of Co-Dependents Anonymous</i>	The Twelve Promises of Co-Dependents Anonymous	Use capital "T" when referring to copyrighted titles; italicize
the <i>Twelve Steps</i>	The 12 Steps	Use italics when referring to foundation documents; small "t" for "the"; spell out #.
The <i>Twelve Steps of Co-Dependents Anonymous</i>	The Twelve Steps of Co-Dependents Anonymous	Use capital "T" when referring to copyrighted titles; italicize
the <i>Twelve Traditions</i>	The Twelve Traditions	Use italics when referring to foundation documents; small "t" for the
The <i>Twelve Traditions of Co-Dependents Anonymous</i>	the 12 Traditions of Co-Dependents Anonymous	Use capital "T" when referring to copyrighted titles; italicize
Tradition One, Tradition Two, etc.	Tradition 1, Tradition 2, etc.	Spell out
trusted servants	Trusted Servants	No capitalization
<i>Welcome</i>	Welcome	Use Italics when referring to foundation documents
well-being	well being	Use hyphen