

**GUIDE-LINES OF THE  
LOS ANGELES COMMUNITY COMMITTEE  
OF CO-DEPENDENTS ANONYMOUS**

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# GUIDE-LINES OF THE LOS ANGELES COMMUNITY COMMITTEE OF CO-DEPENDENTS ANONYMOUS

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## ARTICLE I – NAME AND PURPOSE

### A. Name

1. The name of the organization shall be: Los Angeles Community Committee (hereinafter referred to as “LACoDA”).

### B. Purpose

1. LACoDA has but one purpose, that of serving the fellowship of Co-Dependents Anonymous (CoDA). Its goals are to carry the CoDA message to those who still suffer from codependence, and to offer healthy support for the continuing growth of those recovering from codependence. LACoDA serves in these principle ways:
  - a. In as much as each CoDA group is autonomous, LACoDA has no authority or control over individual meetings or CoDA as a whole, but serves as an inter-group coordinator and mainline of communication between groups in order to help share information, problems, and solutions.
  - b. LACoDA serves as the voice of the groups it represents in communicating with other CoDA Community Committees and with state, national, and international CoDA organizations.
  - c. LACoDA encourages and helps new groups with information, guidance, and starter materials.
  - d. LACoDA finances and supports the CoDA-Los Angeles Central Office facilities and services.
  - e. LACoDA finances and supports entertainment and service events, locally and in cooperation with other CoDA service groups.
  - f. LACoDA provides information and speakers to local public, government, and business organizations seeking information about CoDA.
  - g. LACoDA provides information and speakers to local hospitals and other institutions which house persons who are unable to attend regular CoDA meetings.
  - h. LACoDA provides support and guidance to CoDA-Teen groups.
  - i. LACoDA maintains public records of all financial donations to LACoDA and all subsequent disbursement of LACoDA funds.

## ARTICLE II – SCOPE

### A. Scope

1. The Los Angeles Community Committee shall provide its services to all CoDA groups in the Los Angeles area who feel that the LACoDA serves their needs, provided that they are registered with the International Service office of CoDA and LACoDA's CoDA-LA Central Office.
  - a. As suggested by the CoDA International Service Office and the CoDA International Service Board of Trustees, a CoDA group consists of two or more individuals who meet regularly in accordance with the Twelve Traditions, where the Twelve Steps, Twelve Traditions, CoDA Preamble, and CoDA Welcome are read at each meeting.
2. The general boundaries of the service area are Mulholland Highway to the north, Interstate 5 to the east, the Orange County line to the south-east, and the southern and western coastlines.
3. CoDA Groups in border areas may choose to participate with and support the local Community Committee which best serves their needs.

## ARTICLE III – LIMITS

### A. Twelve Traditions

1. The Los Angeles Community Committee shall at all times be directed in its efforts by the principles and guidelines of the Twelve Steps and Twelve Traditions of Co-Dependents Anonymous, as adapted from Alcoholics Anonymous.

### B. Voting Body

1. The voting membership of the LACoDA shall consist of and be limited to:
  - a. Group Representatives (Group Reps) elected by the group conscience of every CoDA group within the scope of LACoDA (provided that they are registered with both the International Service Office of CoDA and LACoDA's Central Office).
  - b. Officers elected by the LACoDA.
  - c. Sub-Committee Chairpersons elected by the LACoDA, or elected by members of their Sub-Committee.
2. The fact that a Group Rep is elected to any office shall not entitle them to an additional vote; no LACoDA member may have more than one vote.
3. The presiding Chairperson shall only be allowed to vote to make or break a tie (a tie vote on a motion shall kill the motion.)

## ARTICLE IV – GROUP REPRESENTATIVES

### A. Terms of Service

1. Each participating CoDA group is encouraged to elect a Group Rep and one Alternate Group Rep.
2. As suggested by the CoDA International Service Office and the CoDA International Service Board of Trustees, the term for a Group Rep and Alternate Group Rep shall be two years.
3. The number of terms a Group Rep or Alternate may serve shall be at the discretion of the CoDA group that they represent.

### B. Voting Privileges

1. On issues that come before LACoDA, each CoDA group within the scope of LACoDA shall have one vote, cast by their Group Rep, by their Alternate Group Rep, or, in the case of a new CoDA group which has not yet elected a Group Rep or Alternate, by one visiting member of that group serving as a Group Rep Pro Tem.
2. The fact that a Group Rep is elected to any office shall not entitle them to an additional vote; no LACoDA member may have more than one vote.

## ARTICLE V – OFFICERS

### A. Designated Officers

1. The Los Angeles Community Committee shall annually elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, Regional Rep, Alternate Regional Rep, and Inter-Community Committee Reps.
2. These officers do not govern, and are elected only to facilitate the operations of the LACoDA.

### B. Terms Of Office

1. The terms of the above-named officers shall be for one calendar year.
2. No officer shall hold the same office for more than two consecutive terms.

### C. Election of Officers

1. Election of officers shall take place at the last meeting held by LACoDA each year.
2. The election shall be by hand count unless any voting member requests the election be by secret ballot, in which case, the election shall be by secret ballot.

3. The nominee with the most votes shall be elected; the presiding Chairperson may break, but may not make, a tie.
4. In the case of co- or vice-officers, each position will be elected separately. For example, the Chairperson will be elected from those nominated, then the Vice-Chairperson. Additional nominations may be made from the floor following the election of the first co- or vice-officer.
5. At least one month prior to the elections, notice of same shall be extended to all CoDA Group Reps within the scope of the LACoDA.

#### D. Nominations

1. A nominating committee may be established for the purpose of facilitating nominations, however any qualified CoDA member may be nominated from the floor, or may volunteer for office at the time of the elections.

#### E. Qualifications for Office

1. Any member of a CoDA group within the scope of the Los Angeles Community Committee may hold elective office in LACoDA, provided they have:
  - a. At least one year active in the CoDA program working the Twelve Steps,
  - b. A working familiarity with the Twelve Traditions, and
  - c. Attended at least four LACoDA meetings.

#### F. Duties of Officers

1. The CHAIRPERSON shall communicate with Sub-Committee Chairpersons between LACoDA meetings, shall set the agenda for the monthly LACoDA meetings, and shall conduct the meetings in accordance with the Twelve Traditions, LACoDA group conscience, and established parliamentary procedure. If a Group Rep is elected as Chairperson, they shall resign their position as Group Rep. The Chairperson shall not be held responsible for the execution of the duties of the other officers.
2. The VICE-CHAIRPERSON shall be available to act as Chairperson as the need arises: if the presiding Chairperson wishes to vacate the chair to break a tie, make a tie, or raise a motion; if the Chairperson is unable to attend an LACoDA meeting; if the Chairperson resigns. The Vice-Chairperson also supports the Chairperson by advising and assisting the Chairperson with the above-mentioned Chairperson's duties. If a Group Rep is elected as Vice-Chairperson, they shall resign their position as Group Rep. The Vice-Chairperson shall not be held responsible for the execution of the duties of the other officers.
3. The SECRETARY shall be responsible for taking and transcribing the minutes of the monthly meetings, which shall include reports from sub-committees, other announcements, and voting on motions, carried or not, including vote count. The Secretary shall deliver the

completed minutes to the Central Office for distribution in the monthly mailing no later than the 20th of each month.

4. The TREASURER shall be responsible for the receipt and disbursement of all LACoDA funds and shall provide a formal written monthly accounting to LACoDA. The Treasurer, Chairperson, and Vice-Chairperson shall be the three signatories on the LACoDA bank account, with any two signatories constituting a valid signature. The signatories must verify that each disbursement is in accordance with the Approved LACoDA Yearly Budget, or that a Non-Budgeted One-Time Expense has been authorized by LACoDA vote.
5. The REGIONAL REPRESENTATIVE shall represent LACoDA's group conscience at regional business functions and report on those events to LACoDA in writing. The Regional Rep shall forward copies of all regional correspondence and materials to the Central Office.
6. The ALTERNATE REGIONAL REPRESENTATIVE shall fill the above responsibilities in the absence of the Regional Rep, and shall attend functions with the Regional Rep whenever possible.
7. The INTER-COMMUNITY REPS shall be elected as needed to provide liaison between LACoDA and neighboring Community Committees, and shall be responsible for providing written reports to LACoDA.
8. CONSULTANTS to LACoDA (such as Parliamentarian, Legal Advisor, etc.) may be appointed by the Chairperson and Vice-Chairperson and confirmed by vote of LACoDA, but shall not be granted voting rights unless the specific person chosen as a Consultant is already so vested.

#### G. Voting by Officers

1. Each officer shall be entitled to one vote in LACoDA, with the exception of the presiding Chairperson.
2. The presiding Chairperson shall only be allowed to vote to make or break a tie (a tie vote on a motion shall kill the motion.)

#### H. Vacancies and Resignations

1. If an officer of LACoDA fails to attend two consecutive meetings without prior notice to the Chairperson or Vice-Chairperson, their office will be declared vacant by the presiding Chairperson.
2. If an officer of LACoDA fails to attend two consecutive meetings without prior notice to the Chairperson or Vice-Chairperson, and if the presiding Chairperson fails to declare the office vacant, any LACoDA voting member may declare the office vacant.

3. A declaration of vacancy by the presiding Chairperson, or by an LACoDA voting member, may be challenged by any LACoDA voting member. The declaration of vacancy must then be taken up as a Point of Order, subject to a two-thirds majority approval.
4. Any officer may resign at any time by giving written notice to the LACoDA Chairperson or Vice-Chairperson.

#### I. Removal from Office

1. Any officer of LACoDA can be removed from office by a motion approved by a two-thirds vote of LACoDA members present and voting at either a special meeting called for that purpose (see Article VII, Section C), or at the first regular monthly meeting subsequent to a meeting at which intent to request removal of said officer was announced, and such announcement was carried in the minutes of that meeting.

#### J. Filling of Vacancies

1. Vacancies shall be filled by a majority vote at the LACoDA meeting at which the vacancy is announced, or as soon as possible thereafter. Such persons chosen to fill said vacancies shall serve for the remainder of the unexpired term.

#### K. Officer's Expenses

1. LACoDA shall reimburse any travel and living expenses deemed reasonable that are incurred by the primary designated representative to CoDA business meetings and conventions. The expenses of additional representatives or Alternates may be reimbursed at the discretion of LACoDA.

#### L. Liabilities

1. LACoDA shall indemnify and hold harmless all elected officers from any liability which may arise in the conduct of business or activities of LACoDA, or during any event, meeting, or gathering which is sponsored by the Los Angeles Community Committee or conducted under the auspices of LACoDA.

### ARTICLE VI – SUB-COMMITTEES

#### A. Standing Sub-Committees

1. Standing Sub-Committees are established by the LACoDA to facilitate the services provided to CoDA groups within the LACoDA scope. LACoDA Standing Sub-Committees are:
  - a. CENTRAL OFFICE, whose volunteers provide the following services:
    - (1) Maintaining an administrative office for general use by LACoDA Sub-Committees, LACoDA Officers, and CoDA members.
    - (2) Co-operation with the Volunteer Sub-Committee in the monthly copying, assembling, and mailing of the most recent LACoDA Minutes, upcoming

- LACoDA Agenda, CoDA events flyers, and other information, to all CoDA groups and service organizations registered and on-file with the Central Office.
- (3) Co-operation with the Meeting List Sub-Committee in the updating and publication of the CoDA-LA meeting list, updating of the CoDA-LA mailing- and phone-contact computer database, updating of the CoDA-LA Meeting Information Line computer phone system.
  - (4) Co-operation with the Historical Sub-Committee in the storage and accessibility of historical data and documents including LACoDA Guide-Lines, LACoDA minutes, CoDA meeting lists, other CoDA Community Committee minutes, various other documents.
  - (5) Co-operation with the Literature Sub-Committee in the storage, distribution point for CoDA pamphlets, meeting start-up kits, and other CoDA-endorsed literature.
  - (6) Co-operation with all other Sub-Committees in the providing of Central Office administrative support and resources for Sub-Committee activities.
- b. MEETING LIST, whose volunteers provide the following services:
- (1) Maintain, on the Central Office computer, an accurate database of CoDA meetings within the scope of the LACoDA, including meeting times, locations, special instructions, Secretary and Group Rep contact names and addresses, and any other pertinent information.
  - (2) Publish the monthly CoDA-LA meeting list.
  - (3) Update monthly the meeting and event information voice messages on the CoDA-LA Meeting Information Line computer phone system.
- c. EVENTS, whose volunteers provide the following services:
- (1) General assistance and advice to CoDA members who wish to hold a CoDA entertainment or service event.
  - (2) Coordination and supervision of the LACoDA officially sponsored events.
  - (3) Preparation and presentation of motions to the LACoDA requesting funding for CoDA entertainment or service events.
- d. HOSPITALS, INSTITUTIONS, AND PUBLIC INFORMATION, whose volunteers provide the following services:
- (1) Coordinate the work of individual CoDA members and groups who are interested in carrying the CoDA message of recovery to co-dependents in hospital and institutional facilities, providing information, literature, and guidance for establishing CoDA meetings in these facilities.
  - (2) Supervise Public Information volunteers in contacting business, government, media, and private organizations who request CoDA information, but who are not necessarily seeking to participate in CoDA as members.
- e. CODA-TEEN, whose volunteers provide the following services:
- (1) Establishment of new CoDA-Teen meetings within the scope of LACoDA, including the providing of Adult CoDA-Teen Sponsors who are responsible for each meeting.
  - (2) Support of existing CoDA-TEEN meetings within the scope of LACoDA, including contact with and supervision of responsible Adult CoDA-Teen Sponsors.

- f. MEETING GUIDELINES, whose volunteers provide the following services:
    - (1) Creation and publication of Suggested CoDA Meeting Guideline informational sheets, derived from CoDA ISO and LACoDA group conscience interpretation of the Twelve Traditions, addressing issues such as non-CoDA literature at CoDA meetings, private Twelve Step Study Groups, announcement of non-CoDA profit-based seminars or events, or any other issues relating to the 4th, 6th and 10th Traditions.
    - (2) Preparation and presentation of each Suggested CoDA Meeting Guideline information sheet to the LACoDA as a motion; with subsequent inclusion in the LACoDA Monthly Mailing subject to LACoDA majority vote approval.
  - g. VOLUNTEER, whose volunteers provide the following services:
    - (1) Maintenance of a CoDA-LA Volunteer List, containing names and contact information of CoDA members who wish to volunteer their support of LACoDA services.
    - (2) Coordination with LACoDA Officers and Sub-Committees in linking volunteers with available tasks.
    - (3) Supervision of the CoDA-LA 12-Step Call-Back phone volunteers, including maintenance and update of the 12-Step Call-Back Volunteer Packet.
  - h. HISTORICAL, whose volunteers provide the following services:
    - (1) Historical record-keeping and maintenance updating of LACoDA service documents, including LACoDA minutes, Sub-Committee written reports, and the LACoDA Guide-Lines.
2. LACoDA voting members may establish new Standing Sub-Committees by meeting the following requirements:
- a. A voting member raises the idea of the new sub-committee as a motion in New Business.
  - b. The motion is seconded and discussed.
  - c. The financial resources (if needed) are declared by the Treasurer to be available.
  - d. A Sub-Committee Chairperson is available.
  - e. The intention to form the Sub-Committee is announced to the CoDA fellowship through the LACoDA minutes prior to the vote on the motion.
  - e. The motion to establish the sub-committee is passed by majority vote.
  - f. The Sub-Committee Chairperson's name, address, phone number, and a description of the Sub-Committee's purpose and function is provided for registration and distribution by the CoDA-LA Central Office.

If any of these requirements is not met, the motion to establish the sub-committee is considered to be a dead motion. The motion may be raised again at any subsequent LACoDA meeting.

### B. Standing Sub-Committee Chairpersons

1. Standing Sub-Committee Chairpersons shall be elected as follows:

- a. The terms Standing Sub-Committee Chairpersons shall be for one calendar year. No Standing Sub-Committee Chairperson shall hold the same office for more than two consecutive terms.
  - b. The first election of Standing Sub-Committee Chairpersons shall take place at the LACoDA meeting where the motion to form the Sub-Committee is passed. The nominee with the most votes shall be elected; the presiding Chairperson may break, but may not make, a tie.
  - c. Subsequent elections of Standing Sub-Committee Chairpersons may take place within the sub-committee itself, but must be reported at the LACoDA meeting following the election during the Standing Sub-Committee Report.
  - d. Elections of Standing Sub-Committee Chairpersons conducted within the sub-committee may be challenged in any LACoDA meeting at any time by any LACoDA voting member, and a formal LACoDA Standing Sub-Committee Chairperson election may be requested at that time.
  - e. At least one month prior to the elections, notice of same shall be extended to all CoDA Group Reps within the scope of the LACoDA.
  - f. Any member of a CoDA group within the scope of the Los Angeles Community Committee may hold office as a Standing Sub-Committee Chairperson, provided they have:
    - (1) At least one year active in the CoDA program working the Twelve Steps,
    - (2) A working familiarity with the Twelve Traditions, and
    - (3) Attended at least four LACoDA meetings and four meetings of the Standing Sub-Committee that they intend to chair.
2. Standing Sub-Committee Chairpersons shall have a vote on matters that come before the LACoDA.

### C. Ad-Hoc Sub-Committees

1. Ad-Hoc Sub-Committees are established by the LACoDA presiding Chairperson to perform limited or one-time committee services not addressed by any Standing Sub-Committee, and are informally disbanded at the completion of the particular need for which they were established.

### D. Ad-Hoc Sub-Committee Chairpersons

1. Ad Hoc Sub-Committee Chairpersons shall be appointed by the presiding Chairperson of LACoDA, and shall serve until completion of the particular need for which the committee was established.
  - a. Any member of a CoDA group within the scope of the Los Angeles Community Committee may hold office as an Ad Hoc Sub-Committee Chairperson, provided they have:
    - (1) At least one year active in the CoDA program working the Twelve Steps,
    - (2) A working familiarity with the Twelve Traditions, and

- (3) Attended at least four LACoDA meetings and are familiar with the requirements of the Ad Hoc Sub-Committee that they intend to chair.

#### E. Sub-Committee Membership

1. Sub-Committee membership may include any person who is a member of a CoDA group within the scope of LACoDA. The only requirement for membership is a willingness to serve.

#### F. Sub-Committee Procedures and Restrictions

1. Each Sub-Committee may prescribe its own rules for conducting meetings, and its own methods of procedures, subject to the guidelines of the Twelve Traditions of Co-Dependents Anonymous and the group conscience of LACoDA.
2. Sub-Committees must announce a meeting location or contact phone number, either by distributed flyer or in their LACoDA Sub-Committee report, to assist CoDA members who wish to participate. This information must also be kept on file at the CoDA-LA Central Office, for distribution to the CoDA fellowship on request.
3. The LACoDA group conscience has determined that the following restrictions apply to LACoDA Sub-Committee activities:
  - a. LACoDA will never announce, support, advertise, or in any way assist any CoDA or other 12-Step program activities which promote, name, or advertise professional personalities, publications, seminars, or other profit-bearing enterprises.

#### G. Sub-Committee Responsibility

1. Each Sub-Committee Chairperson shall submit a written and verbal report to each monthly meeting of LACoDA. The Sub-Committee Chairperson is responsible for providing the written report in reproducible form to the CoDA-LACoDA Central Office no later than the 15th of the month, for possible inclusion in the LACoDA Monthly Mailing.
2. Any one-time Sub-Committee expenditures made by Sub-Committee members seeking reimbursement must have approval by LACoDA group conscience prior to reimbursement, and must be detailed in an itemized, written report accompanied by receipts.
3. Sub-Committees must petition the LACoDA for a yearly budget by providing a written Proposed Budget and calling for majority vote approval. This approval grants the Sub-Committee license to expend funds according to the Approved Budget without subsequent item-by-item approval of the LACoDA.

#### H. Ex-Officio Members

1. The LACoDA Chairperson and Vice-Chairperson may serve as ex-officio members to all Sub-Committees.

## I. Removal

1. Removal of a Standing or Ad Hoc Sub-Committee Chairperson can be made in the following manner:
  - a. Any officer of LACoDA can be removed from office by a two-thirds vote of LACoDA members present and voting at either a special meeting called for that purpose, or at the first regular LACoDA meeting subsequent to the LACoDA meeting at which intent to request removal of said officer was announced, and such announcement was carried in the minutes of that LACoDA meeting.

## J. Vacancies and Resignations

1. Should a vacancy, resignation, or removal of a Sub-Committee Chairperson occur, all pertinent information about that Sub-Committee shall be delivered to either the Chairperson or Vice-Chairperson of LACoDA, or to whomever they may designate.
2. Vacancies requiring election shall be handled as designated in Article VI, Section B. Ad Hoc Sub-Committee vacancies shall be filled by the appointment of the sitting Vice-Chairperson at the earliest opportunity.
3. Any Sub-Committee Chairperson may resign at any time by giving written notice to LACoDA Chairperson or Vice-Chairperson.
4. If a Sub-Committee Chairperson fails to attend two consecutive meetings without prior notice, their position may be declared vacant by the presiding Chairperson. This declaration may be challenged by any LACoDA voting member, and the presiding Chairperson must then raise the issue before the committee for a two-thirds majority vote.

## ARTICLE VII – LACoDA MEETING PROCEDURE

### A. Open Meetings

1. The meetings of LACoDA shall always be open and any member of CoDA who wishes to attend will be welcome.
2. Any member of CoDA may address meetings of LACoDA (during Sub-Committee Reports, Old and/or New Business discussion of a motion, in the Open Discussion period), however only a voting member may offer or second a motion.

### B. Regular Meetings

1. LACoDA shall meet on the second Saturday of each month from 10:00am to 11:45 am, unless otherwise voted by LACoDA.

### C. Special Meetings

1. A special meeting of the LACoDA may be called at any time deemed necessary by both the Chairperson and Vice-Chairperson.
2. Notification of, and reason for, the special meeting must be extended to every Group Rep, Officer, and Sub-Committee Chairperson at least one week prior to the meeting date.

### D. Conduct of Meetings

1. All meetings of LACoDA shall be conducted in the spirit of the Twelve Steps and following the guidelines of the Twelve Traditions as interpreted by the Chairperson and Vice-Chairperson, subject to two-thirds majority override.
2. Questions relating to parliamentary procedure, unless otherwise specified herein, shall be decided in accordance with Robert's Rules of Order.
3. The LACoDA Meeting Conduct and Guideline statements (see Appendix A) shall be made available at each LACoDA meeting, to facilitate participation and understanding of new participants.
4. The efficient conduct of the LACoDA meetings is the responsibility of the presiding Chairperson, and as such the Chairperson may determine the length of time for each segment of business within these guidelines:
  - a. Reports will be allotted 3 minutes each.
  - b. Old Business and New Business motions will be allotted 5 minutes each.
  - c. Time allotments may be extended by the Chairperson, for a period of time determined by the Chairperson.
  - d. Time allotments may be extended by request from the floor, subject to acceptance of the request by the Chairperson, and for a period of time determined by the Chairperson.
  - e. Time allotments may be extended by a motion from any LACoDA voting member, for a period of time determined by the voting member, carried by a majority vote, without discussion.
  - f. Any time allotment decision, either by the Chairperson or by majority vote, may be can subsequently over-ridden by a motion to over-ride approved by a two-thirds majority of voting members present.
  - g. Unused time does not accrue, and is re-allotted to the general meeting timespan.
  - h. The meeting must end at 11:45 am.
5. The meeting shall be chaired by the presiding Chairperson in the following manner:
  - a. **OPENING:** the Serenity prayer, reading of the short form of the Twelve Traditions, announcement of the next LACoDA meeting date.

- b. APPROVAL OF MINUTES: open for corrections and additions, voice vote for acceptance.
- c. MEETING PROCEDURE: reading of the LACoDA Meeting Conduct and Guidelines statement, and voting member count-off.
- d. REPORTS: Chairperson, Treasurer, Regional Representative, Standing Sub-Committees, and Ad Hoc Sub-Committees.
  - (1) Information about recent and future activities is reported, verbally and in writing.
  - (2) The reporting party fields questions from the floor, which may be asked by anyone in attendance.
  - (3) Hearing no opposition, reports are accepted as given without formal vote.
  - (4) Any new business raised by sub-committees must be brought forth under New Business as a formal motion.
- e. OLD BUSINESS: tabled motions remaining from previous LACoDA meetings.
  - (1) The tabled motion is re-stated by the Chairperson.
  - (2) The Chairperson conducts discussion from the floor, in approximately one-minute segments.
  - (3) Any voting member may move to table the motion at any time. A vote whether to table is taken immediately, and majority rules.
  - (4) The Chairperson may extend discussion time, or any member may request an extension of time from the Chairperson.
  - (5) Any member may move to end discussion at any time by saying, "I call the question." A vote whether to end discussion is taken immediately, and majority rules.
  - (6) When discussion has ended, either by a call for the question vote or automatically by expiration of allotted time, the Chairperson conducts a vote on the motion at hand.
  - (7) Voting will be by voice or show of hands as the Chairperson sees fit, subject to a call for a show of hands from any voting member.
  - (8) A majority vote carries.
- f. NEW BUSINESS: all new questions brought before the LACoDA.
  - (1) All New Business items must be raised in the form of a motion, which is a yes-or-no proposition beginning with the words, "I move that..." or "Motion, that..."
  - (2) All motions must be presented in full, in writing, including the presenter's name, to the Chairperson prior to the start of the LACoDA meeting. Preliminary discussion to clarify a motion should take place outside the LACoDA meeting.
  - (3) Only voting members may raise motions and second motions.
  - (4) The Chairperson announces all additions to new business at the start of New Business.
  - (5) The voting member raising the motion states the motion as presented in writing to the Chairperson.
  - (6) The Chairperson determines if the motion is legal and may immediately kill the motion if:
    - (a) The motion violates the Twelve Traditions, according to the best understanding of the Chairperson.

- (b) The motion does not fall within the scope and jurisdiction of LACoDA responsibilities.
- (c) There are no ways and means of carrying out the motion.
- (7) If the motion is determined to be legal, the Chairperson calls for a second to the motion. Failing a second the motion dies.
- (8) If a motion has been seconded, the Chairperson re-states the motion to be sure it is understood.
- (9) The Chairperson asks the motion's presenter or their designated spokesperson to deliver a one minute opening argument in favor of the motion.
- (10) The Chairperson conducts discussion from the floor, in approximately one-minute segments.
- (11) Any voting member may move to table the motion at any time. A vote whether to table is taken immediately, and majority rules.
- (12) The Chairperson may extend discussion time, or any member may request an extension of time from the Chairperson.
- (13) Any member may move to end discussion at any time by saying, "I call the question." A vote whether to end discussion is taken immediately, and majority rules.
- (14) When discussion has ended, either by a call for the question vote or automatically by expiration of allotted time, the Chairperson conducts a vote on the motion at hand.
- (15) Voting will be by voice or show of hands as the Chairperson sees fit, subject to a call for a show of hands from any voting member.
- (16) A majority vote carries.
- g. OPEN DISCUSSION: during the final ten minutes of each monthly LACoDA meeting, the Chairperson will accept and conduct open discussion from the floor, preferably in one-minute segments, including questions, answers, grievances, future concerns, etc.
- h. CLOSING PRAYER & ADJOURNMENT

#### E. Quorum and Majority Limits

1. The presence of a number of Group Reps equivalent to ten (10) percent of the number of CoDA meetings within the scope of LACoDA shall constitute a quorum for all proceedings of LACoDA.
2. A majority vote consists of one-half of the voting members present, plus one vote. Vote abstentions which result in less than a majority approval effectively kill the motion.

#### F. Proxies

1. Voting members of LACoDA shall not have the authority to designate, either verbally or in writing, another voting member to vote in their absence.

2. This provision shall not, however, limit the rights of a CoDA group within the scope of LACoDA to designate a substitute to the Group Rep or Alternate Group Rep with full voting privileges in their absence.

## ARTICLE VIII - FINANCIAL PROCEDURES

### A. The Yearly Budget Procedure

1. At each December LACoDA meeting, each Standing and Ad Hoc Sub-Committee will present to the Treasurer and the voting members a Proposed Yearly Sub-Committee Budget, in written form, listing known or projected incomes and expenses for that Sub-Committee for the upcoming year.
  - a. EXPENSES are an estimate based on past expenses and future projections, as recommended by Sub-Committee members familiar with their committee needs.
  - b. INCOMES are an estimate based on past income derived through self-funding services or activities (such as literature sales, the monthly LACoDA dance, etc.).
  - c. Proposed Yearly Sub-Committee Budgets are estimates subject to future revision, but care should be taken to provide as accurate an estimate as possible to prevent possible future interruption of services to the CoDA fellowship.
2. At the conclusion of each December LACoDA meeting, the Proposed Yearly Sub-Committee Budgets will be placed in the care of the Treasurer, to be used as the basis for the Treasurer's preparation of the Proposed Yearly LACoDA Budget.
  - a. The Proposed Yearly LACoDA Budget will include all known or projected incomes and expenses for the upcoming year, including Sub-Committee income and expenses, LACoDA Officer and Regional Rep expenses, non-categorized income or expenses, tax expenses, cash-on-hand, and Prudent Reserve.
  - b. The LACoDA Treasurer will accept suggestions and advice regarding the preparation of the Proposed Yearly LACoDA Budget from any CoDA member who expresses an interest.
  - c. The LACoDA Treasurer may choose to utilize LACoDA volunteers in the preparation of the Proposed Yearly LACoDA Budget, subject to the Treasurer's discretion and supervision.
  - d. The Treasurer has the final decision on the content of the Proposed Yearly LACoDA Budget prior to presentation at the January LACoDA meeting.
3. At each January LACoDA meeting, the Treasurer will present the Proposed Yearly LACoDA Budget to the LACoDA, in written form, during the Treasurer's Report.
  - a. When the Treasurer presents the Proposed Yearly LACoDA Budget at the January LACoDA meeting the Treasurer relinquishes control over its content.
  - b. The Treasurer retains the usual rights of the office: to vote as an LACoDA voting member, and, in cooperation with the presiding Chairperson, to kill motions or proposals for which there are no available LACoDA funds.

4. The Proposed Yearly LACoDA Budget may NOT be approved prior to the February LACoDA meeting, and must be included in complete form in the January LACoDA Monthly Mailing.
  - a. This is to insure complete disclosure of all LACoDA financial matters to the CoDA fellowship, and to invite groups within the LACoDA scope to participate in a knowledgeable manner in the final approval of the Approved Yearly LACoDA Budget.
  - b. Group Reps serving CoDA groups within the scope of LACoDA are encouraged to provide copies of The Committee's Proposed Yearly LACoDA Budget to their groups, and to bring their group's conscience on the budget to the LACoDA.
5. The Proposed Yearly LACoDA Budget may be revised by motion in New Business, subject to majority vote, during the February and March LACoDA meetings.
  - a. Proposed Budget Revisions cannot assume future income, and must include details of the ways and means of accomodating the expense if funds are not available.
  - b. The presiding Chairperson and Treasurer reserve the right of their offices to kill any motion for which there are no funds or means available.
  - c. If funds become available in the future, Proposed Budget Revisions may be reintroduced to the LACoDA as motions in New Business, subject to two-thirds majority approval.
6. The Proposed Yearly LACoDA Budget may be approved at any time by a two-thirds majority vote, and will automatically become the Approved Yearly LACoDA Budget at the end of the March LACoDA meeting, regardless of unaddressed revisions.
  - a. Unaddressed revisions will die on the floor, but may be raised again as Emergency Budget Revision motions under New Business as outlined in 7. below.
7. Emergency Budget Revisions to the Approved Yearly Budget may be raised by motion in New Business at any future LACoDA meeting, and are subject to two-thirds majority approval.

#### B. Non-Budgeted One-Time Expense Procedure

1. Proposals to allow Non-Budgeted One-Time Expenses may be brought forth as motion in New Business at any LACoDA meeting, subject to two-thirds majority approval.
  - a. Proposed Non-Budgeted One-Time Expenses cannot assume future income, and must include details of the ways and means of accomodating the expense if funds are not available.
  - b. The presiding Chairperson and Treasurer reserve the right of their offices to kill any motion for which there are no funds or means available.
  - c. If funds become available in the future, Non-Budgeted One-Time Expenses may be reintroduced to the LACoDA as motions in New Business, subject to two-thirds majority approval.

### C. Maintenance and Accountability of Funds

1. The LACoDA Treasurer will keep an accurate record of all funds received, disbursed, and held, and will present a written report detailing this record at each monthly LACoDA meeting.
2. All LACoDA financial records will be made available by the LACoDA to any CoDA member asking to review them, and the Treasurer will be available to answer any questions.
3. A Prudent Reserve of \$2800.00 shall be kept available in the LACoDA bank account at all times, except when the Treasurer determines that other LACoDA financial resources are not available and Approved Yearly LACoDA Budget expenses need to be paid.
  - a. Between LACoDA meetings, any two signatories of the LACoDA bank account may approve disbursement of Prudent Reserve funds at time of need, but the decision must be explained in detail by the deciding parties at the next LACoDA meeting following the disbursement.
  - b. The Prudent Reserve should be returned to the \$2800.00 amount as soon after its depletion as possible, within the normal confines of LACoDA operating expense requirements.

### D. Receipt of Funds

1. In keeping with the Fifth Tradition, LACoDA cannot accept any contributions or financial support from any non-CoDA entity. LACoDA is supported solely by the voluntary contributions of CoDA members, in the following ways:
  - a. Voluntary contributions from CoDA groups within the scope of LACoDA, in a manner determined solely by those CoDA groups.
  - b. Income from entertainment or service events financed and supported by LACoDA, where attendees contribute a requested donation for admission or participation.
    - (1) All such events must have a budget previously approved by the LACoDA, and all moneys received above budgeted expenses must be forwarded to the LACoDA Treasurer.
  - c. Contributions from other CoDA service groups, for a purpose and in a manner agreed upon by both the LACoDA and the contributing service group.

### E. Disbursement of Funds

1. LACoDA shall disburse funds for purposes and in a manner determined by the LACoDA voting members, as expressed in the Approved LACoDA Yearly Budget, or through approved Non-Budgeted One-Time Expenses, within the guidelines of the Twelve Traditions, and subject to these restrictions:
  - a. LACoDA may not disburse, commingle, or share funds for any non-CoDA purpose, or with any non-CoDA entity including other Twelve Step Organizations.

#### F. Tax Payments and Procedures

1. The LACoDA Chairperson, Vice-Chairperson, Treasurer, and Secretary will prepare all necessary Federal and State tax forms, file these forms in a timely manner, and disburse LACoDA funds to pay whatever taxes or fees are required by law.

### ARTICLE IX - AMENDMENT PROCEDURES

#### A. Amendments to Guide-Lines

1. LACoDA Guide-Lines may be changed in the following manner:
  - a. A Proposed Guide-Lines Amendment must first be introduced at a monthly LACoDA meeting and approved for distribution by a majority of voting members present (see APPENDIX B).
  - b. The Proposed Guide-Lines Amendment shall then be distributed to all voting members of LACoDA with notice that it will be voted on at the next LACoDA meeting.
  - c. At the next LACoDA meeting the Proposed Guide-Lines Amendment must be approved by a two-thirds majority of voting members present.
  - d. The Approved Guide-Lines Amendment will then be distributed in final written form in the next LACoDA Monthly Mailing.

## APPENDIX A: LACoDA MEETING CONDUCT AND GUIDELINES STATEMENT

[The following statement shall be made available at each monthly LACoDA meeting, per ARTICLE VII, Section D, paragraph 3.]

Your Los Angeles Community Committee has elected to conduct meetings according to Robert's Rules of Order, as interpreted by LACoDA group conscience vote. We do this because it allows us to make decisions with a minimum of confusion, and allows a fair representation of opinion from CoDA members. The LACoDA meeting has five basic business segments:

1. **OPENING** prayer, 12 Traditions, approval of minutes, and meeting guidelines.
2. **REPORTS** are designed to give information to LACoDA Reps, which they may then take back to the CoDA meeting they represent.
  - a. Anyone in the LACoDA meeting may ask questions during any report.
  - b. No motions or votes are taken during the Report segment.
3. **OLD BUSINESS** is made up of motions tabled from previous LACoDA meetings.
  - a. The Chairperson re-states the motion at hand to be sure it is understood.
  - b. The Chairperson conducts pro and con discussion (approx 1 minute arguments).
  - c. The Chairperson may extend discussion time, or any member may request an extension of time from the Chairperson.
  - d. Any member may move to end discussion at any time by saying, "I call the question." A vote whether to end discussion is taken immediately, and majority rules.
  - e. When discussion has ended, either by a call for the question vote or automatically by expiration of allotted time, the Chairperson conducts a vote on the motion at hand.
4. **NEW BUSINESS** is made up of new motions about proposed sub-committees, activities, events, expenses, items for the monthly mailing, new policy or procedures, changes to existing policy or procedures, etc. NEW BUSINESS MUST BE PRESENTED IN WRITING TO THE CHAIRPERSON BEFORE THE START OF THE LACoDA MEETING. PLEASE INCLUDE YOUR NAME.
  - a. All new business must be presented in the form of a motion, which is a yes-or-no proposition beginning with the words, "I move that..." or "Motion, that..." If preliminary discussion is needed to clarify a motion, it should take place outside the meeting, not during the limited LACoDA meeting time.
  - b. The Chairperson and Treasurer may immediately kill the motion if it is determined to be invalid, or if the funds or means needed are not available.
  - c. Every motion must be seconded before discussion begins, to insure that at least one other member wants to discuss it.
  - d. When a motion has been seconded, the Chairperson re-states the motion to be sure it is understood.
  - e. The Chairperson opens discussion by asking for an opening argument (1 minute).
  - f. The Chairperson conducts pro and con discussion (approx 1 minute arguments).
  - g. The Chairperson may extend discussion time, or any member may request an extension of time from the Chairperson.

- h. Any member may move to end discussion at any time by saying, "I call the question." A vote whether to end discussion is taken immediately, and majority rules.
  - i. When discussion has ended, either by a call for the question vote or automatically by expiration of allotted time, the Chairperson conducts a vote on the motion at hand.
5. **OPEN DISCUSSION** allows any CoDA member to voice a complaint, grievance, confusion, question, answer, hope, dream, etc.
  6. The meeting will end at 11:45 am, and all Old and/or New Business not addressed by that time will be added to the next LACoDA Agenda as Old Business.

**NOTE: AT ANY TIME DURING THE LACoDA MEETING...**

**You may interrupt to ask a question by saying, "Point of Information," or simply, "I have a question." Your question must be answered before the meeting continues.**

**You may interrupt if you think the meeting is being conducted improperly by saying, "Point of Order," and stating your complaint. The Chairperson must address your complaint and take appropriate action before the meeting continues.**

**You may challenge a time limit, ruling, or other decision made by the Chairperson by bringing the matter to a vote, saying, "I move to override the Chairperson's decision." An immediate vote is taken without discussion, and a two-thirds majority overrides.**

APPENDIX B: SAMPLE PROPOSED GUIDE-LINES AMENDMENT MOTION

PROPOSED GUIDE-LINES AMENDMENTS SHOULD CLEARLY STATE THE PROPOSED NEW WORDING, THE OLD WORDING TO BE REPLACED (IF ANY), AND THE LOCATION OF THE NEW WORDING IN THE BY LAWS.

FOR EXAMPLE, IF A SECTION OF THE GUIDE-LINES READ:

ARTICLE IV - RELATIONSHIPS

A. How to Act

1. People in relationships should always act nice to one another.
  - a. People in relationships don't have to act nice to one another if there is a good reason not to.

TO CHANGE THE WORDING, THE MOTION WOULD STATE:

I move that ARTICLE IV, Section A, paragraph 1., sub-paragraph a., which reads: "People in relationships don't have to act nice to one another if there is a good reason not to." should be changed to read: "People in relationships don't have to act nice to one another if there is a very good reason not to."

TO ADD NEW WORDING, THE MOTION WOULD STATE:

I move that new wording be added to the Guide-Lines as ARTICLE IV, Section A., paragraph 1., sub-paragraph b., to read: "People in relationships who don't act nice to one another, even when there is a very good reason not to, better be careful."

TO CHANGE WORDING AND ADD NEW WORDING, THE MOTION WOULD STATE:

I move that ARTICLE IV, Section A, paragraph 1., sub-paragraph a., which reads: "People in relationships don't have to act nice to one another if there is a good reason not to." should be changed to read: "People in relationships don't have to act nice to one another if there is a very good reason not to." and that new wording be added as sub-paragraph b., to read: "People in relationships who don't act nice to one another, even when there is a very good reason not to, better be careful."