

**OPERATIONAL GUIDELINES FOR**  
**TUCSON CO-DEPENDENTS INTERGROUP**  
**Revised 6/10/2023**

**I. NAME**

The name of this organization is **Tucson Co-Dependents Intergroup (TCI)**. The geographic area includes Tucson, AZ, and the surrounding area.

TCI recognizes the need for a set of guidelines from which to draw upon for structure, guidance, and support in our service to the local CoDA Fellowship and to Co-Dependents Anonymous as a whole.

**II. MISSION AND SCOPE**

A. Mission

To carry the **Co-Dependents** Anonymous (CoDA) message to codependents who still suffer and support Tucson CoDA groups as they do the same.

See Appendix A-D, and the CoDA booklets “Healthy Meetings Matter” and “Carrying the Message”.

B. Scope

By offering fiscal and logistical resources, TCI assists the fellowship in efforts to unite groups effectively to one another and to CoDA, Inc.

C. What we offer CoDA Groups:

1. Provide a bridge of communication and a sense of unity among local Tucson CoDA groups via GSRs (Group Service Representatives).
2. Communicate to and from our local Tucson CoDA groups, Voting Entity which is administered by ANCoR (Arizona North Central CoDA Region), and the CoDA World Fellowship
3. Help meetings get started by:
  - a. providing financial assistance and support
  - b. supplying meeting guides (leader handbooks), literature, chips, meeting schedules
  - c. offering suggestions on signage

- d. posting meeting information on [codatucson.org](http://codatucson.org)
  - e. announcing the new meetings at all other local CoDA meetings
  - f. helping to locate facilities that will host in-person meetings
  - g. helping set up Zoom meetings or other virtual formats
4. Present workshops
  5. Organize and provide information regarding outreach, events, workshops, and opportunities for the CoDA community and providing links to CoDA online workshops and other CoDA resources
  6. Manage TCI bookstore by providing CoDA endorsed literature
  7. Be a reference and guidance regarding upholding *The Twelve Traditions*
  8. Help mediate disagreements
  9. Follow through on outreach opportunities received from the community
  10. Ensure that the [codatucson.org](http://codatucson.org) website is updated with current information regarding meetings and events
  11. Collect and disperse 7th Traditions donations

#### D. Assessment

The Inventory/Assessment (I/A) is an annual review in June each year to evaluate how well we have followed our Guidelines and the effectiveness of our Outreach activities. This meeting will be separate from our regular TCI bi-monthly meetings. The primary tool to be used to conduct this Inventory/Assessment will be the CoDA Guidelines for Following the Twelve Traditions in Outreach Service Work (Appendix C) and any other inventory/assessment tools as applicable (Appendix \_\_\_).

### III. MEMBERS

Membership of this intergroup consists of the following:

1. The officers: Rotating Chairperson, Vice-chairperson, Treasurer, Secretary
2. The non-officers and committee chairpersons
3. Group Service Representatives (GSR's), which shall consist of one elected member from each registered group within the geographic area. A GSR should represent only one meeting.
4. Any standing delegate or any elected alternate who represents this Voting Entity (VE) at the yearly worldwide CoDA Service Conference (CSC). (Appendix J—Voting Entity; Appendix K—CSC; Appendix L--Delegates)
5. All members of the CoDA Fellowship are welcome and encouraged to attend and to participate in TCI discussions.
6. Every TCI member is encouraged to do service.

## IV. ELECTIONS

### A. General Information

1. TCI shall consist of at least a Rotating Chairperson, Vice-Chairperson, Treasurer, and Secretary.
2. Other committee chairs shall be established and recognized as needed.

### B. Qualifications to serve

1. Familiarity with the Twelve Steps of CoDA.
2. Familiarity with the Twelve Traditions of CoDA.
3. Familiarity with the Twelve Service Concepts of CoDA.
4. All TCI officers, GSRs and committee chairs are active members of the CoDA fellowship, attending CoDA meetings on a regular basis.

### C. Nominations

CoDA members are encouraged to self-nominate and may also nominate others.

### D. Method of Electing

1. Elections are held in November as officers and/or delegates complete their terms or as positions become vacant.
2. GSRs will announce TCI open positions at their meetings beginning in July.
3. The open positions will be posted on [codatucson.org](http://codatucson.org).
4. To be elected as an officer, a nominee must submit an application by email at least 2 weeks before the November TCI meeting to the Chair and Secretary.
5. The nominee must receive a majority vote during the November meeting.
6. Each officer will be voted on individually at the November meeting.
7. The nominee with the most votes shall be elected.
8. **Officers begin their positions in January.**

### E. Term Lengths:

Rotation of service positions is important. Term limits and length of time in service for each service position should be revisited during the July TCI meeting of each year.

1. There are no term limits for the TCI Chairperson as the position is rotated among members on a bi-monthly basis.

2. The TCI officers and committee chairs may be elected for two-year terms and may be elected to serve a second term of two years. If an officer has served for two full terms, amounting to four years, they are not eligible to serve again in that position until two or more years have elapsed. A committee will always be guided by its group conscience.

3. All outgoing officers and standing committee chairs will serve concurrently with the newly elected person for at least one more TCI meeting, and then be available to their successor for the first six months of the new term. This provision is meant to help successors learn about their duties and responsibilities.

#### F. Removal from TCI Meeting or Discharge of Duties

1. Any officer or committee chair can be removed for non-performance of duties or as a consequence of exhibiting disruptive behavior. This act must only be taken after 30 seconds, the recitation of the Serenity Prayer and a carefully and calmly considered informed group conscience of the TCI members. Many other remedies should be taken before such an extreme action is even considered. The intention to remove an officer must be made known to all officers, including the officer in question, GSR's, standing delegates, and the area membership in general at least 30 days prior to the meeting at which it will be an item on the agenda. Use of our FSM guidelines is crucial in any such matter. The current Chair or Vice-chair will facilitate. (For other guidance from CoDA World see FSM, Part 3, Section 5)

2. Any officer or committee chair can be removed for non-performance of duties.

## V. SERVICE POSITIONS

General Service Positions. All members of TCI are responsible for having a working knowledge of the CoDA Fellowship Services Manual, CoDA Steps and Traditions, and Service Concepts, and TCI Operational Guidelines.

### A. Officer Service Positions

#### 1. TCI Chairperson: **This is a rotating position.**

- a. presides at each TCI bi-monthly meeting
- b. sets, circulates, and updates the agenda and any accompanying materials at least one week prior to each scheduled meeting
- c. provides organization at TCI meetings

- d. Each TCI member volunteers to lead one or more of the meetings. New members will be mentored.

## 2. TCI Vice-Chair

Serves in the absence of the Chair; the Vice-chair also serves as a backup to the Secretary, unless another TCI member volunteers.

## 3. TCI Administrator

Not an elected position, filled on a volunteer basis, jobs may be delegated)

Unless another TCI member volunteers, the TCI Vice-Chair may also act in this position.

- a. updates and makes copies of the paper meeting schedule
- b. makes copies for Welcome packets for Hospitals & Institutions (H&I) and the Bookstore
- c. summarizes the Committee and Voting Entity Motions that go to the CoDA Service Conference so members can vote
- d. informs codatucson.org Web Administrator of meeting list updates
- e. provides communication to and from GSR's of local Tucson CoDA groups, our Voting Entity administrated by ANCoR (Arizona North Central CoDA Region) and the CoDA World Fellowship. (TCI Administrator?)
- f. helps meetings get started by supplying meeting guides (leader handbooks), literature, chips, meeting schedules; offering suggestions on signage; posting meeting information on codatucson.org; and announcing the new meetings at all other local CoDA meetings

## 4. TCI Treasurer-

- a. provides an account of all TCI revenues and expenditures at each TCI meeting (once every two months), including all 7th Tradition donations (listed by group) received since last report, and the current balance.
- b. presents a comprehensive annual report, will develop an annual budget and present it at the last meeting of the year.
- c. collects each meeting's donations for the Voting Entity and when the total reaches \$400, sends it to ANCoR (Phoenix).
- d. All accounts will be audited at least annually.

## 5. TCI Secretary

- a. takes notes during each meeting; motions are highlighted in bold, questions are highlighted in yellow; and action items are highlighted in red

- b. disseminates the initial draft of the minutes no later than 14 days after the meeting. Members have 7 days to comment.
- c. maintains an up-to-date list of GSRs and TCI officers' and non-officer's contact information.

## B. Non-Officer Service Positions

### 1. Group Service Representative (GSR)

- a. GSRs shall be elected by the group conscience of the meeting they represent. Each GSR shall be selected by any method deemed appropriate by their meeting. It is suggested that GSR's have been voted in by Group Conscience at their home group business meeting. GSRs shall serve for a period designated by their meeting. At present, a term of two years has been the practice. The meeting is encouraged to elect an alternate GSR, as well. A meeting may elect a new GSR at any time it deems appropriate.
- b. GSRs are selected for their commitment to the Twelve Steps, Twelve Traditions and Twelve Service Concepts of CoDA, and their willingness to serve.
- c. The primary responsibility of a GSR, or alternate, is to represent their group at all TCI meetings. A GSR acts as a liaison between TCI and their meeting. GSRs bring group conscience decisions and concerns from their meeting, and they also return with a report to their individual meeting regarding TCI/CoDA activities, policies, solutions, etc., that affect CoDA unity, health and growth. A GSR informs the TCI of all updates pertinent to their meeting and makes sure that their home group meeting is supplied with the current meeting list.

### 2. CoDA Service Conference (CSC) Delegate.

- a. If there is a delegate from Tucson, ANCoR guidelines are followed, to wit:
  - 1. to attend and vote at two consecutive conferences
  - 2. make a written report within two months following each conference
  - 3. the reports will be included in the TCI and ANCoR minutes
  - 4. shall keep TCI apprised of news from CoDA World Service
  - 5. help to prepare the next delegates.
- b. ANCoR Guidelines suggest that It would be helpful to stagger the election of delegates so that there will be one who has already attended a conference and one new delegate. If a delegate becomes unable to attend, alternate delegates should be elected. At the business conference, delegates are encouraged to choose a CoDA, Inc. committee to serve on for their two-year term.

### 3. TCI Outreach Chair

- a. provides for the distribution of informational brochures to area behavioral health professionals and treatment facilities
- b. works with the World Service Hospital and Institutions committee
- c. provides books/materials to area hospitals and institutions
- d. facilitates the provision of literature to libraries that may not have the necessary funds to purchase these reading materials
- e. facilitates the organization of and participation in meetings at hospitals and institutions
- f. coordinates special outreach events to attract new members to CoDA, such as health and wellness fairs
- g. assists in setting up new meetings

### 4. TCI Bookstore Chair

- a. Orders from CoRe (CoDA Resource Publishing Inc.)
- b. Gets orders from meeting's literature person or from individuals.
- c. Coordinates getting the materials to the meetings or individuals in exchange for the money
- d. Keeps a spreadsheet of expenses from CoRE and how much money is collected from the meetings
- e. Money from the group literature people is deposited into the personal bank account of the person who orders from CoRe.
- f. TCI can occasionally provide extra money for bulk ordering or new material.
- g. Makes copies for Welcome Packets and also Meeting Lists for meetings and Outreach.
  - h. Keeps track of what TCI owes for H&I (Hospitals & Institutions) and Outreach to the Bookstore and **copy person**/TCI Administrator. Gets that money from TCI.

### 5. TCI Events Chair

- a. coordinates ad hoc committee to create and organize workshops, speaker meetings and other activities using the workshop templates.
- b. completes the following, as needed:
  - 1. Workshop Worksheet – Face to Face, (Appendix M)
  - 2. Workshop Worksheet – Remote, (Appendix N)
  - 3. Workshop Timeline Template 1, (Appendix O)
  - 4. Workshop Timeline Template 2, (Appendix P)
  - 5. Workshop Format Script (Appendix Q)

### 7. TCI Electronic Media Coordinator (Webperson) for codatucson.org website

- a. facilitates repairs
  - b. responds to user comments and queries
  - c. asks TCI for funding approval
  - d. participates as a member of the TCI Electronic Media Committee to discuss current and future content and functionality of the website
8. Web Administrator
- a. ensures the day-to-day operations of the codatucson.org website
  - b. maintains site by continuously adding new site elements and updates to existing pages
  - c. ensures that information posted on the website is correct, up to date and in accordance with the FSM
  - d. troubleshoots technical problems and make corrections directly or acquire assistance from the TCI Electronic Media Coordinator to rectify the technical problems
  - e. creates or procures and posts content (written copy, and audio). Content is obtained from CoDA.org or TCI.
  - f. reviews site analytics and create Analytics. Reports on the first day of each month. Presents a report at each TCI meeting to show how well the site is performing. Appendix R.
  - g. consults with other CoDA members to ensure that the website accurately represents CoDA Tucson
  - h. ensures that the general appearance of the website is attractive and easy to read and navigate
  - i. trains website committee members using the website software
  - j. chairs the Electronic Media Committee

## **VI. VOTING**

### **A. Voting Eligibility**

1. The Voting membership of TCI shall include and be limited to:
  - a. officers of TCI (Chair votes only to break ties)
  - b. elected GSRs or their alternates
  - c. committee chairpersons and committee members
  - d. standing VE delegate(s).
2. Each member has only one vote, although they may fill more than one position.



3. A simple majority is required.
4. An email quorum is the same as a regular TCI meeting (face-to-face or electronic), but each member has five (5) days to respond
5. An abstention is not a “no” vote, but still requires a response; and a non-vote reduces the quorum number.
6. Email voting is to be incorporated into the next meeting’s minutes. However, a tie vote automatically puts the item on the agenda for the next meeting.
7. GSRs are not the only people who can serve as officers. Any member of any registered, Tucson area CoDA group can be a part of Intergroup and hold office.
8. Duly elected alternate GSRs can vote in the absence of the GSR.

#### B. Quorum

No less than 3 TCI members must be present to constitute a quorum in order for any votes to be taken. The Chairperson votes last. In the event that a quorum is not present, officers may make their reports and the Secretary will compose and disseminate minutes reflecting those reports, but no other business will be conducted. The lack of reaching a quorum will be noted in the minutes.

#### C. Criterion for passing motions

Once a quorum is established, a simple majority of the quorum is required to pass the motion.

## VII. CONDUCT OF TCI MEETING

TCI members are committed to service and diligent about being guided by the Twelve Traditions and Twelve Service Concepts, are regular attendees at CoDA meetings, are regular attendees of TCI meetings, remain open-minded, are respectful of all members and willing to hear all views, are supportive of the Group Conscience, and are accountable to the fellowship, remain approachable, courteous, and well mannered.

#### A. Format

The efficient conduct of the TCI meeting is the responsibility of the presiding Chairperson. To facilitate this, a sample agenda format is attached (Appendix S) and is to be used by each Chairperson. The Chairperson may determine the length of time for each segment of business and may choose to use these guidelines:

1. Reports will be allotted up to 5 minutes each.
2. Questions about the reports are to be held until the full report has been made.
3. Old Business and New Business items will be allotted no more than 10 minutes each.

## B. Agendas

Meeting agendas generally include the following:

1. Serenity Prayer
2. Circulating contact list for updates/corrections
3. Reading of the Twelve Traditions
4. Reading of the Service Concept of the month and the following month
5. Self-introductions
6. Announcements
7. Approval of current minutes for corrections
8. Reports
  - a. Treasurer
  - b. Bookstore
  - c. Outreach
  - d. Events
  - e. Website
9. GSR updates
10. Requests for funding (will require a vote)
11. Old Business -- unfinished matters
12. New Business – includes requests for funding and volunteers
13. 7<sup>th</sup> Tradition
14. Announcing date of next TCI meeting and the Chairperson
15. Read 5<sup>th</sup> Tradition together
16. Closing with Serenity Prayer

Note: Money received the day of the meeting will be collected by the Treasurer after the meeting.

## C. General Conduct

1. At any time during the meeting: Any attendee may ask for 30 seconds of silence, followed by group recitation of the Serenity Prayer.
  2. Throughout the meeting, attendees will raise their hand and wait to be acknowledged by the Chairperson before speaking.
  3. Anyone may ask a question. Your question must be answered before the meeting continues.
  4. Anyone may ask to be heard if they think the meeting is being conducted improperly and stating a reason. The Chairperson must speak to the statement and take appropriate action before the meeting continues.
- D. Problem Solving

1. TCI will follow *our modified version* of The Community Problem Solving Method as stated in the FSM Part 4, Section 3.
  - a. Identifying an issue or problem
  - b. gathering information
  - c. Brainstorming—formulating solutions or recommendations
  - d. Crafting a motion from the suggested solutions or recommendations
  - e. Discussion (discuss pros and cons)
  - f. Voting on the motion

## VIII. CHANGES TO TCI'S OPERATIONAL GUIDELINES

- A. **This Document shall be reviewed at least annually in January.**
- B. All changes, whether they are additions, deletions, or amendments, require approval by 50% plus one of voting members.
- C. Changes must be proposed in writing and submitted to the chairperson of the upcoming TCI meeting at least one week in advance of the next scheduled meeting. The Chairperson is responsible for including the proposal on the agenda for distribution to all TCI members.

## IX. TCI CRITICAL DATES (see Appendix T)

### Appendix A

### 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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## Appendix B

# 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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## Appendix C



### **CoDA GUIDELINES FOR FOLLOWING THE TWELVE TRADITIONS IN SERVICE WORK \*A Service Work Inventory Tool\***

*CoDA Conference Approved July 2015*

When a CoDA group or member is considering outreach service activities, it is important to consider the CoDA Twelve Traditions. As a general practice, we suggest the following guideline questions be answered prior to CoDA Outreach activities going forward. If the answer to the question does not uphold the tradition, then that must be remedied before proceeding with the Outreach activity. These questions are not inclusive of all questions to ask oneself, but we offer this guide as tool.

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**Tradition One:** *Our common welfare should come first; personal recovery depends upon CoDA unity.*

Members who engage in CoDA outreach keep in mind that their activities are meant to promote CoDA unity, foster fellowship and support our recovery, rather than being disruptive or divisive.

**Guideline Questions for Tradition One:**

- *Does the activity foster unity, fellowship, and recovery?*
- *Is the activity in any way disruptive or divisive?*

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**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.*

As CoDA members, our Higher Power guides us as expressed through our group conscience. No one person leads us, makes plans for us, or provides definitive answers to questions.

We determine our collective group conscience by selecting/electing representatives to serve the Fellowship. Using CoDA approved literature as a background, our leaders yield to group conscience for plans, answers, and guidance.

Sometimes people may circumvent our process by claiming to be interpreters of our group conscience. To avoid confusion, when we participate in a group conscience decision, we may make written notes of the people who were notified and/or participated, identify the subject we discussed, and include the results of the decision.

The question that may come up is: Have we made a decision that does not honor CoDA as a whole? This one is very challenging. The best we can do is to vet all our activities in such a way that our own group conscience is followed regarding the traditions. Please refer to the Fellowship Service Manual for the group conscience process (section... page....)

*Guideline Questions for Tradition Two:*

- *Have we sufficiently vetted the activity, yielding to Higher Power with our group conscience, using the twelve traditions as guide?*
- *Has a leader bypassed group conscience or provided answers or guidance without referring to CoDA literature?*

\*\*\*\*\*

*Tradition Three: The only requirement for membership in CoDA is a desire for healthy and loving relationships.*

CoDA is based on inclusion, not exclusion. Anyone with a desire for healthy and loving relationships is welcome.

*Guideline Questions for Tradition Three:*

- *Does the activity imply a focus of attainment of healthy and loving relationships?*
- *Is participation being sidelined because of other reasons?*

\*\*\*\*\*

*Tradition Four: Each group should remain autonomous except in matters affecting other groups or CoDA as a whole.*

Autonomy gives CoDA meetings the right to make decisions about meeting policies and procedures based on their group conscience. Decisions center on our common welfare, using CoDA approved literature as a background. We acknowledge we are part of a greater whole, the CoDA Fellowship.

It is important to note that CoDA service groups are *“directly responsible to those they serve.”* Tradition Nine. As such, if they interpret or add to CoDA approved service items or literature, they get approval from the Fellowship at the annual Service Conference.

*Guideline Questions for Tradition Four:*

- *Is the autonomy of the meeting being influenced by outside entities or individuals?*
- *Does the activity conflict with the autonomy of any other CoDA group ?*

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

The central theme around this tradition is to keep the focus on one thing, which is carrying the message. We know that we cannot keep the gift of recovery unless we give it away. The unique ability of each codependent to identify with and share the CoDA message, uninfluenced by other practices beliefs or motivations is the primary purpose of each group.

*Guideline Questions for Tradition Five:*

- *Does the group or any activity it initiates have any other purpose that has the effect of dominating the primary purpose?*
- *Is the focus of our activity directed to carrying the message to the codependent who still suffers?*

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*Tradition Six: 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.*

Tradition Six allows groups to not lose focus of our primary spiritual aim, as outlined in *Tradition Five- "to reach the codependent who still suffers"*. We don't promote, contribute funds or allow the use of the name "CoDA" or "Codependents Anonymous" for any reason that could divert us from our primary spiritual aim. We may through group conscience allow outside facilities distribute information for outreach in the form of flyers, brochures etc. to get the word out about our program or to post our meeting lists.

Conversely, we don't endorse outside enterprises, outside recovery activities, political philosophies or religion. We may cooperate with other recovery groups in a broad sense, such as sharing table space for literature at a world conference but we do not otherwise endorse or recommend these outside activities. We rely on our Higher Power for guidance and keep in mind in each activity that our primary spiritual aim is to reach out to other codependents.

*Guideline Question for Tradition Six:*

- *Does the activity allow the CoDA name to be used by any other facility, tradition, or outside enterprise, for any reason that could divert us from our primary spiritual aim?*

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*Tradition Seven: Every CoDA group ought to be fully self-supporting, declining outside contributions.*

This tradition is straightforward in its purpose. The guiding principle for outreach is to not accept contributions from outside entities. The practice is to simply decline any such contribution. This includes material contributions from outside entities and contributions of services. We gain support for our activities from within. Members and groups contribute as they are able.

*Guideline Question for Tradition Seven:*

- *Does the activity involve any contribution of money, material, or service from an outside entity or non-CoDA member?*

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*Tradition Eight: Codependents Anonymous should remain forever nonprofessional, but our service centers may employ special workers.*

CoDA members with professional credentials participate in outreach activities only as recovering members of our fellowship. If trusted servants lead professional lives, they have an obligation to establish a boundary keeping their service separate from their profession.

At times, we may not have all the skills required to carry the message, and professionals in any field may be required. We pay them for services rendered and ensure that they honor all our traditions. For example, the website requires expertise beyond what we may have in the fellowship. We hire outside individuals to perform this work.

*Guideline Questions for Tradition Eight*

- *Are members using their personal professions to dominate service work?*
- *If the activity employs special workers, are we sufficiently overseeing the activity to ensure the traditions are being honored?*

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*Tradition Nine: CoDA, as such, ought never to be organized; but we may create service boards or committees directly responsible to those they serve.*

While CODA requires boards and committees to carry out its responsibilities it is not a hierarchical organization with leaders who are vested with authority. When making decisions they must be mindful that they are accountable to those they serve. Boards and committees cannot make policy or define the nature of CoDA, without the approval of the Fellowship. Rather, responsibilities are carried out in the spirit of service to CoDA as a whole.

*Guideline Questions for Tradition Nine:*

- *Have we stepped out of the boundaries of trusted service to the fellowship, or individual members around the world?*
- *Have we tried to make policy or define the nature of CoDA independent of what appears in official CoDA service items and literature?*

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*Tradition Ten: CoDA has no opinion on outside issues; hence, the CoDA name ought never be drawn into public controversy.*

In performing service we must refrain from providing opinions on outside issues. We do not use communications or publicity of any kind to draw Co-Dependents Anonymous, any of its service boards, or any CoDA member into public controversy on any matter.

*Guideline Questions for Tradition Ten:*

- *In the performance of our responsibilities, are we providing opinion on outside issues?*
- *Does the activity create or tie in with any kind of public controversy?*

\*\*\*\*\*

*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.*

From our CoDA Workbook, *"Attraction is a force that draws people together. CoDA members practicing recovery have an inner quality that attracts others. We rely on this quality when we engage with the public."*

Promotion is what companies use to advocate products and services, to make sales. There are problems with promotion in this manner that is prohibited.

In service, we must be careful not to promote CoDA with a sales pitch. Anything that has the quality of luring the newcomer in CoDA into the Fellowship, or exaggerating its benefits, or not accurately reflecting the reality of CoDA should not go forward. We also avoid making statements that promise benefits "without qualifications". "Without qualification" means the statement may not be completely achievable for every individual.

In keeping with Tradition Eleven, our CoDA Workbook, gives us examples of the above to avoid such as *"identifying ourselves professionally; offering opinions; and offering particular outcomes, such as suggesting that attending CoDA meetings will straighten out a marriage or that you'll feel better within a month."* Most individuals are unlikely to achieve such results without further effort.

The CoDA Workbook also says *"Another form of inappropriate promotion would be advertising that a prominent author recommends Co-Dependents Anonymous."*

We do not re-invent codependency when publicizing CoDA at events (such as therapist conferences), meetings, or other activities. For content of any publicity about CoDA that involves the nature or characteristics of codependency, it is best to use CoDA-approved literature, such as leaflets, pamphlets, or other service items.

The second part of the tradition deals with anonymity. We maintain anonymity in public relations because it allows us to maintain our personal recovery by keeping CoDA unity. The reason is there is no individual ego to benefit from it, as it would from advertising an individual and making him/her into a public figure.

Publicity about CoDA meetings or functions must never divulge the identity of any CoDA member beyond phone numbers and first names with last name initial (example: John L), even if that member wants their identity to be known. All visual representations of people must not be recognizable by the public.

*Guideline Questions for Tradition Eleven:*

- *Might the identity of a person be revealed or his or her face or person in any communication and / or publicity?*
- *Does the content of communications or publicity about what CoDA is stray from what appears in CoDA approved literature?*
- *Does the communication or publicity about CoDA meetings or functions contain statements that promise a benefit without qualification?*

\*\*\*\*\*

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

*From our CoDA Workbook, "being anonymous may include not only leaving our last names private but also where we live, how much money we make and what we do for a living. Social, economic, and political differences are not identified within the Fellowship... Anonymity creates safety because it establishes an environment where we can speak with less fear of being judged or quoted."*

When we keep CoDA principles before personalities, we are able to honor the spiritual foundation of all our traditions.

*Guideline Questions for Tradition Twelve:*

- *As we carry out service, are we able to put the principle of anonymity above the wants of our personalities?*
- *Are we able to observe the principles of CoDA when we have a disagreement or personal dislike for the personality or behavior of another trusted servant or group conscience?*

## Appendix D

### **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 board 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.

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## Appendix E.

# 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 family 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, our 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.

## Appendix F

### **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 most deeply rooted, compulsive behavior. It is born out of our sometimes moderately, sometimes extremely dysfunctional family and other systems. We attempted to use others -- our mates, our friends, and even our children, as our sole source of identity, value, and well-being, and as a way of trying to restore our emotional losses. 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. 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.



## **Appendix G**

### **CoDA Preamble**

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.

## Appendix H

### Meeting Readings

As a group, they meet to practice the Twelve Steps and Twelve Traditions of CoDA and read them along with the CoDA Welcome and Preamble at each meeting.

From the Fellowship Service Manual (FSM) as to what defines a group as a CoDA group): “A CoDA group is composed of two or more individuals whose purpose in meeting is a desire for healthy relationships. A group applies the principles of the Twelve Steps and Twelve Traditions, as adapted for our purpose from Alcoholics Anonymous. A CoDA group reads CoDA’s Twelve Steps, Twelve Traditions, and the copyrighted “Welcome” and “Preamble” as they are written.” Either the short or long version of the Welcome is acceptable.

In recognition of the importance of CoDA’s Tradition One: “Our common welfare should come first; personal recovery depends upon CoDA unity,” these guidelines are providing a possible course to follow in the event that a group listed on the TCI meeting list is choosing not to read or simply does not know that the four foundational documents listed in our Fellowship Service Manual are necessary to be read as written at each CoDA meeting. In the event that TCI becomes aware that a listed CoDA group is not reading these four documents at each meeting, this process will be followed: a group conscience will be held at TCI to decide to send an intergroup member to the group to learn whether or not the four are being read, and if they are not being read, to ask the group if they are aware of the provision in our Fellowship Service Manual which states that reading the four documents is a basic requirement if a group wants to call itself a CoDA group. The group will be asked if they are willing to take a group conscience to decide whether or not they will read them.

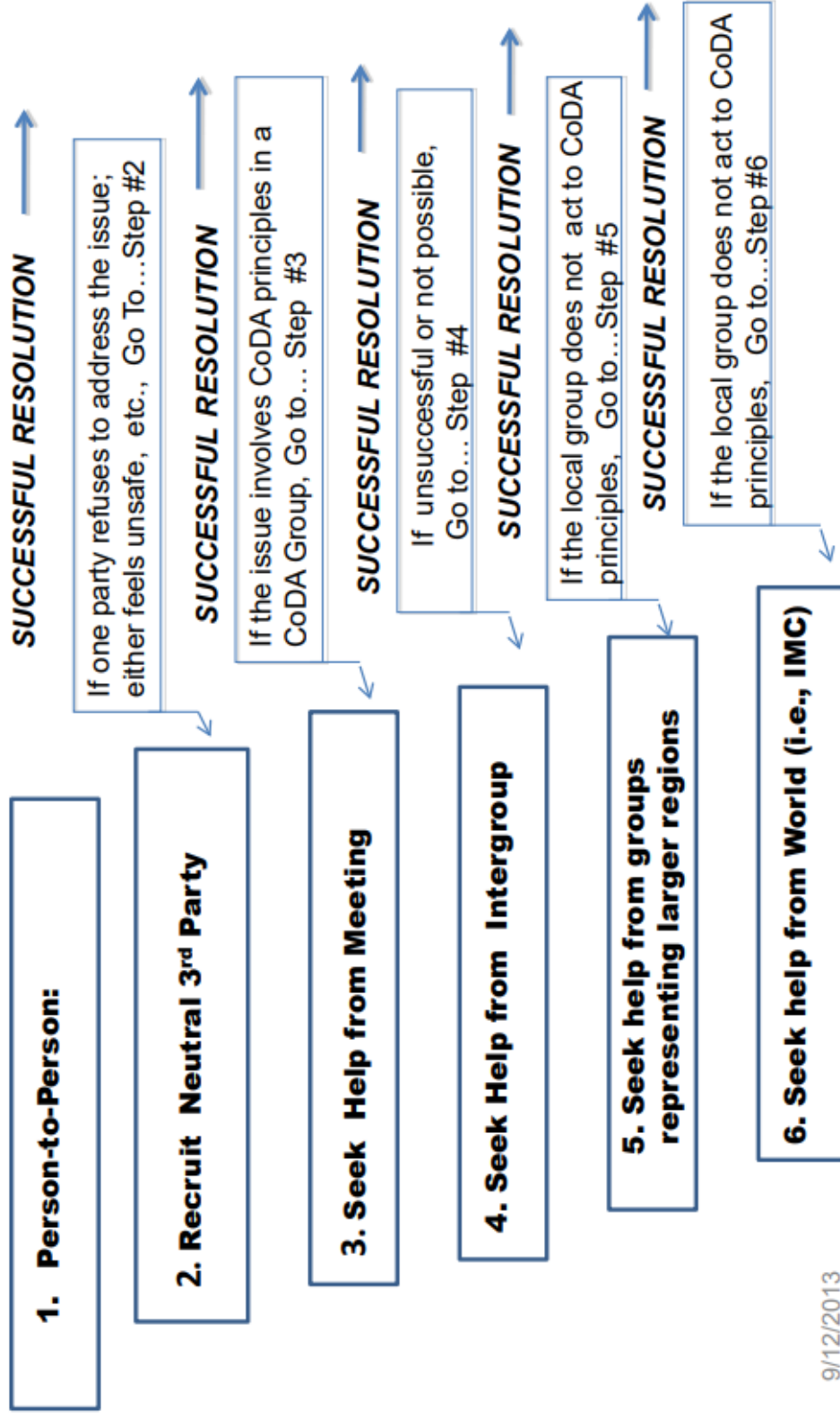
The TCI member who is performing this service will also let the group know that whatever they decide, we recognize their freedom to do so, but if the group conscience is not to incorporate the readings, the listing of the group will no longer be included on TCI’s list of CoDA meetings, as they will not fit the definition of a CoDA meeting. In the event the group decides not to read them, TCI will take a group conscience concerning the matter. If the group is removed, that occurrence will be communicated to CoDA world service.

## Appendix I

# Dealing with Disagreements

## Dealing With Disagreements From the Local Level to World Service - Process Diagram

Disagreements in CoDA are opportunities for growth since healthy resolution requires us to act with courage, humility and honesty.  
Winning should not be the goal.



## **DEALING WITH DISAGREEMENTS – Textual Presentation**

Disagreement, Mediation and Resolution in Our Group Conscience Process (DMROGCP) FSM  
Section Two provides guidance that can be used for the resolution of disagreements at all levels of our fellowship. . The following summarizes and supplements it. If the issue clearly involves the group, start at #3.

### **#1. PERSON TO PERSON:**

Resolve the issue between the individuals involved .....If one party refuses to address the issue or the other party feels unsafe, GO TO ...

### **#2. RECRUITING SOME HELP:**

Recruit a neutral third party trusted by both to witness and support resolution.....If resolution does not result from this and the issue is a personal one, limiting contact with that person may be best.....If the issue involves CoDA principles in a CoDA group, GO TO...

### **#3. SEEKING HELP FROM LOCAL MEETING:**

Go to a local meeting group; present the issue; focusing on CoDA principles. Ask for a Group Conscience, (see DMROGCP).....If this is unsuccessful or not possible, GO TO....

### **#4. SEEKING HELP FROM INTERGROUP:**

Present the issue to the local Intergroup (if you have one) for a Group Conscience decision (see DMROGCP)....If the Intergroup does not seem to be acting according to CoDA principles, GO TO...

### **#5. SEEKING HELP FROM GROUPS REPRESENTING LARGER REGIONS:**

Seek additional support from your Regional group (if you have one); continue to present the issue(s).....If this group does not seem to be acting according to CoDA principles, GO TO...

### **#6. SEEKING HELP FROM WORLD SERVICE:**

Seek help from Issues Mediation Committee of CoDA World Service ([imc@coda.org](mailto:imc@coda.org))

9/12/2013...:IMC will begin by asking about these previous steps.

## DEALING WITH DISAGREEMENTS (Con't.)

### IN GENERAL:

- Take responsibility for one's own words and actions
- Keep the focus on CoDA principles rather than on beliefs about personalities
- Respect boundaries - CoDA unity is violated when third parties take sides in personal disagreements
- Use behavioral rules such as:
  - ✓ Agree to study DMROGCP before meeting together
  - ✓ State issues in writing
  - ✓ Start by agreeing on the goal being sought from the discussion
  - ✓ Provide equal opportunities to speak, using timer if needed
  - ✓ Agree on thirty second rule in groups (see DMROGCP)

## Appendix J

### 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 FSM, Part 3, CoDA Guidelines for Intermediate Service Levels.**

**\*CSG (Community Service Group—see FSM, Part 1, Section 2)**

## Appendix K

### 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.**



## Appendix L

### **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.

Effective with the conclusion of the 2019 CSC, a person can no longer simultaneously hold the position of Chair of a standing or Adhoc committee and be a Delegate for a Voting Entity at the CoDA Service Conference. No chair of a standing committee may serve as a full member on another standing committee.

The Fellowship Service Manual of Co-Dependents Anonymous  
Combined Approved 2019 CoDA Fellowship Service Manual Part 3  
Page 14 Last revision: 10/21/19

What Are the Expectations and Responsibilities of a Delegate?  
CoDA, Inc's Events Committee put together "A Delegates Checklist"  
for all delegates at  
Conference. <http://coda.org/default/assets/File/Delegate%20Checklist.pdf>

Appendix M

Workshop Worksheet (Face to Face)

CODA WORKSHOP TEMPLATE: TOPIC \_\_\_\_\_

1. DATE & TIME: \_\_\_\_\_ LOCATION \_\_\_\_\_

2. PRESENTER \_\_\_\_\_

REIMBURSEMENT \_\_\_\_\_ (THEIR TRAVEL, THEIR COPIED MATERIALS, ETC)

MATERIALS NEEDED \_\_\_\_\_ (FLIP-BOARD & MARKERS, EASEL, POSTERS, ETC)

LITERATURE DESIRED \_\_\_\_\_ \$ \_\_\_\_\_ (FOLDING PARTY NEEDED?)

3. FORMAT \_\_\_\_\_ (WORKSHOP, SPEAKER/POTLUCK, ETC)

4.

IF POTLUCK: SIGNUP & DESIGNATIONS (IE A-F = MAIN DISHES, G-L = VEGETABLES, ETC) \_\_\_\_\_

ELECTRICITY? KITCHEN FACILITIES? RESTROOMS? FACILITY  
REQUIREMENTS: \_\_\_\_\_

TABLECLOTHS, CUPS, PLATES, UTENSILS, NAPKINS, WATER, ETC \_\_\_\_\_

4. SETUP & PREPARATION: \_\_\_\_\_ + VOLUNTEERS \_\_\_\_\_

7<sup>th</sup> TRADITION DONATION? YES NO

CONTACT PERSON & # \_\_\_\_\_

TIME \_\_\_\_\_

**SETUP** \_\_\_\_\_ **TABLE LAYOUT? LARGE CIRCLE OR SQUARE FOR NO CLIQUES?**

**DECORATIONS / THEME:** \_\_\_\_\_

**BREAKING INTO SMALL GROUPS? YES NO**

**TAKEDOWN, CLEAN-UP** \_\_\_\_\_

**5. NOTIFICATION, ADVERTISING**

**FLYER** \_\_\_\_\_

**WEBSITE** \_\_\_\_\_

**ANNOUNCING TO GROUPS** \_\_\_\_\_

**6. MC—MEETING STARTER:** \_\_\_\_\_

**DELEGATING READING OF OPENING PRAYER, SERENITY PRAYER, PREAMBLE, STEPS, TRADITIONS,**

**CLOSING** \_\_\_\_\_

**7. RECORDING, EDITING, CD'S OR AUDIO FILES** \_\_\_\_\_

Appendix N

Workshop Worksheet (Remote)

**CODA EEE WORKSHOP TEMPLATE:** TOPIC \_\_\_\_\_

1. DATE & TIME: \_\_\_\_\_ LOCATION **ZOOM**

2. PRESENTER \_\_\_\_\_ FROM \_\_\_\_\_

REIMBURSEMENT\$? \_\_\_\_\_ (THEIR COPIED MATERIALS, ETC)

MATERIALS NEEDED **HANDOUTS TO BE SENT EMAIL WITH FLYER & INVITATION**

3. FORMAT **ZOOM** (WORKSHOP, SPEAKERS ETC)

4. SETUP & PREPARATION: \_\_\_\_\_ +VOLUNTEERS \_\_\_\_\_

(7<sup>th</sup> TRADITION DONATION? YES NO) CONTACT PERSON & # \_\_\_\_\_

5. NOTIFICATION, ADVERTISING

FLYER CREATION: \_\_\_\_\_ WEBSITE LISA? \_\_\_\_\_ ANNOUNCING TO GROUPS—GSRs

6. MC—MEETING STARTER:

**SCRIPT:** READ ETIQUETTE TWICE! (ONCE AT SETUP & ONCE AFTER OPENING PRAYER)

**INFORM PEOPLE THEY ARE BEING RECORDED!**

READING OF 1. INTRO & OPENING PRAYER: MC \_\_\_\_\_ 2. CoDA PREAMBLE \_\_\_\_\_

3. CoDA WELCOME \_\_\_\_\_ 4. 12 STEPS \_\_\_\_\_

5. 12 TRADITIONS \_\_\_\_\_ 6. ZOOM ETIQUETTE: MC \_\_\_\_\_

7. SPEAKER INTRO: MC \_\_\_\_\_ BREAK: \_\_\_\_\_

8. 12 PROMISES \_\_\_\_\_ 9. CoDA CLOSING & SERENITY PRAYERS

:MC

7. RECORDING, EDITING, CD'S OR AUDIO FILES-----**INFORM PEOPLE THEY ARE BEING RECORDED!**

ZOOM AUDIO FILE + CHRIS (APPLE AUDIOFILE + GARAGEBAND) \_\_\_\_\_

8. REHEARSAL? DATE & TIME: \_\_\_\_\_ ?

**Appendix O**

**Workshop Time Template 1**

**CODA WORKSHOP TIME TEMPLATE #1  
(FROM 2014 SPONSORSHIP WORKSHOP)**

**POTLUCK FORMAT**

**12:00          SETUP, DECORATION, FOOD, DRINKS,  
                  UTENSILS**

**1:00-1:15    SIGN-IN & MINGLING, **FOOD****

**1:15-1:30    WELCOME  
ANNOUNCEMENT OF BASIC FORMAT (INTRO &  
HOUSEKEEPING)**

**1:30-2:30    SPEAKERS, INTRODUCTION  
                  SPEAKER #1 10-15 MIN  
                  SPEAKER #2 10-15 MIN  
                  SPEAKER #3 10-15 MIN  
                  SPEAKER #4 10-15 MIN**

**2:30-2:45          BREAK**

**2:45-3:15    MORE SPEAKERS OR SMALL BREAK-OUT  
                  GROUPS**

**3:15-3:45    Q & A FROM SPEAKERS OR SHARING RESULTS OF GROUPS**

**3:45-4:00 PROMISES & SERENITY PRAYER**  
**Appendix P**

**Workshop Time Template #2**  
**(3 hour workshop)**

- 1. 2 min CALL TO ORDER**  
**“THIS WORKSHOP IS BEING SPONSORED BY THE TUCSON CoDA INTERGROUP”**
  
- 2. 4 min WELCOME & SERENITY PRAYER**
  
- 3. 5 min HOUSEKEEPING—SCHEDULE OF EVENTS, BATHROOM, WATER / SNACKS, LITERATURE \*\*\* ANNOUNCE APPROX. BREAK TIME!!! \*\*\***
  
- 4. 5 min “DEFINITION OF CODEPENDENCY” optional**
  
- 5. 2-3 min INTRODUCTION OF SPEAKER(s)**
  
- 6. 2 min TOPIC OF WORKSHOP / MEETING      WHAT TO EXPECT      BREAK TIME**
  
- 7. presenter decides      PRESENTATION OR PANEL**
  
- 8. @ 90-ish min BREAK TIME-10-15 MIN**





## Appendix Q

### Workshop Format Script

**1. THIS WORKSHOP IS BEING SPONSORED BY THE TUCSON CODA INTERGROUP.**

This is our first Zoom workshop, we are trying to be efficient, so please stick with us if we have some technical difficulties.

Good afternoon and welcome to the Codependents Anonymous \_\_\_\_\_ Workshop. My name is \_\_\_\_\_ and I am codependent.

We will begin by saying the CoDA Opening Prayer [*Share on screen*] Please remain on mute and follow along with me.

2. Codependents 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 fulfilling 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 Codependents Anonymous, we can each realize a new joy, acceptance, and serenity in our lives.

3. I have asked \_\_\_\_\_ to read the Welcome.

4. CoDA's Twelve Steps are the guiding spiritual principles of our individual recover. I've asked \_\_\_\_\_ to read them.

5. CoDA's Twelve Traditions are the guiding spiritual principles of our meetings. I have asked \_\_\_\_\_ to read them.

**6. [HOUSEKEEPING. ZOOM ETIQUETTE]**

**This is our first Zoom workshop. We are trying to be efficient, so please stick with us if we have some technical difficulties.**

**If you have any technical problems or questions, please write them in chat and someone will answer you. To get to chat hover your cursor at the bottom of your screen and click the chat button. If that doesn't work for you, you may call \_\_\_\_.**

**If you move around, please stop your personal video to avoid distraction.**

**The host will mute everybody during the workshop to eliminate background noise.**

**If you are sharing, unmute yourself and say your name. Please be courteous as you do so.**

**THE WORKSHOP IS BEING AUDIO RECORDED. This is still an anonymous meeting.**

**Heidi will be giving her phone number at the end for you to ask further questions.**

**7. I would now like to introduce \_\_\_\_, who will lead our \_\_\_\_ Workshop.**

**First part of presentation**

**Break (Announce: you can also use this time to write out questions)**

**Second part of workshop: audience participation**

**Final part of workshop.**

**Q & A**

**8. Thank you \_\_\_\_.**

**I have asked \_\_\_\_ to read the Promises.**

**Let us close with the CoDA Closing Prayer followed by the Serenity Prayer. *[Share on screen]* Please remain on mute and follow along with me.**

## Appendix R

# Website Analytics

### CoDA Tucson Website Analytics

Date Range	Date Reported	Total Visitors	Unique Visitors	Page Views	Average Page Views	Highest # of views in one day	Lowest number of views in one day	Most Popular Pages															
								Monday 6:45pm Meeting	Lunes Meeting	Tues Meeting	Weds 5:30 Meeting	Weds 7:00 Meeting	Thurs 6:00 Meeting	Saturday Meeting	Sunday Meeting	What is CoDA?	COVID-19	Announcements	On-line meetings	Recovery Stories-audio	Upcoming Workshop		
10/01/19-10/31/19	11/1/2019	92		1207		144	1	28%	7%	11%	10%	13%	11%	11%									
11/1/19-11/30/19	12/1/2019	111	111	795	4	76	3	25%		10%	13%	8%	12%	12%	14%	6%							
12/1/19-12/31/19	1/1/2020	140	138	851	3	112	0	20%		10%	11%	8%	11%	12%	13%	14%							
01/01/20-01/31/20	2/1/2020	124	121	1554	6	176	0	30%		12%	17%	10%	8%	9%	7%	7%							
02/01/20-02/29/20	3/1/2020	130	128	1987	8	232	6	30%		14%	10%	9%	9%	14%	8%	6%							
03/01/20-03/31/20	4/1/2020	98	97	1573	8	248	0	23%	6%	10%	12%	7%	20%	11%	12%								
04/01/20-04/30/20	5/1/2020	62	60	910	7	256	0	25%	6%	11%	12%		12%	10%	13%	10%							
05/01/20-05/31/20	6/1/2020	94	89	2005	11	583	0	14%		13%	11%			16%	8%	12%	15%	11%					
06/01/20-06/30/20	7/1/2020	111	104	9444	44	1049	0				10%		10%	19%	19%	10%	13	10%				9% Stop Obsessing	

Appendix S

**---SAMPLE---**

**TUCSON CoDA INTERGROUP (TCI) MEETING**

**AGENDA**

(Location) Via Zoom: [us04web.zoom.us/j/4110231581](https://us04web.zoom.us/j/4110231581) - PW 987987

10:00a.m. – 12:45 p.m.

(Date)

*Please announce TCI at your meetings. All are welcome!*

**NOTE: Each item is allotted 10 minutes for discussion. A timekeeper will be assigned. PLEASE DO YOUR BEST TO STAY ON TOPIC.**

All email votes will be recorded in the minutes under the appropriate item.

**I. CALL TO ORDER – Chair, (Name)**

**1. Serenity Prayer – all**

**2. Reading of the [Service Prayer](#).**

Higher power, please help us stay mindful in our service work, reminding us that we do not seek personal power, nor do we govern or control others to advance our personal agendas. Instead, we practice anonymity, humility, tolerance, gratitude, amends, and forgiveness.

**3**

**2. Reading of 12 Traditions**

**3.4. Reading of Service Concepts 9 and 10 of the month and previous month:**

**9. By tradition, the CoDA Service Conference gives responsibilities and working committees composed of Conference Delegates and other CoDA volunteers or to separate service boards of 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 in directly responsibility 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 Board 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.**

**54. Introduction of guests**

**65. Announcements.**

**76. Circulating contact list for updates/corrections.**

**87. Approval of Minutes of (Date) meeting**

## **II. REPORTS**

**a. Treasurer**

**Chris**

**b. Bookstore**

**Sara/Nancy**

**c. Outreach**

**LeSha/Sara**

**d. Events**

**Sara/Tammy**

- **Future Workshops**

**e. Website**

**Lisa**

**f. Cornerstone Meeting**

**Sara**

**g. Sister Jose Meeting**

**Lisa**

## **III. OLD BUSINESS**

- 8. Spanish-Speaking Meeting** Lisa/Yoclan
- 9. Report on Credit Card/Banking Committee**
- 10. New Facility Meetings – i.e. La Frontera Casa De Vida and Palo Verde and Cottonwood**
- 11. Action on indexing motions**  
Sara/LeSha
- 12. Group Service Reports** All

#### **IV. NEW BUSINESS**

**13. Administrative Review of TCI Guidelines (if necessary)**

**14.**

**15.**

#### **V. CLOSING**

**16. Next Meeting, (Date and Location), 10:30 a.m. -12:45 p.m.**

**17. Meeting Leader (Name).**

**18. 7<sup>th</sup> Tradition contribution**

**19. 5<sup>th</sup> Tradition – read by all**

**“Each group has but one primary purpose – to carry its message to other codependents who still suffer.”**

**20. Serenity Prayer.**

**21. Adjournment**

## Appendix T

### TCI CRITICAL DATES

Meetings (2021) – Typically the secondfirst Saturday of each of these months

January

March

May

July

September

November

January

discuss potential dates for workshops, speaker meetings.

Workshops could potentially be held: March, April, May and September, October.

Suggested: Develop a maximum of four primary workshops conducted or sponsored by TCI for a year, such as Newcomer Welcome, Working the Steps, Tools for Recovery, Panel discussion, and select two each year. Can also link with ANCoR for their workshops.

June

Inventory and Review Guidelines

suggested as a separate meeting before or after the regular meeting.

July

Open Positions

Review service positions and length of service.

Post on website and distribute to Tucson meeting contact persons the upcoming TCI Officer and Non-Officer open positions to be voted on in November and seated in January.



## Budget preparation

Chairs or officers responsible for the Bookstore, Outreach, including H & I), Events, Website maintenance, Delegate expenses and other miscellaneous categories.

\*September

Provide budget requests to Treasurer

November

Annual Budget presentation and  
Election of Officers

*The following sections in the Guidelines also provide for specific timeframes but may occur more or less frequently than the items listed above:*

1. Changes to TCI Operational Guidelines
2. Voting. Response time to an email requiring a vote.
3. TCI Secretary. Time limit to draft minutes and receive comments.
4. Chairperson. Sends agenda out one week prior to meeting.
5. Removal from TCI (IG) meeting. Remedy requiring a 30-day notice.

***These may change from time to time depending upon changes to the Guidelines. Any changes to the Guidelines should be***

*incorporated into the master document within \_\_\_\_\_ days of approval, and copies of changes distributed to all TCI members.*

## Appendix U

### TCI INVENTORY

#### WELCOME QUESTIONS

1. TCI members adequately welcomed newcomers to TCI.
2. Newcomers were adequately familiarized with the operations of TCI.
3. Newcomers were welcomed to their first meeting by offering a short orientation that included: the provision of a contact list, TCI Guidelines, access to the intergroup Dropbox, and other pertinent permissions/documents.
4. The orientation responsibilities fell to the TCI member who recruited the newcomer.

#### PROCEDURAL QUESTIONS

5. The following documents were read at each TCI meeting. (*Serenity Prayer, Twelve Traditions, Service Concept* of the month, *Service Prayer*)
6. Positions were rotated according to the TCI Guidelines.
7. During TCI meetings cross talk, advice giving, and interrupting each other was avoided.
8. During TCI meetings, all officers and committee members updated each other on current individual and committee activities. (Treasurer, Website, Outreach, Bookstore, etc)
9. TCI met regularly, according to the TCI Guidelines.
10. TCI voted on issues according to its TCI Guidelines.

#### SCOPE

11. TCI helped set up Zoom meetings.
12. TCI offered workshops.
13. TCI provided information regarding outreach events/workshops/opportunities for the CoDA community.
14. TCI provided CoDA endorsed literature through the Bookstore.
15. TCI regularly updated the [codatucson.org](http://codatucson.org) website with current information regarding meetings and events.
16. TCI appropriately collected and disbursed 7th Tradition donations.
17. TCI provided a bridge of communication between GSR's of local Tucson CoDA groups, our Voting Entity administered by ANCoR (Arizona NorthCentral CoDA Region), and the CoDA World Fellowship.
18. If asked,
  - A. TCI provided financial assistance and other assistance to support a new meeting.
  - B. TCI helped locate facilities that would host in-person meetings.

- C. TCI helped mediate disagreements after "Dealing with Disagreements" has been followed.
- D. TCI considered and followed through on outreach opportunities received from the community.

#### TRADITIONS AND SERVICE WORK

In the questions below all activities include all that TCI does whether that be within TCI meetings or service work we perform outside the meetings as representatives of TCI.

- 19. TCI activities fostered unity, fellowship, and recovery. (Tradition One)
- 20. TCI did not promote activities that were disruptive or divisive. (Traditions One and Two)
- 21. TCI sufficiently vetted our activities, yielded to Higher Power using the group conscience process, and used the Twelve Traditions as a guide. (Tradition Two)
- 22. TCI participants avoided the unilateral passage of group conscience or provided answers or guidance without referring to CoDA literature. (Tradition Two)
- 23. TCI activities focused on the attainment of healthy and loving relationships. (Tradition Three)
- 24. TCI has only 4 requirements for membership: familiarity with *The Twelve Steps, The Twelve Traditions, The Twelve Service Concepts*, and participation as an active member of the CoDA fellowship. (Tradition One)
- 25. TCI's autonomy was highly valued. Influence by outside entities or individuals was constrained. (Tradition Four)
- 26. TCI activities respected and did not conflict with the autonomy of other CoDA groups. (Tradition Four)
- 27. TCI's direct focus was to carry the message to the codependent who still suffers. (Tradition Five)
- 28. TCI and its activities were only motivated by its primary purpose. (Tradition Five)
- 29. TCI refrained from endorsing outside enterprises and maintained its primary spiritual aim. (Tradition Six)
- 30. TCI activities were self-supporting. We did not accept contributions of money, materials, or services from an outside entity or non-CoDA member. (Tradition Seven)
- 31. TCI members did not use their personal professions to dominate service work. (Tradition Eight)
- 32. If TCI employed special workers, did it sufficiently oversee the activity to ensure the Traditions were being honored. (Tradition Eight)
- 33. TCI members maintained their boundaries regarding service work. The Steps, Traditions and Higher Power were the guides used as revealed through the group conscience process. (Tradition Two)

34. TCI respected the official CoDA service items and literature and refrained from changing CoDA policy or redefining the nature of codependency or CoDA. (Tradition One)
35. In the performance of its responsibilities, TCI refrained from providing personal opinions on outside issues. (Tradition Ten)
36. TCI activities were intentionally conducted as free of public controversy. (Tradition Ten)
37. TCI refrained from revealing the face or person of any member of the fellowship. (Tradition Eleven)
38. The content of TCI communications or publicity about what CoDA is remained true to what appears in CoDA approved literature. (Tradition Eleven)
39. The content of TCI communications or publicity about CoDA meetings or activities relied heavily on attraction rather than promotion. (Tradition Eleven)
40. TCI members respected the anonymity of other TCI members and the anonymity of other members of the fellowship. (Tradition Twelve)
41. TCI members placed principles above personalities. (Tradition Twelve)

## DEALING WITH DISAGREEMENTS (Con't.)

### IN GENERAL:

- Take responsibility for one's own words and actions
- Keep the focus on CoDA principles rather than on beliefs about personalities
- Respect boundaries - CoDA unity is violated when third parties take sides in personal disagreements
- Use behavioral rules such as:
  - ✓ Agree to study DMROGCP before meeting together
  - ✓ State issues in writing
  - ✓ Start by agreeing on the goal being sought from the discussion
  - ✓ Provide equal opportunities to speak, using timer if needed
  - ✓ Agree on thirty second rule in groups (see DMROGCP)

## Appendix J

### 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 FSM, Part 3, CoDA Guidelines for Intermediate Service Levels.**

**\*CSG (Community Service Group—see FSM, Part 1, Section 2)**

## Appendix K

## **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.**

### **Appendix L**

## **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.**

**Effective with the conclusion of the 2019 CSC, a person can no longer simultaneously hold the position of Chair of a standing or Adhoc committee and be a Delegate for a Voting Entity at the CoDA Service Conference. No chair of a standing committee may serve as a full member on another standing committee.**

**The Fellowship Service Manual of Co-Dependents Anonymous  
Combined Approved 2019 CoDA Fellowship Service Manual Part 3  
Page 14 Last revision: 10/21/19**

**What Are the Expectations and Responsibilities of a Delegate?  
CoDA, Inc’s Events Committee put together “A Delegates Checklist”  
for all delegates at  
Conference. <http://coda.org/default/assets/File/Delegate%20Checklist.pdf>**

Appendix M

**Workshop Worksheet (Face to Face)**

**CODA WORKSHOP TEMPLATE:**      **TOPIC** \_\_\_\_\_

**1.      DATE & TIME:** \_\_\_\_\_                      **LOCATION** \_\_\_\_\_

**2.      PRESENTER** \_\_\_\_\_

**REIMBURSEMENT** \_\_\_\_\_ **(THEIR TRAVEL, THEIR COPIED MATERIALS, ETC)**

**MATERIALS NEEDED** \_\_\_\_\_ **(FLIP-BOARD & MARKERS, EASEL, POSTERS, ETC)**

**LITERATURE DESIRED** \_\_\_\_\_ **\$** \_\_\_\_\_ **(FOLDING PARTY NEEDED?)**

**3.      FORMAT** \_\_\_\_\_ **(WORKSHOP, SPEAKER/POTLUCK, ETC)**

**4.**

**IF POTLUCK: SIGNUP & DESIGNATIONS (IE A-F = MAIN DISHES, G-L = VEGETABLES, ETC)** \_\_\_\_\_

**ELECTRICITY? KITCHEN FACILITIES? RESTROOMS? FACILITY  
REQUIREMENTS:** \_\_\_\_\_

\_\_\_\_\_  
**TABLECLOTHS, CUPS, PLATES, UTENSILS, NAPKINS, WATER, ETC** \_\_\_\_\_

**4. SETUP & PREPARATION:** \_\_\_\_\_ **+ VOLUNTEERS** \_\_\_\_\_

**7<sup>th</sup> TRADITION DONATION? YES NO**

**CONTACT PERSON & #** \_\_\_\_\_

TIME \_\_\_\_\_

SETUP \_\_\_\_\_ TABLE LAYOUT? LARGE CIRCLE OR SQUARE FOR NO  
CLIQUES?

DECORATIONS / THEME: \_\_\_\_\_

BREAKING INTO SMALL GROUPS? YES NO

TAKEDOWN, CLEAN-UP \_\_\_\_\_

**5. NOTIFICATION, ADVERTISING**

FLYER \_\_\_\_\_

WEBSITE \_\_\_\_\_

ANNOUNCING TO GROUPS \_\_\_\_\_

**6. MC—MEETING STARTER:** \_\_\_\_\_

DELEGATING READING OF OPENING PRAYER, SERENITY PRAYER, PREAMBLE, STEPS,  
TRADITIONS,

CLOSING \_\_\_\_\_

**7. RECORDING, EDITING, CD'S OR AUDIO FILES** \_\_\_\_\_

**Appendix N**

**Workshop Worksheet (Remote)**

**CODA EEE WORKSHOP TEMPLATE:** TOPIC \_\_\_\_\_

1. DATE & TIME: \_\_\_\_\_ LOCATION ZOOM

2. PRESENTER \_\_\_\_\_ FROM \_\_\_\_\_

REIMBURSEMENT\$? \_\_\_\_\_ (THEIR COPIED MATERIALS, ETC)

MATERIALS NEEDED HANDOUTS TO BE SENT EMAIL WITH FLYER & INVITATION

3. FORMAT ZOOM (WORKSHOP, SPEAKERS ETC)

4. SETUP & PREPARATION: \_\_\_\_\_ +VOLUNTEERS \_\_\_\_\_

(7<sup>th</sup> TRADITION DONATION? YES NO) CONTACT PERSON & # \_\_\_\_\_

5. NOTIFICATION, ADVERTISING

FLYER CREATION: \_\_\_\_\_ WEBSITE LISA? \_\_\_\_\_ ANNOUNCING TO GROUPS—GSRs

6. MC—MEETING STARTER:

SCRIPT: READ ETIQUETTE TWICE! (ONCE AT SETUP & ONCE AFTER OPENING PRAYER)

**INFORM PEOPLE THEY ARE BEING RECORDED!**

READING OF 1. INTRO & OPENING PRAYER: MC \_\_\_\_\_ 2. CoDA PREAMBLE \_\_\_\_\_

3. CoDA WELCOME \_\_\_\_\_ 4. 12 STEPS \_\_\_\_\_

5. 12 TRADITIONS \_\_\_\_\_ 6. ZOOM ETIQUETTE: MC \_\_\_\_\_

7. SPEAKER INTRO: MC \_\_\_\_\_ BREAK: \_\_\_\_\_

8. 12 PROMISES \_\_\_\_\_ 9. CoDA CLOSING & SERENITY PRAYERS  
:MC

7. RECORDING, EDITING, CD'S OR AUDIO FILES-----**INFORM PEOPLE THEY ARE BEING RECORDED!**

ZOOM AUDIO FILE + CHRIS (APPLE AUDIOFILE + GARAGEBAND)\_\_\_\_\_

8. REHEARSAL? DATE & TIME: \_\_\_\_\_?

## Appendix O

### Workshop Time Template 1

**CODA WORKSHOP TIME TEMPLATE #1  
(FROM 2014 SPONSORSHIP WORKSHOP)**

#### **POTLUCK FORMAT**

**12:00 SETUP, DECORATION, FOOD, DRINKS,  
UTENSILS**

**1:00-1:15 SIGN-IN & MINGLING, **FOOD****

**1:15-1:30 WELCOME  
ANNOUNCEMENT OF BASIC FORMAT (INTRO &  
HOUSEKEEPING)**

**1:30-2:30 SPEAKERS, INTRODUCTION**

**SPEAKER #1 10-15 MIN**  
**SPEAKER #2 10-15 MIN**  
**SPEAKER #3 10-15 MIN**  
**SPEAKER #4 10-15 MIN**

**2:30-2:45      BREAK**

**2:45-3:15    MORE SPEAKERS OR SMALL BREAK-OUT  
GROUPS**

**3:15-3:45    Q & A FROM SPEAKERS OR SHARING RESULTS OF GROUPS**

**3:45-4:00    PROMISES & SERENITY PRAYER**  
**Appendix P**

## **Workshop Time Template #2** **(3 hour workshop)**

- 1. 2 min    CALL TO ORDER**  
**“THIS WORKSHOP IS BEING SPONSORED BY THE TUCSON CoDA  
INTERGROUP”**
- 2. 4 min    WELCOME & SERENITY PRAYER**
- 3. 5 min    HOUSEKEEPING—SCHEDULE OF EVENTS, BATHROOM, WATER / SNACKS,  
LITERATURE    \*\*\* ANNOUNCE APPROX. BREAK TIME!!!    \*\*\***
- 4. 5 min    “DEFINITION OF CODEPENDENCY” optional**

5. **2-3 min** INTRODUCTION OF SPEAKER(S)

6. **2 min** TOPIC OF WORKSHOP / MEETING      WHAT TO EXPECT      BREAK  
TIME

7. **presenter decides**      PRESENTATION OR PANEL

8. **@ 90-ish min** BREAK TIME-10-15 MIN

8. **presenter decides**      optional—break-out groups

9. **15-20 min from end**      Q & A

10. **5 min from end**      CLOSING & SERENITY PRAYER

## Appendix Q

### Workshop Format Script

1. THIS WORKSHOP IS BEING SPONSORED BY THE TUCSON CODA INTERGROUP.  
This is our first Zoom workshop, we are trying to be efficient, so please stick with us if we have some technical difficulties.

Good afternoon and welcome to the Codependents Anonymous \_\_\_\_\_  
Workshop. My name is \_\_\_\_\_ and I am codependent.

**We will begin by saying the CoDA Opening Prayer *[Share on screen]* Please remain on mute and follow along with me.**

**2. Codependents 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 fulfilling 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 Codependents Anonymous, we can each realize a new joy, acceptance, and serenity in our lives.**

**3. I have asked \_\_\_\_ to read the Welcome.**

**4. CoDA's Twelve Steps are the guiding spiritual principles of our individual recover. I've asked \_\_\_\_ to read them.**

**5. CoDA's Twelve Traditions are the guiding spiritual principles of our meetings. I have asked \_\_\_\_ to read them.**

**6. [HOUSEKEEPING. ZOOM ETIQUETTE]**

**This is our first Zoom workshop. We are trying to be efficient, so please stick with us if we have some technical difficulties.**

**If you have any technical problems or questions, please write them in chat and someone will answer you. To get to chat hover your cursor at the bottom of your screen and click the chat button. If that doesn't work for you, you may call \_\_\_\_.**

**If you move around, please stop your personal video to avoid distraction.**

**The host will mute everybody during the workshop to eliminate background noise.**

**If you are sharing, unmute yourself and say your name. Please be courteous as you do so.**

**THE WORKSHOP IS BEING AUDIO RECORDED. This is still an anonymous meeting.**

**Heidi will be giving her phone number at the end for you to ask further questions.**



7. I would now like to introduce \_\_\_\_\_, who will lead our \_\_\_\_\_ Workshop.

First part of presentation

Break (Announce: you can also use this time to write out questions)

Second part of workshop: audience participation

Final part of workshop.

Q & A

8. Thank you \_\_\_\_\_.

I have asked \_\_\_\_\_ to read the Promises.

Let us close with the CoDA Closing Prayer followed by the Serenity Prayer. *[Share on screen]* Please remain on mute and follow along with me.

Appendix R

**Website Analytics**

## CoDA Tucson Website Analytics

Date Range	Date Reported	Total Visitors	Unique Visitors	Page Views	Average Page Views	Highest # of views in one day	Lowest number of views in one day	Most Popular Pages															
								Monday 6:45pm Meeting	Lunes Meeting	Tues Meeting	Weds 5:30 Meeting	Weds 7:00 Meeting	Thurs 6:00 Meeting	Saturday Meeting	Sunday Meeting	What is CoDA?	COVID-19	Announcements	On-line meetings	Recovery Stories-audio	Upcoming Workshop		
10/01/19-10/31/19	11/1/2019	92		1207		144	1	28%	7%	11%	10%	13%	11%	11%	11%								
11/1/19-11/30/19	12/1/2019	111	111	795	4	76	3	25%		10%	13%	8%	12%	12%	14%	6%							
12/1/19-12/31/19	1/1/2020	140	138	851	3	112	0	20%		10%	11%	8%	11%	12%	13%	14%							
01/01/20-01/31/20	2/1/2020	124	121	1554	6	176	0	30%		12%	17%	10%	8%	9%	7%	7%							
02/01/20-02/29/20	3/1/2020	130	128	1987	8	232	6	30%		14%	10%	9%	9%	14%	8%	6%							
03/01/20-03/31/20	4/1/2020	98	97	1573	8	248	0	23%	6%	10%	12%	7%	20%	11%	12%								
04/01/20-04/30/20	5/1/2020	62	60	910	7	256	0	25%	6%	11%	12%		12%	10%	13%		10%						
05/01/20-05/31/20	6/1/2020	94	89	2005	11	583	0	14%		13%	11%			16%	8%	12%	15%	11%					
06/01/20-06/30/20	7/1/2020	111	104	9444	44	1049	0				10%		10%	19%	19%	10%	13	10%				9% Stop Obsessing	

## Appendix S

**---SAMPLE---**

### TUCSON CoDA INTERGROUP (TCI) MEETING AGENDA

(Location) Via Zoom: [us04web.zoom.us/j/4110231581](https://us04web.zoom.us/j/4110231581) - PW 987987  
10:00a.m. – 12:45 p.m.  
(Date)

***Please announce TCI at your meetings. All are welcome!***

**NOTE: Each item is allotted 10 minutes for discussion. A timekeeper will be assigned. PLEASE DO YOUR BEST TO STAY ON TOPIC.**

**All email votes will be recorded in the minutes under the appropriate item.**

**I. CALL TO ORDER – Chair, (Name)**

**1. Serenity Prayer – all**

## **2. Reading of the [Service Prayer](#).**

**Higher power, please help us stay mindful in our service work, reminding us that we do not seek personal power, nor do we govern or control others to advance our personal agendas. Instead, we practice anonymity, humility, tolerance, gratitude, amends, and forgiveness.**

**3**

## **2. Reading of 12 Traditions**

### **3.4. Reading of Service Concepts 9 and 10 of the month and previous month:**

**9. By tradition, the CoDA Service Conference gives responsibilities and working committees composed of Conference Delegates and other CoDA volunteers or to separate service boards of 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 Board 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.**

**54. Introduction of guests**

**65. Announcements.**

**76. Circulating contact list for updates/corrections.**

**87. Approval of Minutes of (Date) meeting**

## **II. REPORTS**

- a. Treasurer Chris
- b. Bookstore Sara/Nancy
- c. Outreach LeSha/Sara
- d. Events Sara/Tammy
- Future Workshops
  - e. Website Lisa
  - f. Cornerstone Meeting Sara
  - g. Sister Jose Meeting Lisa

## **III. OLD BUSINESS**

- 8. Spanish-Speaking Meeting Lisa/Yoclan
- 9. Report on Credit Card/Banking Committee
- 10. New Facility Meetings – i.e. La Frontera Casa De Vida and Palo Verde and Cottonwood
- 11. Action on indexing motions  
Sara/LeSha
- 12. Group Service Reports All

## **IV. NEW BUSINESS**

- 13. Administrative Review of TCI Guidelines (if necessary)

14.

15.

## V. CLOSING

16. Next Meeting, (Date and Location), 10:30 a.m. -12:45 p.m.

17. Meeting Leader (Name).

18. 7<sup>th</sup> Tradition contribution

19. 5<sup>th</sup> Tradition – read by all

“Each group has but one primary purpose – to carry its message to other codependents who still suffer.”

20. Serenity Prayer.

21. Adjournment

## Appendix T

### TCI CRITICAL DATES

Meetings (2021) – Typically the secondfirst Saturday of each of these months

January

March

May

July

September

November

January

discuss potential dates for workshops, speaker meetings.

Workshops could potentially be held: March, April, May and September, October.

**Suggested: Develop a maximum of four primary workshops conducted or sponsored by TCI for a year, such as Newcomer Welcome, Working the Steps, Tools for Recovery, Panel discussion, and select two each year. Can also link with ANCoR for their workshops.**

**June**

**Inventory and Review Guidelines**

**suggested as a separate meeting before or after the regular meeting.**

**July**

**Open Positions**

**Review service positions and length of service.**

**Post on website and distribute to Tucson meeting contact persons the upcoming TCI Officer and Non-Officer open positions to be voted on in November and seated in January.**

**Budget preparation**

**Chairs or officers responsible for the Bookstore, Outreach, including H & I), Events, Website maintenance, Delegate expenses and other miscellaneous categories.**

**\*September**

**Provide budget requests to Treasurer**

**November**

**Annual Budget presentation and Election of Officers**

*The following sections in the Guidelines also provide for specific timeframes but may occur more or less frequently than the items listed above:*

1. Changes to TCI Operational Guidelines
2. Voting. Response time to an email requiring a vote.
3. TCI Secretary. Time limit to draft minutes and receive comments.
4. Chairperson. Sends agenda out one week prior to meeting.
5. Removal from TCI (IG) meeting. Remedy requiring a 30-day notice.

*These may change from time to time depending upon changes to the Guidelines. Any changes to the Guidelines should be incorporated into the master document within \_\_\_\_\_ days of approval, and copies of changes distributed to all TCI members.*

## **Appendix U**

### **TCI INVENTORY**

#### **WELCOME QUESTIONS**

1. TCI members adequately welcomed newcomers to TCI.
2. Newcomers were adequately familiarized with the operations of TCI.
3. Newcomers were welcomed to their first meeting by offering a short orientation that included: the provision of a contact list, TCI Guidelines, access to the intergroup Dropbox, and other pertinent permissions/documents.

4. The orientation responsibilities fell to the TCI member who recruited the newcomer.

#### PROCEDURAL QUESTIONS

5. The following documents were read at each TCI meeting. (*Serenity Prayer, Twelve Traditions, Service Concept* of the month, *Service Prayer*)
6. Positions were rotated according to the TCI Guidelines.
7. During TCI meetings cross talk, advice giving, and interrupting each other was avoided.
8. During TCI meetings, all officers and committee members updated each other on current individual and committee activities. (Treasurer, Website, Outreach, Bookstore, etc)
9. TCI met regularly, according to the TCI Guidelines.
10. TCI voted on issues according to its TCI Guidelines.

#### SCOPE

11. TCI helped set up Zoom meetings.
12. TCI offered workshops.
13. TCI provided information regarding outreach events/workshops/opportunities for the CoDA community.
14. TCI provided CoDA endorsed literature through the Bookstore.
15. TCI regularly updated the [codatucson.org](http://codatucson.org) website with current information regarding meetings and events.
16. TCI appropriately collected and disbursed 7th Tradition donations.
17. TCI provided a bridge of communication between GSR's of local Tucson CoDA groups, our Voting Entity administered by ANCoR (Arizona NorthCentral CoDA Region), and the CoDA World Fellowship.
18. If asked,
  - A. TCI provided financial assistance and other assistance to support a new meeting.
  - B. TCI helped locate facilities that would host in-person meetings.
  - C. TCI helped mediate disagreements after "Dealing with Disagreements" has been followed.
  - D. TCI considered and followed through on outreach opportunities received from the community.

#### TRADITIONS AND SERVICE WORK

In the questions below all activities include all that TCI does whether that be within TCI meetings or service work we perform outside the meetings as representatives of TCI.

19. TCI activities fostered unity, fellowship, and recovery. (Tradition One)
20. TCI did not promote activities that were disruptive or divisive. (Traditions One and Two)
21. TCI sufficiently vetted our activities, yielded to Higher Power using the group conscience process, and used the Twelve Traditions as a guide. (Tradition Two)



22. TCI participants avoided the unilateral passage of group conscience or provided answers or guidance without referring to CoDA literature. (Tradition Two)
23. TCI activities focused on the attainment of healthy and loving relationships. (Tradition Three)
24. TCI has only 4 requirements for membership: familiarity with *The Twelve Steps, The Twelve Traditions, The Twelve Service Concepts*, and participation as an active member of the CoDA fellowship. (Tradition One)
25. TCI's autonomy was highly valued. Influence by outside entities or individuals was constrained. (Tradition Four)
26. TCI activities respected and did not conflict with the autonomy of other CoDA groups. (Tradition Four)
27. TCI's direct focus was to carry the message to the codependent who still suffers. (Tradition Five)
28. TCI and its activities were only motivated by its primary purpose. (Tradition Five)
29. TCI refrained from endorsing outside enterprises and maintained its primary spiritual aim. (Tradition Six)
30. TCI activities were self-supporting. We did not accept contributions of money, materials, or services from an outside entity or non-CoDA member. (Tradition Seven)
31. TCI members did not use their personal professions to dominate service work. (Tradition Eight)
32. If TCI employed special workers, did it sufficiently oversee the activity to ensure the Traditions were being honored. (Tradition Eight)
33. TCI members maintained their boundaries regarding service work. The Steps, Traditions and Higher Power were the guides used as revealed through the group conscience process. (Tradition Two)
34. TCI respected the official CoDA service items and literature and refrained from changing CoDA policy or redefining the nature of codependency or CoDA. (Tradition One)
35. In the performance of its responsibilities, TCI refrained from providing personal opinions on outside issues. (Tradition Ten)
36. TCI activities were intentionally conducted as free of public controversy. (Tradition Ten)
37. TCI refrained from revealing the face or person of any member of the fellowship. (Tradition Eleven)
38. The content of TCI communications or publicity about what CoDA is remained true to what appears in CoDA approved literature. (Tradition Eleven)

39. The content of TCI communications or publicity about CoDA meetings or activities relied heavily on attraction rather than promotion. (Tradition Eleven)
40. TCI members respected the anonymity of other TCI members and the anonymity of other members of the fellowship. (Tradition Twelve)
41. TCI members placed principles above personalities. (Tradition Twelve)