

Local CoDA Business Meeting Format

PROVIDE ALL WITH COPIES OF THIS FORMAT DURING THE MEETING. COLLECT AFTER.

taken from <https://coda.org/outreach/supporting-members/healthy-meetings/>

Any member may say at designated time: **It is time for the meeting to begin.**

Business meeting leader is designated by explicit permission or election, not just acquiescence to individual action. If no one has been designated, anyone can say...**I volunteer to conduct this business meeting. May I have your permission?**

I am _____, your designated leader for this business meeting. Let us pause for a moment.....and begin with the Serenity Prayer. All say Serenity Prayer.

Would someone please read the Service Concept/Tradition for this month. (optional.)

Secretary, please read the minutes from the last meeting. Secretary reads the minutes.

Are there any corrections or additions to the minutes? Discuss and correct as needed, then...**Are there any objections to accepting the minutes? If no objections....Minutes are hereby accepted.**

Treasurer, please provide the financial report. Treasurer provides report.

Is there any discussion on the report? Allow brief discussion. If longer, suggest deferring discussion to New Business below, then... **Are there any objections to accepting the Treasurer's report? If no objections....Report is hereby accepted.**

Any additional items to add to New Business? Ask the secretary to note anything suggested...

Communications and Old Business: (Protocol for Motions available if needed)

- Leader provides any new information of interest to the group
- Leader leads discussion of the new information; if extensive, adds to New Business
- Leads discussion on topics deferred previously and referred to in the minutes.

New Business:

- Leader leads discussion on items suggested previously
- Leader says... **Any further business to discuss?**

When business is completed or at designated time for adjournment....**It is time for adjourning the meeting? Any objections to adjourning? If not...**

The next business meeting will be at _____ Meeting is hereby adjourned.

PLEASE RETURN THIS SHEET TO BUSINESS MEETING PACKET

PROTOCOL FOR MOTIONS

Allow brief time for discussion. If it becomes extensive..... **Is there a motion on this issue?**
Any member speaking..... **I hereby move that _____**

Leader... **Is there a second to the motion?**

Discussion takes place only if there is a second to the motion. Otherwise, the next item of business is dealt with. If there is a second..... **The motion is open for discussion.**

Begin popcorn style switching to round robin if discussion is extensive or dominated by one or a few. Only the person raising the motion can agree to revise or withdraw it. When discussion is complete..... **Is there a call for a vote on the motion?** *If there is...* **Is there a second to that?** *If so, vote on the motion. If not, discussion continues.*

CoDA urges efforts toward unanimity, but majority rules.

Alternatively.... **Is there a call for tabling the motion?** *Vote on tabling.*

Tabling is not rejection, so the issue is listed in minutes, can be researched or discussed in the meantime and will be part of Old Business in succeeding meetings until vote is taken on the motion.

CoDA Service Concepts

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, Inc., 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, Inc.'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, Inc. 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.



Codependents Anonymous

www.CoDA.org

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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 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.

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