

WSCA DISTRICT 3 GUIDELINES



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DEFINITIONS OF ACRONYMS AND INITIALISMS

| | |
|------------|--|
| AQP | <i>A Quiet Peace</i> (C.A.'s meditation book) |
| ASB | Area Service Board |
| ASC | Area Service Committee |
| C.A. or CA | Cocaine Anonymous |
| CATW | Celebrate Around the World |
| CAWS | Cocaine Anonymous World Service |
| CAWSO | Cocaine Anonymous World Service Office |
| CPC | Cooperation with the Professional Community |
| DSC | District Service Committee |
| DSR | District Service Representative |
| GSR | Group Service Representative |
| HFC | Hope, Faith and Courage (can be used to refer to these C.A. principles as well as C.A.'s first "Storybook," <i>Hope, Faith & Courage: Stories from the Fellowship of Cocaine Anonymous</i>) |
| HFC II | C.A.'s second "Storybook," <i>Hope, Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous</i> |
| H&I | Hospitals and Institutions |
| IT | Information Technology |
| LCF | Literature, Chips, and Formats |
| PI | Public Information |
| PNR | Pacific North Region |
| PNRC | Pacific North Regional Convention |
| S&B | Structure and Bylaws |
| US-CAN | Annual unity/Delegate fund-raising event jointly hosted by the Washington State and British Columbia Areas of C.A. |
| WSBT | World Service Board of Trustees |
| WSC | World Service Conference |
| WSCA | Washington State C.A. |
| WSM | World Service Manual |
| WSO | World Service Office |
| WSOB | World Service Office Board |

INTRODUCTION

District 3 of the Washington State Area of Cocaine Anonymous has adopted the following Guidelines. These Guidelines are a compilation of our shared experiences and are intended to provide guidance for the District 3 Service Committee, its standing committees, and the groups within District 3. They are intended to be used in conjunction with the C.A. World Service Manual and the WSCA Guidelines.

The C.A. World Service Manual (WSM) is cited herein for specific additional information, but it also provides valuable guidance regarding all levels of C.A. service. The WSM can be found in the Service section of the C.A. World Services website, www.ca.org. Because the WSM is updated on an annual basis by the C.A. World Service Conference, citations are made to sections of the WSM rather than specific page numbers.

The WSCA Guidelines cover the service positions and business meeting procedures for the Washington State Area. They can be found under Additional Resources on the WSCA website, www.caofwa.org.

These District 3 Guidelines are intended to provide guidance for our activity in a spiritual program of recovery. Except for legal matters dealing with logos and the name “Cocaine Anonymous,” guidelines and policies determined by third parties (such as hospitals, institutions and meeting facilities), the suggestions herein are just that, and decisions by individuals, Groups, and the District should be considered within the context of C.A.’s Twelve Steps, Traditions and Concepts. We should remember that each group is autonomous, and the group conscience is the guiding principle. If you have any questions or concerns about the contents of these Guidelines, please contact your GSR, DSR or the District Chair.

USE OF C.A. NAME AND LOGO

C.A. World Services, Inc. owns the legal rights to the name “Cocaine Anonymous,” the block letters “C.A.,” the official Cocaine Anonymous logo (hereinafter “logo”), future variations of the logo, the book titles: *A Quiet Peace; Hope, Faith & Courage: Stories from the Fellowship of Cocaine Anonymous* (the “C.A. Storybook”), *Hope, Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous* (“HFC II”), and the motto “We’re here and we’re free.” It is therefore important that the District, its Groups and individual C.A. members be mindful of the Statement of Policy in the WSM whenever using the C.A. name and/or logo on flyers, memorabilia or for any other purpose.

DEFINITION OF A COCAINE ANONYMOUS “GROUP”

As more extensively described in this section of the WSM, a meeting is when two or more people gather together to share their experience, strength and hope with each other. A meeting may call itself a C.A. Group when:

1. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances.
2. It is fully self-supporting.
3. Its primary purpose is to help addicts recover through the Twelve Steps of C.A.
4. It has no outside affiliations.
5. It has no opinion on outside issues.
6. Its public relations policy is based on attraction rather than promotion.

The basic unit in C.A. is the local Group, which is autonomous except in matters affecting other Groups or C.A. as a whole. The Group has but one primary purpose, which is to help others to recover through the suggested Twelve Steps. Each Group is self-supporting through its own contributions. As the Twelve Steps are our guide to recovery, the Twelve Traditions are our guide to Group unity, growth and discipline.

The suggested Group business positions are Secretary, Treasurer and GSR. Groups may create additional service positions as they deem necessary to carry on the Group functions, with such responsibilities, sobriety requirements and other qualifications as they feel appropriate.

MEETING/GROUP TYPES AND STYLES

Meeting/group types and styles are described more extensively in the WSM. The descriptions of these types and styles are based on what is generally practiced in the Washington State Area:

MEETING/GROUP TYPES

OPEN: Attended by C.A. members, their families, friends and other interested people.

CLOSED: Attendance is limited to those who desire to stop using cocaine and all other mind-altering substances. Newcomers are welcome.

MEETING/GROUP STYLES

BIG BOOK STUDY: Participants study and discuss the book *Alcoholics Anonymous* (the “Big Book”).

CANDLELIGHT: The meeting is conducted partly or entirely by candlelight.

STEP STUDY: Participants study and discuss the Twelve Steps.

LITERATURE STUDY: Participants study and discuss any of these books: *A Quiet Peace; Hope, Faith & Courage: Stories from the Fellowship of Cocaine Anonymous* (the “C.A. Storybook”); *Hope, Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous* (“HFC II”); *Alcoholics Anonymous* (the “Big Book”), *Twelve Steps and Twelve Traditions* (the “12 and 12”), and *The A.A. Service Manual, combined with the 12 Concepts for World Service*.

MEDITATION: Practices vary, but typically there is a brief period of meditation prior to any sharing. The meditation may be silent or accompanied by audio intended to help facilitate the practice. Lights may be turned off or dimmed during the meditation.

PARTICIPATION: Participants discuss their experience, strength and hope by sharing one member at a time. Cross-talk is generally to be avoided (commenting directly on another person’s share, giving advice, or speaking directly to another member).

SPEAKER: One or more C.A. members share at length about their personal experience, strength and hope.

H&I MEETINGS: H&I meetings are often restricted to patients or residents only and not open to the community as a whole. These meetings are brought into facilities by local C.A. members through the H&I Committee. They are not usually listed in the area or world directory, and they do not observe the 7th Tradition or conduct a business meeting. Certain facilities may require H&I participants to be subject to sobriety requirements, dress and conduct codes. The H&I Committee may also have requirements regarding length of sobriety, content of sharing, etc.

MEN’S or WOMEN’S MEETINGS: Gender-specific (“stag”) meetings designated as such in the meeting schedule.

HOME GROUP

As further explained in the pamphlet *The Home Group*, it is suggested that we join a home group and commit to attending it frequently. Other home group members get to know who we are, and we get to know them. Taking on responsibility at our home group is a great way to help carry the message of C.A. and practice being a responsible member of society. There are a variety of positions that need to be filled at most Groups, as set forth below.

GROUP SERVICE POSITIONS

It is suggested that at a minimum, each Group elect a Secretary, Treasurer and GSR. The size of the group should be taken into consideration when determining which additional service positions to fill. Ideally, no group member should hold more than one service commitment, but

such decisions are up to the group conscience. Responsibilities may be transferred from one position to another in accordance with the group conscience.

SECRETARY

The Secretary is a trusted servant whose responsibility is to provide the Group with the leadership best suited to assist the recovery of the members through utilization of the C.A. Program.

Qualifications:

1. Six months continuous sobriety.

Responsibilities:

1. One-year commitment.
2. Selects a chairperson to share his or her experience, strength and hope. Invitations to chair the meeting are generally made a week or more in advance. A chairperson must be a C.A. member and any materials read must be C.A.-approved literature (see Appendix A). The frequency, topic and length of each chairperson's share should be in accordance with the Group's meeting format (for more information, see Meeting/Group Types and Styles).
3. Follows the meeting format in accordance with the group conscience.
4. Passes the Seventh Tradition basket (and H&I can, if applicable) in accordance with the meeting format and sees that contributions are given to the Group Treasurer.
5. Signs and returns any court/treatment meeting verification slips. Generally, these slips are placed in the basket during the Seventh Tradition collection. Once the Secretary fills in the requested information (such as the date, meeting name and topic) and signs the slips, they are placed back in the basket to be passed again for pick up.
6. Sees that the Traditions are being followed within the Group.
7. Sees that the responsibilities of the other Group servants are met.

GSR

Qualifications:

1. One year continuous sobriety.
2. Active practice of the 12 Steps and 12 Traditions.

Responsibilities:

1. One-year commitment.
2. Helps ensure that the Traditions are followed within the Group.
3. Attends and represents the Group at the District and Area Service Committees, taking notes as needed.
4. Provides two-way communication between the Group and the District, as well as the Group and the Area.

5. Keeps the Group informed about District, Area and World Service Delegate activities.
6. Facilitates the Group business meeting (if there is no separate Business Meeting Chair).
7. Encourages the Group to take regular inventory (see Traditions Group Inventory, Appendix I).

The GSR position is one of the most important service positions to which a member can be elected. Great care should be taken with this choice; the quality of the District/Area service bodies and ultimately World Services can only be as good as those choices the individual Groups make. As with the Secretaries, GSR candidates should only accept positions for those Groups that they regularly attend. Regular attendance is to be defined by the groups. The GSRs are the ones who will carry information, flyers and other documentation back to the Group regarding what is going on in our Fellowship on a District/Area level as well as the World level.

It is suggested that GSRs familiarize themselves with these Guidelines, the C.A. World Service Manual, and the Twelve Concepts of World Service (see Appendix C). It is further suggested that GSRs keep these materials and their notes available at all times, either in hard copy or on a personal electronic device.

It should be understood that a GSR does not require Group approval to vote on matters affecting the Group or C.A. as a whole, although it is the GSR's responsibility to vote mindful of the group conscience (see Concept 3). If the GSR cannot attend a District or Area Service Committee meeting, an Alternate should attend. The person elected GSR should be trusted with the Group vote. Before accepting a nomination for GSR, the nominee must consider the level of commitment as well as the sacrifice of time involved.

ALTERNATE GSR

The purpose and responsibility of the Alternate GSR is to assist the GSR and to assume the responsibilities of the GSR when necessary. Suggested requirements and qualifications are the same as those for GSR. The Alternate should assist the GSR as needed and be prepared to act as GSR in the event of the GSR's absence.

TREASURER

Qualifications:

1. One year continuous sobriety
2. Six months active service in C.A.
3. Gainfully employed and/or financially solvent.

Responsibilities:

1. One-year commitment.
2. Familiarizes themselves with the Financial Guidelines (Appendix F).

3. Keeps an accurate bookkeeping system (see Financial Guidelines, Appendix F).
4. When applicable, maintains Group bank account(s).
5. Gives financial reports to the Group at business meetings (see Appendix F).
6. Pays all Group expenses.
7. Passes on contributions above prudent reserve to the District/Area and/or the World Service Office on a schedule determined by the Group's conscience. See *The 7th Tradition* pamphlet for additional information regarding establishing a prudent reserve and the 70/30 plan.
8. Collects and documents 7th Tradition money.
9. Collects and documents the H&I money (if H&I cans are passed at that meeting), and passes the H&I money collected onto the H&I Treasurer at the District meeting.

VICE TREASURER

Qualifications:

1. One year continuous sobriety
2. Six months active service in C.A.
3. Gainfully employed and/or financially solvent.

Responsibilities:

1. When applicable, is a co-signer on the Group bank account.
2. Is knowledgeable of the Treasurer's record-keeping system and able to communicate the Group's financial standing in the Treasurer's absence.
3. Pays Group expenses in the Treasurer's absence, communicating all expenses paid to the Treasurer.
4. Collects and documents 7th Tradition money in the Treasurer's absence, communicating receipt of funds to the Treasurer.
5. Collects and documents H&I money in the Treasurer's absence, communicating that the funds are specifically for H&I as opposed to being mixed with other 7th Tradition funds.

CHIPS & LITERATURE:

Qualifications:

1. Six months continuous sobriety.
2. Three months active service in C.A.

Duties and Responsibilities:

1. One-year commitment.
2. Passes out chips and coins during Group meeting following the meeting format, for example:

“We give chips at this meeting for 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous sobriety—free from all mind-altering substances. Is there anyone here in their first 30 days of sobriety who wishes to take a newcomer chip? Is anyone celebrating 30 days today? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years? Does anyone have any proud time? (Once proud time has been shared) We all have today, so let’s give ourselves a hand!”

3. Maintains Group chip & literature inventory.
4. When chip & literature stocks run low, coordinates with Group Treasurer to receive funds to place an order with the District Chips & Literature person, using a current order form for pricing reference.
5. Provides chip & literature order to the District Chips & Literature Chair, allowing for a minimum of 48 hours for the order to be filled. Coordinates meeting with District Chips & Literature Chair to pick up order, providing payment upon receipt.
6. Displays C.A. literature and schedules at each meeting (if there is no Setup person).

BUSINESS MEETING CHAIR

Qualifications:

1. One year continuous sobriety.
2. Six months of active service in C.A.

Responsibilities:

1. One-year commitment.
2. Arranges business meeting agenda (see Appendix B).
3. Presides over group business meetings.
4. Only votes in case of a tie.

BUSINESS MEETING SECRETARY

Qualifications:

1. One year continuous sobriety.
2. Six months of active service in C.A.

Responsibilities:

1. One-year commitment.
2. Keeps accurate minutes of each business meeting (see Appendix B).
3. Keeps track of each Group trusted servant’s election date and any changes to the group conscience.
4. Passes along the archived Business Meeting minutes to the Chair.

CLEAN UP

Puts away meeting materials and cleans up after the meeting. This may include cleaning up coffee/snacks, rearranging furniture and any other post-meeting responsibilities not covered by another trusted servant. It is suggested that the cleanup person be willing to stay long enough after the meeting that people have a few minutes to review literature, retrieve court slips, consume coffee/snacks, etc. The cleanup person may also be responsible for locking up the meeting materials as well as turning out the lights, locking doors, and any other responsibilities required by the meeting facility.

COFFEE MAKER

Arrives early to prepare coffee for the meeting. Cleans the coffee machine after the meeting has ended so that it is ready for the next use. Makes sure there are sufficient coffee supplies (cups, sugar, coffee, etc.) on hand for the next meeting. Coordinates with Treasurer to restock coffee supplies as needed.

FELLOWSHIP COORDINATOR

Coordinates group fellowshiping opportunities such as on-site potlucks, going out for food and/or beverages, attending movies or participating in other recreational activities. It is suggested that fellowshiping activities be discussed at the group business meeting and announced during the regular meeting so that newcomers have an opportunity to participate.

GREETER(S)

The main objective of a greeter is to welcome newcomers to the meeting. Some meetings may elect to have two greeters, one female and one male. The greeter should arrive 15-20 minutes before the meeting to instruct newcomers where to go and/or answer questions. If the meeting room is difficult to find, it is suggested that at least one greeter be stationed near the main entrance to the facility.

LOCATION LIAISON

Serves as the main point of contact between the group and the facility where the meeting is located. May be responsible for signing a contract, coordinating payment of rent by the group Treasurer, and otherwise ensuring that the group and its meeting space remain in good standing with the facility. Maintains emergency contact information for facility.

SET UP

Arranges furniture as needed and sets up the materials needed for the meeting (preamble, readings, collection basket, etc.). The set up person might also be responsible for making coffee, setting out literature, and any other pre-meeting arrangements not covered by another trusted servant. It is suggested that the setup person arrive early enough for the process to be completed 10-15 minutes before the meeting is scheduled to start.

SNACKS

Sets out snacks prior to meeting. Purchase of snacks should be coordinated with Group Treasurer. Cleans up any leftover snacks and stores or disposes of them as appropriate after the meeting.

SPONSORSHIP COORDINATOR(S)

A sponsorship coordinator assists the newcomer or anyone else looking for a sponsor or seeking sponsees. It is suggested that the sponsorship coordinator have at least six months continuous sobriety, have completed the 12 Steps and have a sponsor themselves. Additional suggestions may be found in the pamphlet *Choosing Your Sponsor*.

TIMER

Monitors the length of sharing by the chair, speaker and/or individual members. It is suggested that the timing process be explained in the meeting preamble; this is especially important when a mobile phone is used as the timer. It is also suggested that the timing be conducted as unobtrusively as possible so that it will facilitate rather than disrupt sharing.

VOLUNTEER DRIVER(S)

Drives members from local facilities such as treatment centers, halfway houses, etc., to the Group. Must have a current and valid driver's license and be legally driving a car with current and valid registration, insurance, license plates and tabs. Indemnifies the Group and C.A. as a whole from any liability. It is suggested that no additional stops be made on the way to or from the meeting. Abides by any additional policies established by the facility from which members are driven.

DESCRIPTION OF A DISTRICT AND DISTRICT SERVICE COMMITTEE

As more extensively described in this section of the WSM, a District is a geographical unit within an Area containing a number of groups within a close proximity, which find it necessary to unify. A District has the primary function of the unification of its groups by keeping in frequent contact

with them, learning their problems and sharing ways to contribute to their growth and well-being.

A District Service Committee (DSC) is a service body made up of the Group Service Representatives from the individual groups in the District, the District Service Representatives, the Chairs of the District's standing committees, and the DSC officers. The DSC meets monthly to handle the business needs of the District. The DSC's most important function is to serve the needs of the local meetings. If a meeting has a situation it cannot handle, it can come to the DSC.

The active participation of each Group Service Representative (GSR) is essential for a successful DSC. There should be one GSR elected from each group. The DSC officers should be elected from among the active GSRs. Ideally, upon election, the DSC officers should no longer serve as GSR and the groups they represented should elect a new GSR.

The District Service Representative (DSR) is the essential link between the groups' GSR and the Area's Delegates to the World Service Conference. As a member of the District Service Committee, the DSR is exposed to the group conscience of that District. As a member of the Area Service Committee, the DSR passes on the Group's tenets to the Area's Delegates and the Area Service Committee.

Whatever endeavor or extracurricular activity is taken on by the District, it should at all times try to use or take advantage of Area resources, in order not to duplicate efforts or expenses already incurred by the Area.

VOTING MEMBERS AND PROCEDURES

C.A.'s second Tradition states, "For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern."

The District Service Committee meeting is conducted using Robert's Rules of Order (see summary later in these Guidelines). It is suggested that the following statement be read by the District Chair at the beginning of each meeting, prior to any voting taking place:

"Anyone present may speak for or against a motion, as well as ask questions. District-elected trusted servants, GSRs, Alternate GSRs, and those who frequently attend and participate in a District 3 home group may also make motions and vote, with a maximum of one vote per person. The Chairperson only votes in case of a tie. When voting, raise one hand and keep it raised until the votes have been counted. In accordance with Concept 12, voting members are encouraged to reach important decisions by discussion, vote, and whenever possible, by substantial unanimity."

ELECTION PROCEDURES

District officers and standing committee chairs are elected annually. Elections are a three-month process:

In October, elections are announced to the Fellowship, supplemented by a flyer summarizing the qualifications and responsibilities for each open position. If there is any question as to whether the Vice Chair can or should move on to serve as Chair the following year, a ratification vote shall be held in accordance with the election procedure below.

In November, the Chair will open the floor for nominations for each open position. Nominations must be seconded, but nominees do not need to be present. Each nominee (or his/her representative) will give a brief presentation regarding the nominee's specific qualifications for the position.

In December, elections will be conducted. All candidates must be present to confirm that they accept their nomination and to answer questions regarding their qualifications. Any candidate not present will be withdrawn from consideration. The candidates will be asked to leave the room while voting takes place. If a candidate has a vote, he or she may leave it with the Chair before exiting the room. Any discussion prior to voting should be based on principle rather than personality and should be held in the strictest confidence, not to be shared with the candidates or with anyone else outside the room.

December is the pass-it-on month for training by outgoing trusted servants so that the newly elected trusted servants are ready to serve in January.

VACATED OR UNFULFILLED POSITIONS

If a District-elected trusted servant misses two DSC meetings without notifying the District Chairperson and submitting a report, the Chairperson is responsible for contacting him or her and asking for either a recommitment to the position or a resignation.

If a District-elected trusted servant relapses but does not voluntarily resign, the matter should be addressed by the District Service Committee. At all times, the utmost care must be taken to balance the individual's personal recovery and opportunity to serve with the need for accountability.

If an individual resigns or is removed from a District-elected service commitment, or if the individual recommits but still does not fulfill the responsibilities of the position, and there is no elected alternate already in place, the District shall hold a new election to fill the position on an expedited basis. The newly-elected successor shall serve for the remainder of the original term.

Someone filling a partial term may be elected to a subsequent full term, but otherwise it is suggested that the spirit of rotation be observed.

DISTRICT SERVICE OFFICERS DUTIES AND QUALIFICATIONS

CHAIRPERSON

Qualifications:

1. Two years continuous sobriety.
2. Six months of active service in C.A.
3. Working knowledge of Robert's Rules of Order.

Responsibilities:

1. One-year commitment.
2. Arranges agenda (see Appendix D).
3. Presides over monthly meetings.
4. Only votes in case of a tie.
5. Supports District-elected trusted servants in fulfilling their commitments.
6. Participates in annual review of the District's financial records to be performed by the Treasurer, Vice Treasurer, Chairperson, Vice Chairperson and Secretary.

VICE CHAIRPERSON

Qualifications:

1. One year continuous sobriety.
2. Six months of active service in C.A.

Responsibilities:

1. Two-year commitment (one year as Vice Chair, followed by one year as Chair).
2. Supports and assists Chairperson during and between DSC meetings as needed.
3. In absence of Chairperson, performs the duties of Chairperson.
4. Participates in annual review of the District's financial records to be performed by the Treasurer, Vice Treasurer, Chairperson, Vice Chairperson and Secretary.

SECRETARY

Qualifications:

1. One year continuous sobriety.
2. Six months of active service in C.A.

Responsibilities:

1. One-year commitment.
2. Keeps accurate minutes of each District meeting (see template in Appendix E).
3. Posts minutes to an-agreed upon shared location for District members (ex. Google docs, Yahoo group, OneDrive, Box, DropBox, etc.) and provides to any District member upon request.
4. Maintains archive of previous District minutes.
5. Provides a copy of the previous month's minutes to the Chair at the District meeting.
6. Reads the previous month's minutes at the beginning of the District meeting.
7. Participates in annual review of the District's financial records to be performed by the Treasurer, Vice Treasurer, Chairperson, Vice Chairperson and Secretary.

TREASURER

Qualifications:

1. Two years continuous sobriety.
2. One year of active service in C.A.
3. Gainfully employed and/or financially solvent.

Responsibilities:

1. One-year commitment.
2. Co-signer on the District bank account.
3. Receives and deposits contributions from meetings and proceeds from special events, sales of chips and literature, etc., as soon as possible (within a week at most).
4. Keeps an accurate bookkeeping system (see Appendix F).
5. Maintains and regularly reconciles District bank account(s).
6. Familiarizes themselves with the Financial Guidelines (Appendix F).
7. Presents the current financial report, including a copy of the District bank statement (with account numbers blacked out), at each DSC meeting. If the Treasurer is unable to attend a DSC meeting, the report shall be provided to the Vice Treasurer to present in their absence.
8. Pays all District expenses, using checks or debit card whenever possible to allow for better tracking of funds than cash. Other District trusted servants may be reimbursed as authorized by the District group conscience, upon presentation of receipt(s).
9. *Remains mindful of the current prudent reserve, making sure that expenditures do not reduce the bank account balance below the prudent reserve.*
10. Passes on contributions to the Area and World Services according to the 70/30 plan.
11. Participates in annual review of the District's financial records to be performed by the Treasurer, Vice Treasurer, Chairperson, Vice Chairperson and Secretary.

VICE TREASURER

Qualifications:

1. Two years continuous sobriety.
2. One year of active service in C.A.
3. Gainfully employed and/or financially solvent.

Responsibilities:

1. One-year commitment.
2. Co-signer on the District bank account.
3. In the Treasurer's absence, receives and deposits contributions from meetings and proceeds from special events, sales of chips and literature, etc., as soon as possible (within a week at most).
4. Is knowledgeable regarding the Treasurer's record-keeping system and able to communicate the District's current financial standing in the Treasurer's absence.
5. Familiarizes themselves with the Financial Guidelines (Appendix F).
6. In the Treasurer's absence, presents the current financial report, including a copy of the District bank statement (with account numbers blacked out), at each DSC meeting. The report should be provided by the Treasurer to the Vice Treasurer prior to the District Meeting.
7. In the Treasurer's absence, pays all District expenses, using checks or debit card whenever possible to allow for better tracking of funds than cash.
8. Participates in annual review of the District's financial records to be performed by the Treasurer, Vice Treasurer, Chairperson, Vice Chairperson and Secretary.

CHIPS AND LITERATURE

Qualifications:

1. One year continuous sobriety.
2. Six months of active service in C.A.

Responsibilities:

1. One-year commitment.
2. Maintains District chip & literature inventory at the suggested minimums, providing monthly reporting of inventory at the DSC meeting. Inventory should be kept in a secure, dry location.
3. Maintains a record of all chip & literature sales and Starter Kits provided.
4. Upon receiving an order for chips & literature, packages together all requested items, providing an invoice/receipt to Groups upon request. Coordinates meeting with Group Chips & Literature person to drop off the order, collecting payment upon delivery.

5. Reports on all funds collected from sales at each DSC meeting, turning in the funds to the Treasurer (or Vice Treasurer in the Treasurer's absence) along with details of all orders filled. Funds collected should be stored securely in between DSC meetings.
6. Prior to chip & literature stocks running low, coordinates with District Treasurer to place an order with the World Service Office (WSO) as follows:
 - Reviews inventory, confirming quantity of chips/coins/literature needed to replenish stocks;
 - Logs into <https://ca.org/> using credentials shared with the Treasurer;
 - Adds needed inventory to cart;
 - Communicates to Treasurer that an order is in the cart, so the Treasurer can complete the purchase using the District debit card. *If the order would reduce the District bank account balance below the prudent reserve, the Chips & Literature person shall reduce the total cost so that it does not exceed the maximum amount specified by the Treasurer based on the balance of the bank account).*
7. Upon request by a new meeting within the District, provides a "Starter Kit" containing:
 - 15 Newcomer Chips
 - 15 30-Day Chips
 - 15 60-Day Chips
 - 15 90-Day Chips
 - 10 6-Month Chips
 - 10 9-Month Chips
 - 5 1-Year Chips
 - 5 of each pamphlet listed in Appendix A
 - Copy of WSCA District 3 Guidelines with Appendices (either hard copy or digitally).

DSR

The District Service Representative (DSR) is the essential link between the groups' GSRs and the Area's Delegates to the World Service Conference. As a member of the District Service Committee, the DSR is exposed to the group conscience of that District. As a member of the Area Service Committee, the DSR passes on the Groups' tenets to the Area's Delegates and the Area Service Committee. A DSR can help create unity amongst the Groups by attending meetings throughout the District, especially those who do not regularly attend the DSC. The DSR can also assist Groups with business meetings, Tradition questions, or other matters as requested.

Qualifications:

1. Two years continuous sobriety.
2. Six months of active service in C.A., including prior service as a Group Service Representative (GSR).

Responsibilities:

1. One-year commitment.
2. Represents a District in the Area Service Committee.
3. Provides communication between the District and the Area.
4. Communicates with other District Service Committee members.
5. Keeps GSRs informed about WSC and Area activities, including Area elections and matters requiring Group input.
6. Acquaints GSR with the C.A. World Service Manual, the Twelve Concepts for World Service, and all other WSC-approved materials.
7. Attends and takes notes at all Area and District 3 Service Committee meetings.
8. Communicates to Groups the responsibilities and importance of general service work.

ALTERNATE DSR

Some Districts find it appropriate to elect an Alternate DSR. The Alternate should possess the same qualifications as the DSR. The Alternate should assist the DSR as needed and be prepared to act as DSR in the event of the DSR's absence.

DISTRICT COMMITTEE CHAIR

Qualifications

1. One year continuous sobriety.
2. One-year commitment.
3. One year active service in C.A.
4. For positions which involve handling money, is gainfully employed.

Responsibilities:

1. Presides over monthly Committee meetings and arranges agenda (see Appendix G). It is important that committees meet regularly to allow members of the fellowship at large to participate. Meetings should be announced with as much advance notice as possible.
2. Attends and provides monthly reports at the DSC meeting.
3. Works with Social Media Committee to announce committee meetings, events, etc.
4. Is mindful of the Financial Guidelines (Appendix F) and sees that any Committee-related funds are handled appropriately.
5. Provides the DSC with a copy of the Committee's updated guidelines by December of each year.
6. Submits the Committee's proposed budget to the DSC for approval.
7. Has a working knowledge of the Twelve Steps, Twelve Traditions, the Twelve Concepts for World Service, and Robert's Rules of Order.
8. Has the necessary time available to engage in the C.A. service activity required for the position.
9. Provides a pass-it-on report and one-on-one training to the next Chair.

DISTRICT COMMITTEES

ACTIVITIES

1. Organizes group outings and other entertainment events for the District.
2. Creates flyers for activities, following any approval procedures required by the District and/or Area.
3. Remains mindful of upcoming C.A. events put on by other Districts and the Area in order to avoid scheduling conflicts, which can be disunifying.
4. Provides timely updates on scheduled District activities to both the District and the Area. At least one month's notice is suggested.
5. Provides the District 3 Public Information and Social Media Committees with flyers and information on upcoming events.

FUNDRAISING

1. Raises funds for the District.
2. Keeps in mind our Seventh Tradition, which states that we are fully self-supporting, declining outside contributions.
3. Sells memorabilia and other fundraising items to members of the Fellowship.
4. Holds events where primary function is to raise funds, i.e., banquets, speaker meetings.
5. Holds raffles within the Fellowship.
6. Is mindful to abide by all Washington State laws and the C.A. logo policy.

HOSPITALS AND INSTITUTIONS

The Hospitals and Institutions (“H&I”) Committee is responsible for the coordination of and active participation in Twelve-Step work within hospitals and institutions as more fully explained in the District 3 H&I Committee Guidelines, attached hereto as Appendix H. The District 3 H&I Chair, or a liaison selected by the H&I Committee, should attend all Area H&I Committee meetings.

PUBLIC INFORMATION

As more fully explained in the WSM and the C.A. World Service Public Information (“P.I.”) Handbook, responsibilities include distributing literature and information to the public. Responsible for the provision of information and assistance to individuals seeking aid by phone and with the communication of messages received for other Committees. Responsible for a unique brand of 12-Step work by carrying the message of recovery to professionals, who in their line of work may have some sort of supervisory capacity over or direct contact with individuals with a cocaine problem. The Committee informs the professional community about C.A.; what we are, where we are and what we can and cannot do to help the addict who still suffers in order to find productive methods for cooperation, not affiliation, within the C.A. Traditions.

The P.I. Committee develops, initiates, and plans the means of communication to the public. Introductory literature/pamphlets, meeting schedules, flyers and/or business cards may be distributed at police stations, courthouses, community centers, fire departments, hospitals, treatment centers, outpatient facilities, detox facilities, mental health facilities, youth detention centers, recovery clubs, jails/prisons, etc.

The District 3 P.I. Chair, or a liaison selected by the P.I. Committee, should attend all Area P.I. Committee meetings and work with the Area Internet Committee and Schedules & Printing Chairs to make sure that the District 3 meeting information available to the public is kept up to date, both online and in hard copy. At a future date, District 3 may decide to create its own website, meeting schedule and/or hotline, to be developed and maintained by subcommittees within the P.I. Committee.

SOCIAL MEDIA

Creates, updates and maintains District social media presence to facilitate membership, protect anonymity, and ensure that all content is C.A.-related and in compliance with the 12 Traditions. Has a working knowledge of the social media provisions in the World Service Conference Information Technology (IT) Committee Workbook Guidelines, which can be found in the Service section of the C.A. World Services website, www.ca.org.

LIST OF APPENDICES

- A. WSC-Approved Literature, Books and Guidelines
- B. Suggested Group Business Meeting Agenda/Minutes Template
- C. Twelve Concepts of Cocaine Anonymous
- D. Suggested District 3 Meeting Agenda
- E. Suggested District 3 Meeting Minutes Template
- F. Financial Guidelines
- G. Suggested District 3 Committee Meeting Agenda
- H. District 3 H&I Committee Guidelines
- I. Traditions Group Inventory
- J. WSC-Approved Meeting Formats
- K. Robert's Rules of Order Overview
- L. WSC Parliamentary Procedure Guidelines
- M. Table of Motions

WSC-APPROVED LITERATURE, BOOKS AND GUIDELINES

As explained in the Statement of Policy in the WSM, Cocaine Anonymous groups, meetings and service committees should only use, display, distribute or sell the following literature and materials: the WSC Approved Literature set forth below, the books *Alcoholics Anonymous* (the "Big Book"), *Twelve Steps and Twelve Traditions* (the "12 & 12"), the *A.A. Service Manual, combined with the 12 Concepts For World Service*, and Cocaine Anonymous World Service, Region, Area, District and group/ meeting approved flyers, meeting directories and other materials displaying the C.A. logo.

WSC-APPROVED LITERATURE, BOOKS, AND GUIDELINES

Books:

A Quiet Peace

Hope, Faith & Courage: Stories from the Fellowship of Cocaine Anonymous

Hope, Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous

Pamphlets:

. . . And All Other Mind Altering Substances

12 Principles

A Guide to the 12 Steps

A Higher Power

A New High from H&I

Anonymity

Being of Service

C.A is Also for the Gay, Lesbian, Bisexual, or Transgender Addict

Cocaine Anonymous Self-Test

Choosing Your Sponsor

Crack

Do's & Don'ts for 12th-Step Calls for Addicts

Having Fun in Recovery

Newcomer Booklet

Reaching Out to the Deaf and Hard of Hearing

The 7th Tradition

The First 30 Days

The Home Group

Tips for Staying Clean & Sober

To the Newcomer

Too Young to Recover?

Tools of Recovery

Unity

What is C.A.?

Yes, You Can Start a C.A. Meeting

Other Materials:

C.A. Fact File
C.A. Infoline Numbers
Reaching Out Card
Suggested Participation Meeting Format
Traditions Group Inventory

Guidelines and Workbooks

1. Cocaine Anonymous World Service Conference Committee Guidelines
2. Cocaine Anonymous World Service Conference Hospitals and Institutions Committee Guidelines and Information
3. Cocaine Anonymous World Service Convention Committee Guidelines
4. Cocaine Anonymous World Service Literature, Chips, & Formats Committee Guidelines
5. Cocaine Anonymous World Service Manual
6. Cocaine Anonymous World Service Public Information Workbook
7. Cocaine Anonymous World Service Structure & Bylaws Guidelines
8. Financial Guidelines for Groups, Districts & Areas of Cocaine Anonymous
9. Information Technology Workbook and Guidelines
10. Unity Guidelines/Duties

ADVISORY OPINIONS

In addition, the World Service Conference has passed the following Advisory Opinions:

August 20, 1989: “The books *Alcoholics Anonymous* and *Twelve Steps and Twelve Traditions of Alcoholics Anonymous* are two of our most valuable tools of recovery and as such, it is the opinion of Cocaine Anonymous that meetings should be allowed to have these books available to support members in their recovery.”

September 4, 2004: “The book *The A.A. Service Manual Combined With Twelve Concepts for World Service* is a valuable tool of recovery in service, and as such, it is the opinion of Cocaine Anonymous that meetings and service meetings within the fellowship should be allowed to have this book available to support members in their recovery.”

GROUP BUSINESS MEETING AGENDA

Date: _____

Open with a moment of silence, followed by the Serenity Prayer

Introductions (go around the room, with everyone stating his or her name and pertinent service position(s) held)

Reading of the 12 Traditions

Chair asks if anyone would like to be added to the agenda for new business or open discussion, and then reads the following statement: "Anyone present may speak for or against a motion, as well as ask questions. Voting is restricted to home group members."

Secretary reads minutes of the last meeting. Floor is then open for any corrections, followed by a motion to accept the minutes as read or amended.

Officer Reports (positions within each group may vary):

Business Meeting Chair:

Business Meeting Secretary:

Group Secretary:

GSR:

Alternate GSR:

Treasurer (motion required to approve report):

- Total collected in the month of _____:
 - H&I \$ _____
 - Home Group \$ _____
- Expenses
- Donations to District/Area/World \$ _____
- Ending Balance of Group Treasury \$ _____

Vice Treasurer:

Chips & Literature:

Clean Up:

Coffee Maker:

Fellowship Coordinator:

Greeter(s):

Location Liaison:

Set Up:

Snacks:

Sponsorship Coordinator(s):

Timer:

Volunteer Driver(s):

Old Business (based on previous month's new business and any previously tabled or otherwise outstanding motions)

New Business (requires motion to close)

Open Discussion

Meeting closes with the Serenity Prayer

THE TWELVE CONCEPTS OF COCAINE ANONYMOUS

1. The final responsibility and the ultimate authority for C.A. World Services should always reside in the collective conscience of our whole Fellowship.
2. The C.A. Groups delegate to the World Service Conference the complete authority for the active maintenance of our world services and thereby make the Conference—excepting for any change in the Twelve Traditions—the actual voice and the effective conscience for our whole Fellowship.
3. As a traditional means of creating and maintaining a clearly defined working relation between the Groups, the Conference, the World Service Board of Trustees and its service corporation, staffs, and committees, and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of World Service with a traditional “Right of Decision.”
4. Throughout our Conference structure, we ought to maintain at all responsible levels a traditional “Right of Participation,” taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our World Service structure, a traditional “Right of Appeal” ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.
6. On behalf of C.A. as a whole, our World Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the World Service Board of Cocaine Anonymous.
7. The Conference recognizes that the Charter and the Bylaws of the World Service Board are legal instruments; that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Cocaine Anonymous. It is further understood that the Conference Charter itself is not a legal document; that it relies instead upon the force of tradition and the power of the C.A. purse for its final effectiveness.
8. The Trustees of the World Service Board act in two primary capacities: (a) With respect to the larger matters of overall policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) But with respect to our separately incorporated and constantly active services, the relation of the Trustees is mainly that of custodial oversight which they exercise through their ability to elect all Directors of these entities.
9. Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.
10. Every service responsibility should be matched by an equal service authority—the scope of such authority to be always well-defined, whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.

11. While the Trustees hold final responsibility for C.A.'s world service administration, they should always have the assistance of the best possible standing committees and service boards, staffs and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are related to each other, the special rights and duties of our staffs and consultants, together with a proper basis for the financial compensation of these special workers will always be matters for serious care and concern.
12. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the C.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Cocaine Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Cocaine Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

The Twelve Concepts are reprinted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Concepts does not mean that A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Concepts in connection with programs and activities which are patterned after A.A. but which address other problems does not imply otherwise.

THE TWELVE CONCEPTS OF ALCOHOLICS ANONYMOUS: 1. Final responsibility and ultimate authority for A.A. world services shall always reside in the collective conscience of our whole Fellowship. 2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience for our whole Society in its world affairs. 3. To insure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporation, staffs, committees, and executives—with a traditional “Right of Decision.” 4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge. 5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration. 6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised primarily by the trustee members of the Conference acting as the General Service Board. 7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct all of the world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness. 8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities. 9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustee. 10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined. 11. The Trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern. 12. The Conference shall observe the spirit of the A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

DISTRICT 3 MEETING AGENDA

Date: _____

Open with a moment of silence, followed by the Serenity Prayer

Introductions (go around the room, with everyone stating his or her name, home group and pertinent service positions held at the Group or District level)

Reading of the 12 Traditions

Chair asks if anyone would like to be added to the agenda for new business or open discussion, and then reads the following statement:

“Anyone present may speak for or against a motion, as well as ask questions. District-elected trusted servants, GSRs, Alternate GSRs, and those who frequently attend and participate in a District 3 home group may also make motions and vote, with a maximum of one vote per person. The Chairperson only votes in case of a tie. When voting, raise one hand and keep it raised until the votes have been counted. In accordance with Concept 12, voting members are encouraged to reach important decisions by discussion, vote, and whenever possible, by substantial unanimity.”

Secretary reads minutes of the last meeting. Floor is then open for any corrections, followed by a motion to accept the minutes as read or amended.

Officer Reports:

Chair (Name):

Vice Chair (Name):

Secretary (Name):

Treasurer (Name):

(motion required to approve report)

Vice Treasurer (Name):

Chips & Literature (Name):

DSR (Name):

Alternate DSR (Name):

Committee Reports:

Activities (Chair Name):

Fundraising (Chair Name):

Hospitals & Institutions (Chair Name):

Public Information (Chair Name):

Social Media (Chair Name):

GSR Reports (list all meetings in District, in alphabetical order):

Meeting 1

Meeting 2, etc.

Any new meetings present?

Old Business (based on previous month's new business and any previously tabled or otherwise outstanding motions)

New Business (requires motion to close)

Open Discussion

Meeting closes with the Serenity Prayer

DISTRICT 3 MEETING MINUTES

Date: _____

In attendance: (List everyone present by first name and last initial here; note the absence of any District trusted servants or GSRs in reporting sections below)

Meeting opened with a moment of silence followed by the Serenity Prayer. _____ read the 12 Traditions.

(Name of Secretary) read the previous month’s minutes. The minutes were approved as read/amended as follows:

Officer Reports:

Chair (Name):

Vice Chair (Name):

Secretary (Name):

Treasurer (Name):

Beginning Balance: \$
Ending Balance: \$

Motion to approve the Treasurer’s report made by _____ and seconded by _____; motion passed.

Vice Treasurer (Name):

Chips & Literature (Name):

DSR (Name):

Alternate DSR (Name):

Committee Reports:

Activities (Chair Name):

Fundraising (Chair Name):

Hospitals & Institutions (Chair Name):

H&I Treasury balance: \$

Public Information (Chair Name):

Social Media (Chair Name):

GSR Reports:

Meeting 1 (GSR Name):

Meeting 2 (GSR Name):

Old Business (previous month's new business/any outstanding motions):

New Business:

Motion to close new business made by _____ and seconded by _____;
motion passed.

Open Discussion:

Motion to close the meeting made by _____ and seconded by _____;
motion passed.

Meeting closed with the Serenity Prayer.

FINANCIAL GUIDELINES

INTRODUCTION

These Financial Guidelines and the sample reports attached as Appendices were adapted from the World Service Conference-approved Financial Guidelines for Groups, Districts & Areas of Cocaine Anonymous, which may be found in the WSC Finance Committee section of the C.A. World Services website, www.ca.org.

To carry the message of Cocaine Anonymous, other than reaching out on a personal level, funds are needed to expedite the many functions of the fellowship from the Group to the World Service Office (WSO).

The moment a C.A member's hard-earned money is put in the basket at a C.A. meeting, it is expected that C.A.'s trusted servants will handle these contributions in a responsible manner. It is expected that we do everything possible to see that the money is used wisely, cared for judiciously, and that a prudent reserve is kept. When that has been accomplished, it is suggested that the Group forward the balance to the next level of service. In the case of a District Service Committee, this would mean transferring funds to the Area Service Committee.

These guidelines are intended to serve as an aid to all members of Cocaine Anonymous, particularly those charged with the responsibility of handling funds. If these guidelines are followed closely, our experience tells us that they will help avoid mismanagement of funds, and lessen the chance of financial misfortunes. The hope is that this will help our fellowship achieve financial security. This will maximize our efforts to carry the message of recovery to the still suffering addict.

These Financial Guidelines have been modified from those of the World Conference Finance Committee in direct response to several referrals related to successfully managing finances for the Groups and at District. These are intended as the base framework and can be modified as time goes on.

We are not in the business of fundraising. We *are* in the business of carrying the message to the addict that still suffers.

We do raise funds as a means to support our efforts in carrying this message of recovery. Through our actions in raising funds, we are being self-supporting whether the funds come from the basket or a Unity Day event. Being self-supporting is the spirit of our 7th Tradition. This Tradition of self-support places us in the position to be useful agents, whether as individuals, Groups, Districts, Areas, conventions, or service offices.

Being ever mindful that ours is a spiritual mission, we should consider well our Traditions and Concepts when planning activities, taking care that we act in accordance with their guidance. The amount of funds generated from our efforts to be self-supporting is secondary to the spiritual connection that unites C.A. members around the world.

Terms and abbreviations herein are as explained and defined in the C.A. World Service Manual.

GROUP/MEETING MONEY HANDLING TECHNIQUES

- **Have more than one person count money, i.e.: Treasurer and GSR or Secretary:** It is suggested, especially in larger meetings, that the Treasurer and one other person count the money from the 7th Tradition basket (and the H&I can where applicable). At that point, the money can be put into an envelope, marked with the date, amount(s) received and amount(s) paid out, and initialed by both individuals who counted the money.
- **Give monthly financial report:** The meeting should be given a monthly Treasurer's report to inform the meeting of how much money has been brought in, how much has been spent, and any upcoming expenditure that the meeting may have coming up in the future. This should be done as a part of the business meeting, and as a part of the business meeting format. It should include any upcoming expenses of which the Treasurer is aware (literature, chips, or schedules, etc. that need to be purchased; possible fund raisers for District, etc.).
- **Do not borrow funds from the Group:** Under NO CIRCUMSTANCES should ANYONE borrow money from Group funds. The funds belong to the Group, not the individual.
- **Do not commingle funds:** Be sure to keep any Group funds separate from personal funds by immediately putting Group funds into an envelope, baggie or banker's bag.
- **Do not spend funds without Group conscience:** Funds belong to the Group, and the Group should know what the money is being spent on. Therefore, before funds go out from the Group treasury, the Group should have an opportunity to vote on this action. There may be Group expenses that are agreed-upon ongoing expenses, such as rent, coffee, etc., and therefore the Treasurer pays these as they come due. All other expenses should be voted on.
- **All items paid in and out of the Group Treasury should be accompanied by a receipt:** To follow good business practice, a receipt should be provided for expenses such as coffee, literature, copies, etc.
- **Maintains the prudent reserve:** Groups should decide on what their Group prudent reserve amount is. Usually, that is considered two or three months of Group expenses. The Treasurer should maintain this amount, and all funds over the prudent reserve are donated to the next level as determined by the meeting's group conscience (see Spirit of the 7th Tradition below).
- **Bank accounts, and reconciling checking account or record-keeping without a checking account:** If your Group has a checking account, the checking account register should be kept up to date, with all deposits and checks shown clearly. Once a month, when the bank statement becomes available, the Treasurer should reconcile that statement and review it with other Group officers. Funds should be deposited as soon as possible. Checks should never be pre-signed. It is wise to have at least two individuals to be signers on the account. If the Group does not have a checking account, clear records should be kept by the Treasurer.

- **How to fill in a check register:** Check registers should be filled out completely, with correct dates, deposit amounts, check numbers, check amounts and withdrawals filled in. Once per month, the check register should be reconciled with the bank statement and the account balanced.
- **Spirit of the 7th Tradition:** All monies in excess of the Group's prudent reserve and monthly expenses are traditionally forwarded on to the District and/or Area. Groups, if they choose, can participate in the 70/30 plan, as described in the pamphlet *The 7th Tradition*. With the 70/30 plan, 70% of the Group's funds in excess of the prudent reserve are donated to the District/Area and 30% are donated to the C.A. World Service Office. Large quantities of cash or large bank account balances for a Group are not necessary and have, in the past, been known to cause problems.

See suggested Group Treasurer Record and Group Treasurer Report below.

DISTRICT MONEY HANDLING TECHNIQUES

- **Do not borrow funds from the treasury:** The money of the District belongs to the District. There is NO REASON for ANYONE to borrow the District funds.
- **Do Not Commingle Funds:** Be sure to keep any District funds separate from personal funds by immediately putting District funds into an envelope, baggie or banker's bag.
- **Deposit of funds to be made as soon as possible:** The District Treasurer should make any deposits of funds received as soon as possible, not to exceed a week. The Treasurer should keep the receipt that is given by the bank in a safe place, and reconcile with the bank statement at the end of the month.
- **Maintains bank account(s):** It is wise to have at least two individuals who can sign on the account. Checks should never be pre-signed. The suggested signatories on accounts are the Treasurer and Vice Treasurer (or in lieu of a Vice Treasurer, the District Chair or Vice Chair). This will help to protect your District from mismanagement of funds.
- **Submit monthly reconciled statements and report to the District Service Committee:** When submitting your monthly Treasurer report to the District meeting, it is a good idea to submit a copy of the bank statement (with account numbers blacked out). This will help to verify to your membership that the accounts are being handled correctly.
- **All requests for reimbursements must be accompanied by a receipt:** All requests for reimbursements from members of the District should be accompanied by a receipt. Receipts should be kept for a year (either a physical or digital copy), and after the amount has been paid back to the individual, the Treasurer should mark on the receipt, "Paid, Date, Check No."
- **For any expenditure over \$500.00, there must be a three-bid process:** To verify that District is getting the best deal available, the District should get three bids for any large purchase items.
- **Upon resignation and/or election of a new Treasurer and/or Vice Treasurer:** A meeting should be set up with the bank to switch over banking information from that of the previously elected officer(s) to the newly elected officer(s). Some banks may require all parties to be in

attendance for this to occur. This should be handled as soon as possible, not to exceed a week from election/resignation.

- **It is suggested that the District keep a prudent reserve determined by District group conscience:** All other monies exceeding this prudent reserve should be passed up to the next level (Area Service, or World Services). The keeping of excess funds at the District level is strongly discouraged. Our fellowship maintains the spiritual principle of the 7th Tradition, which talks about moving the funds up and out to carry the message to the still-suffering addict.
- **All funds in excess of the prudent reserve should be forwarded on to the next level and the WSO via the 70/30 plan:** It is suggested that the District decide to use the 70/30 plan, and send some money to the Area and some money to the World Service office on a semi-annual basis (currently done in June and December).
- **A review of the District's financial records should be performed at least once a year by the Treasurer, Vice Treasurer, District Chair, District Vice-Chair and District Secretary:** Once per year, the District officers should take a close look at the District financial records, verifying that all checks have been written to the appropriate people, that all receipts are in place, and that deposits have all been made correctly. It is a great time for the District officers to look at which meetings may need assistance with their treasuries. At this time, the District officers may suggest that a budget be created to assist the District in maintaining financial success.
- **When a new Treasurer is elected, all records need to be turned over to the new Treasurer:** When the District elects a new Treasurer, the Treasurer who is rotating out and the new Treasurer should sit down for a pass-it-on session. The outgoing Treasurer should show the new Treasurer how the District accounting is done. The outgoing Treasurer should verify that the new Treasurer understands all aspects of the District Treasury.

See suggested District Treasurer Report below.

GUIDELINES FOR ONLINE BANKING:

WSCA District 3 uses the Washington State Area's federal tax ID number for the bank account.

- **Who has access to online account?** Two individuals (the Treasurer and another District officer) should have payment access to online banking (and/or account signatories).
- **How are online accounts protected amidst rotations?** Passwords and logins should be changed within three business days of the rotation of trusted servants.
- **Recommendations for online billings/payments:**
 - Online payments of District bills should only be made to businesses that solely accept online payments. All other payments should be paid by check.
 - All online payments should have pre-authorization by the group conscience at District, unless payment is for a previously-budgeted expense and within that budget (for example, chip and literature orders).
 - Copies of payments made on-line should be printed and kept with the District Treasurer for bookkeeping purposes.

- If the District chooses to receive electronic payment distributions, these **MUST** be linked to a District Account **ONLY** and **NEVER BE COMMINGLED** with a personal account.
- Wherever necessary, always invoke the Sixth Tradition statement: In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution.
- The Treasurer still needs to print the on-line bank statement, black out all account number information, and submit with the District Treasurer's report so the fellowship has the assurance of proper handling of funds.

WSCA District 3 Treasurer Report <Month, Year>

Prepared by: <Treasurer Name>

BEGINNING BALANCE (Ending balance from last month): \$ _____

INCOME

| DATE | SOURCE (meeting name, activity, etc.) | DESCRIPTION | AMOUNT |
|---------------------|---------------------------------------|-------------|--------|
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| | | | |
| TOTAL INCOME | | | \$0.00 |

EXPENSES

| DATE | CK# | PAYEE | DESCRIPTION | AMOUNT |
|-----------------------|-----|-------|-------------|--------|
| | | | | |
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| | | | | |
| TOTAL EXPENSES | | | | \$0.00 |

SUMMARY

| | |
|---|--|
| ENDING BALANCE (Beginning Balance + Income – Expenses): | |
| MINUS PRUDENT RESERVE | |
| MINUS DONATION (70% to Area, 30% to WSO) | |
| AVAILABLE BALANCE (Ending balance – prudent reserve – donations) | |

DISTRICT 3 _____ COMMITTEE MEETING AGENDA

Date: _____

Open with a moment of silence, followed by the Serenity Prayer

Introductions (go around the room, with everyone stating his or her name, home group and pertinent service positions held)

Reading of the 12 Traditions

Secretary reads minutes of the last meeting. Floor is then open for any corrections, followed by a motion to accept the minutes as read or amended.

Officer Reports (will vary by committee):

Chair (Name):

Vice Chair (Name):

Secretary (Name):

Treasurer (Name):

(motion required to approve report)

Vice Treasurer (Name):

Subcommittee Reports

Old Business (based on previous month's new business and any previously tabled or otherwise outstanding motions)

New Business (requires motion to close)

Open Discussion

Meeting closes with the Serenity Prayer

WSCA DISTRICT 3 HOSPITALS & INSTITUTIONS COMMITTEE GUIDELINES



(As Approved by the Committee on 9/16/18)

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Introduction

The sole purpose of a Hospitals and Institutions (“H&I”) Committee is to carry the message of Cocaine Anonymous to those in hospitals and institutions. Institutions served may include, but are not limited to: correctional facilities, sanitariums, detoxification units, juvenile detention centers, half-way houses, and shelters; either governmental or private. Confinement may be voluntary or involuntary. The Committee is organized under the Ninth Tradition of Cocaine Anonymous, which states: "C.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve." C.A. H&I meetings are held at the invitation of the hospital or institution, ever mindful of the admonition "cooperation, not affiliation!"

Part I - General Information

H&I Meetings

H&I meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local C.A. members through the H&I Committee. H&I meetings are basically beginners’ meetings, with the chairperson of each meeting providing the speakers. They are not usually listed in the Area or World directory; and they do not observe the 7th Tradition. Certain facilities may require H&I participants to be subject to sobriety requirements, dress and conduct codes. (See Suggested Panel Meeting format below; readings are available in Appendix J to the WSCA District 3 Guidelines or on the CAWSO website at [https://ca.org/meetings/.](https://ca.org/meetings/))

Working Within Our Traditions

Just as C.A. has 12 Steps of recovery, we also have 12 Traditions that help keep our fellowship strong. It is important that these Traditions be observed. We understand that some facilities are not familiar with C.A.'s Traditions and may unknowingly break them. It is our duty to help these facilities have a better understanding of our Traditions. We suggest providing a copy of the Twelve Traditions of Cocaine Anonymous explaining what C.A. can and cannot do. Also, it is imperative to be knowledgeable of each facility's rules and regulations, and to respect them when doing a meeting in their facility. The 12 Traditions may be found in Appendix J.

Open H&I Meetings

In some cases, a hospital or institution may request the H&I meeting be open to the C.A. community as a whole. This type of open H&I meeting may or may not be listed in the Area or District meeting directory, but as with all H&I meetings, the 7th Tradition is not observed. In addition, free books and literature are limited to clients of the institution only.

In contrast, a regular C.A. meeting is completely responsible for its own affairs and observes all of the Traditions. It is usually listed in the local C.A. meeting schedule as well as the World directory.

Also, the group conscience of a regular C.A. meeting is made up of its members, while the group conscience of an H&I meeting is the H&I Committee itself.

(See Suggested Open Meeting format below; readings are available in Appendix J to the WSCA District 3 Guidelines or on the CAWSO website at <https://ca.org/meetings/>.)

Why a Committee?

The Committee guarantees continuity of C.A. H&I meetings. Members come and go, but the Committee continues. Trust in our actions and movements comes from years of repetitive action by groups who know and conform to the established guidelines. No one individual can make this possible; only the continuity of a committee structure can. Problems which arise at an institution are resolved within the framework of the committee. H&I Committee members may seek advice and assistance for problems encountered in their particular facility, with the knowledge that the combined committee experience will have faced and solved similar problems in the past.

Many institutions have stringent rules and regulations covering problems ranging from those of a simple custodial nature to the tighter security measures encountered in correctional facilities.

The H&I Committee of each C.A. District or Area is responsible for establishing guidelines and policies using normal voting procedures (the H&I group conscience).

Membership Qualifications

Per the Third Tradition, you are a C.A. member if you say you are a member. If you would like to be elected into an H&I service position, the minimum sobriety suggestion is three months. Longer terms of sobriety may be required by some hospitals or institutions. It is suggested that only H&I members be permitted to chair or co-chair H&I meetings. Any member of C.A., invited guest, or interested party may attend the monthly H&I business meeting. We also suggest having a sponsor and a C.A. home group.

Conduct

A member of the H&I Committee may be subject to removal via simple majority vote if any of the following occurs:

1. Upon the loss of the member's sobriety; sobriety requirements will have to be re-established for reinstatement.
2. Refusal to abide by the rules and regulations of the institution being served.
3. Refusal to abide by the H&I Committee Guidelines.
4. While attending an H&I meeting, a member solicits, recommends or advises any person at the facility to any other facility or professional treatment.

Any Committee member who has been suspended has the right to appeal such suspension at the next regularly scheduled H&I Committee business meeting.

In addition, the Chair or Co-Chairperson of each meeting is required to attend the monthly H&I business meeting at least once every three months. Failure to do so can result in replacement of the chair and/or co-chairperson by the committee. This action does not exclude the member from other committee participation.

The Monthly H&I Committee Business Meeting

Regular H&I Committee business meetings should be held once a month. Special and/or emergency meetings may be called by the Chair. All regular business meetings will be presided over by the Chair (or, in the Chair's absence, by the Vice Chair). A suggested meeting format is included below.

Voting and Quorum Procedures

A quorum should consist of two-thirds of the active voting membership. The active voting membership is comprised of those H&I Committee members in attendance at the business meeting.

Election Procedures

Nominations and elections for H&I Committee positions should be held annually. Committees may wish to structure the election dates of each office so all positions do not change at the same time, thus maintaining continuity of leadership. Any member of the H&I Committee has one (and only one) vote in both nominations and elections. Each position on the Committee is described in the sections that follow.

The H&I Can

If your District or Area does, or wishes to do, a separate collection to support the H&I Committee, labels for the "H&I Can" may be obtained free of charge by contacting the C.A. World Service Office. Regular C.A. meetings which pass a collection for H&I have found the following a suitable modification of the meeting format. At the point where the 7th Tradition is honored, insert:

"The 7th Tradition reminds us that we are fully self-supporting through our own contributions. The can being passed is to support the Hospitals and Institutions Committee of Cocaine Anonymous, it goes to buy chips and literature for addicts confined in Hospitals and institutions. I have asked _____ to read the 12 Traditions for us while we observe the 7th. Newcomers need not feel obligated to contribute."

Subsequently, all funds collected for H&I should go to the H&I Committee.

Part II - Elected Positions

H&I Chair

Qualifications

- Suggested Sobriety Requirement: 2 Years continuous
- Suggested Committee Service Prior to Position: 1 Year continuous

Duties and Responsibilities

- Suggested Term of Commitment: 1 Year
- Coordinate and direct all committee activities.
- Attend all business meetings that are related to institutional work.
- Keep informed on all matters affecting the committee.
- Supply and discuss with new Meeting Chairpersons the: requirements, duties, and responsibilities of the position.
- Notify any Meeting Chairperson not in compliance with attendance requirements prior to the next committee business meeting.
- Should the need arise, direct the removal of a Meeting Chairperson or Co-Chair. This action requires a simple majority vote of the committee.
- Temporarily fill any open Meeting Chairperson position by appointment. At the next regularly scheduled committee business meeting, the position will be filled in the normal manner.
- Attend H&I business meeting at least once each calendar quarter. If absent two meetings in a row without sending a report, service position is forfeited.

H&I Vice Chair

Qualifications

- Suggested Sobriety Requirement: 1 Year continuous
- Suggested Committee Service Prior to Position: 6 Months continuous

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Attend all meetings that are related to institutional work.
- Work closely with the Chair in any capacity as delegated by the Chair.
- Assume the Chair's responsibilities in his or her absence.
- Attend H&I business meeting at least once each calendar quarter. If absent two meetings in a row without sending a report, service position is forfeited.

Secretary

Qualifications

- Suggested Sobriety Requirement: 6 Months continuous
- Suggested Committee Service Prior to Position: 6 Months continuous

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Keep minutes and attendance records of H&I business meetings, and supply them to members.
- Handle mailing of literature and announcements.
- Attend H&I business meeting at least once each calendar quarter. If absent two meetings in a row without sending a report, service position is forfeited.

Treasurer

Qualifications

- Suggested Sobriety Requirement: 1 Year continuous
- Suggested Committee Service Prior to Position: 6 Months continuous

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Account for all monies of the committee.
- Maintain the accounting for monies received and distributed for the purchase of literature, expenses of printing, and other appropriate incidentals.
- To be gainfully employed and/or financially stable.
- Attend H&I business meeting at least once each calendar quarter. If absent two meetings in a row without sending a report, service position is forfeited.

Vice Treasurer

Qualifications

- Suggested Sobriety Requirement: 1 Year continuous
- Suggested Committee Service Prior to Position: 6 Months continuous

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Account for all monies of the committee.
- Maintain the accounting for monies received and distributed for the purchase of literature, expenses of printing, and other appropriate incidentals.
- To be gainfully employed and/or financially stable.
- Work closely with the Treasurer in any capacity as delegated by the Treasurer.
- Assume the Treasurer's responsibilities in his or her absence.
- Attend H&I business meeting at least once each calendar quarter. If absent two meetings in a row without sending a report, service position is forfeited.

Chips & Literature Person

Qualifications

- Suggested Sobriety Requirement: 6 Months continuous
- Suggested Committee Service Prior to Position: 3 Months continuous

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year

- Obtain from World Services or District Service Committee and keep on hand a sufficient inventory of soft literature and chips.
- Distribute literature and chips as necessary at the monthly committee business meeting.
- At his or her discretion, appoint an assistant literature person.
- Attend H&I business meeting at least once each calendar quarter. If absent two meetings in a row without sending a report, service position is forfeited.

H&I Activities/Events Chairperson

Qualifications

- Suggested Sobriety Requirement: 1 Year
- Suggested Committee Service Prior to Position: 6 Months

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Form a committee
- Plan H&I activities/events
- Appoint such people necessary to help with these duties.
- Attend H&I business meeting at least once each calendar quarter. If absent two meetings in a row without sending a report, service position is forfeited.

Public Information

Qualifications

- Suggested Sobriety Requirement: 18 Months continuous
- Suggested Committee Service Prior to Position: 6 Months continuous

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Contact institutions to establish new meetings and liaison with present ones. These members should be presently involved in the committee and sufficiently knowledgeable; to impart any information necessary about the committee and its "services."
- Form a committee; hold regular meetings
- Set up an appointment and visit the institution to determine needs.
- Report all contacts at the monthly committee business meeting.
- The individuals should be well-versed in C.A. Traditions in order to communicate effectively with the public about C.A.
- At his or her discretion, appoint an assistant P.I. Chairperson.
- Attend H&I business meeting at least once each calendar quarter. If absent two meetings in a row without sending a report, service position is forfeited.

H&I Meeting Chairperson (Panel Chairperson)

Qualifications

- Suggested Sobriety Requirement: 1 Year continuous (unless otherwise specified by facility)
- Suggested Committee Service Prior to Position: 6 Months continuous

- Familiarity with H&I Guidelines is recommended.
- Restrictions: A member who is on probation or parole may not chair an H&I Meeting in correctional facility unless official clearance is obtained in advance.

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Coordinates the activities of and attends the scheduled H&I Meeting. If unable to attend, arrangements must be made through the Meeting Co-Chairperson or one of the H&I Committee members for established Chairperson to take the meeting (must be a current member of the H&I Committee to fill in).
- Notify the H&I Chair and the Committee of any problems encountered at the H&I meeting, or any change in the Chair or Co-Chair's e-mail address or telephone number.
- Provide the H&I meeting with adequate C.A. literature. Literature is obtained at the monthly H&I Committee business meeting, or contact the H&I Chips person to place a direct order.
- Attend the regular monthly H&I Committee business meeting a minimum of once every three months.
- Obtain speakers for the meeting. Speakers must have a minimum of three continuous months of sobriety or meet the minimum sobriety requirement required by the facility, whichever is greater. Clearance for speakers may be required by some correctional facilities.
- Speakers must have a C.A. homegroup (singleness of purpose to grow the C.A. community)
- Review meeting and institutional requirements with speakers prior to the scheduled H&I meeting.
- Acts as a liaison between the H&I Committee and their assigned facility.
- Assures attendance requirements are met by others assigned to the meeting. (At Lakeside Milam, checks the attendance sheet.)
- Attend H&I business meeting at least once each calendar quarter. If absent two meetings in a row without sending a report, service position is forfeited.

Meeting Co-Secretary (Panel Leader)

Qualifications

- Suggested Sobriety Requirement: 6 Months (unless otherwise specified by facility)
- Suggested Continuous Committee Service Prior to Position: None
- Restrictions: A member who is on probation or parole may not chair an H&I Meeting in a correctional facility unless official clearance is obtained in advance.

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Attend the scheduled H&I meeting. If unable to attend, arrangements must be made through the Meeting Chairperson for another established committee member to assist with the H&I meeting. Fill in person must be current member of the H&I Committee.
- Attend H&I business meeting at least once each calendar quarter. If absent two meetings in a row without sending a report, service position is forfeited.

H&I Open Meeting Chairperson

Qualifications:

- Suggested Sobriety Requirement: 1 Year (unless otherwise specified by facility)
- Continuous Committee Service Prior to Position, Familiarity with these guidelines.
- Position filled via: Voluntary basis at H&I committee business meeting
- Restrictions: A member who is on probation or parole may not chair an H&I Meeting in correctional facility unless official clearance is obtained in advance.

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Coordinates the activities of, and attends the scheduled H&I open participation meeting. If unable to attend, arrangements must be made through the H&I Committee members for another established Chairperson to take the meeting.
- Notify the Committee of any problems encountered at the H&I open participation meeting, or any change in the Chair or Leader's e-mail address or telephone number.
- Provide the H&I meeting with adequate C.A. literature. Literature is obtained at the monthly H&I Committee business meeting.
- Attend the regular monthly H&I Committee business meeting a minimum of once every three months.
- Review meeting and institutional requirements prior to the scheduled H&I open participation meeting.
- Acts as a liaison between the H&I Committee and their assigned facility.
- Assures attendance requirements are met by others assigned to the meeting.
- Attend H&I business meeting at least once each calendar quarter. If absent two meetings in a row without sending a report, service position is forfeited.

H&I Open Meeting Leader

Qualifications

- Suggested Sobriety Requirement: 6 Months (unless otherwise specified by facility)
- Suggested Continuous Committee Service Prior to Position: None
- Position filled via: Voluntary basis at Committee business meeting.
- Restrictions: A member who is on probation or parole may not chair an H&I Meeting in a correctional facility unless official clearance is obtained in advance.

Duties and Responsibilities:

- Suggested Term of Commitment: 1 Year
- Attend the scheduled H&I meeting. If unable to attend, arrangements must be made through the Meeting Chairperson for another established committee member to assist with the H&I meeting.
- Assist the Meeting Chairperson in fulfilling the duties and responsibilities described above.
- Attend H&I business meeting at least once each calendar quarter. If absent two meetings in a row without sending a report, service position is forfeited.

Part III – Committee Guidelines

General Guidelines for Cocaine Anonymous Hospitals and Institutions Meetings

1. Avoid prolonged drug-a-logues.
2. Do not criticize or make derogatory remarks about the facility, its personnel, or any of its policies and practices. This includes opinions about pills, anti-depressants, tranquilizers, and Antabuse, which are used by many facilities.
3. Never give medical or legal advice or recommend other facilities to patients.
4. Do not talk down to the group.
5. Do not use profanity; you may be stopped by the meeting chairperson if you do.
6. Do not bring visitors: people from outside the fellowship of Cocaine Anonymous, or C.A. members not on the panel.
7. Do not bring anything in or take anything out. This includes written or verbal messages for an inmate or patient.
8. We do not recommend that you exchange phone numbers or addresses with people at a correctional facility, promise to write them, or agree to meet them when they leave. In most correctional facilities this is a major violation of their policy. Under no circumstances may you or any member of the panel violate the facility's policy on this matter. You may refer them to the C.A. meeting directory and indicate meetings that you regularly attend.
9. Do not promise inmates or patients jobs or aid of any kind.
10. Dress appropriately and remember that you are representing C.A.
11. Make sure that you are properly cleared to attend a correctional institution meeting. If you have outstanding warrants, or are on parole or probation, they may keep you.
12. Show up. Having a meeting "go dark" is worse than not having a meeting there at all. There is nothing that makes C.A. look as bad as nobody showing up to do a meeting. We have been invited to hold these panel meetings by the facilities - it is a privilege. C.A. as a whole looks bad when no one shows up.

Hospitals and Institutions Committee Suggested Business Meeting Format

Welcome to the Hospitals and Institutions business meeting of Cocaine Anonymous. My name is _____ and I am an addict. Please help me open this meeting with the Serenity Prayer.

Is there anyone here for their first C.A. H&I business meeting? Would you please introduce yourselves? Welcome!

The sole purpose of this committee is to carry the message of Cocaine Anonymous to those in hospitals or institutions. This committee is organized under the Ninth Tradition of Cocaine Anonymous and operates under the Twelve Traditions of C.A. in all our affairs.

(At this point, the Chair calls for the following reports)

Secretary's Report: Reads previous meeting's minutes, which are then discussed, and any additions or corrections are made.

Treasurer's Report: Financial Statement is read and, if necessary, discussed.

Updates on new contacts and meetings are announced and discussed.

Public Information Report: Updates on new contacts and meetings are announced and discussed.

Meeting Chairpersons' Reports: Each H&I Meeting Chairperson in attendance gives a run-down on the status of their meeting and reports any problems or difficulties which are pertinent to the Committee.

After all reports have been completed, the Chair calls for the following:

1. Call for and fill any meeting positions;
2. Call for old business;
3. Call for new business;
4. Open discussion.

The Chair then closes the meeting as follows: The next scheduled business meeting is (date & time). Remember that you may be the only example of Cocaine Anonymous that a patient or inmate ever sees; be the best example that you can be.

I would like to close tonight by having _____ lead us in the prayer of his or her choice.

C.A. Hospitals and Institutions Suggested Panel Meeting Format

Welcome to the H&I meeting of Cocaine Anonymous. My name is _____, I am an addict. Are there any other addicts present?

Would you please help me open this meeting with a moment of silence followed by the Serenity Prayer?

Cocaine Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem, and help others to recover from their addiction. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. There are no dues or fees for membership; we are fully self-supporting through our own contributions. We are not allied with any sect, denomination, politics, organization or institution. We do not wish to engage in any controversy and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others to achieve the same freedom.

We use the 12 steps of recovery because it has already been proven that the 12-step recovery program works.

It is a custom in Cocaine Anonymous to read *We Can Recover*, taken from *Hope, Faith & Courage*. I have asked _____ to read this for us.

(optional) It is a custom In Cocaine Anonymous to read *Who is a Cocaine Addict?* or *Who is a C.A. Member?*. I have asked _____ to read this for us.

This is an H&I panel speaker meeting of Cocaine Anonymous. We ask that you relate to the feelings being shared so that you can better identify with our stories. This will be followed by a question and answer period.

(Speaker(s) share(s) for 10-20 minutes)

(Question and answer period at this point. If time permits, or no questions are forthcoming, you may distribute the *25 Commonly Asked Questions*. If necessary or appropriate, distribute chips, allow proud time, etc.)

(Five minutes before the meeting ends) Our time is up. If anyone has any questions that went unanswered, please share them with our speakers after the meeting. (If this is an open H&I meeting, remind the people that free literature is available for patients or clients of the facility only.)

I would like to close by having _____ read *The Promises, A Vision for You, or Reaching Out*.

After a moment of silence for the addict who still suffers, would _____ lead us in the prayer of his or her choice?

C.A. Hospitals and Institutions Suggested Open Meeting Format

Welcome to the H&I open meeting of Cocaine Anonymous. My name is _____, I am an addict. Are there any other addicts present?

Would you please help me open this meeting with a moment of silence followed by the Serenity Prayer?

Cocaine Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem, and help others to recover from their addiction. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. There are no dues or fees for membership; we are fully self-supporting through our own contributions. We are not allied with any sect, denomination, politics, organization or institution. We do not wish to engage in any controversy and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others to achieve the same freedom.

We use the 12 steps of recovery because it has already been proven that the 12-step recovery program works.

It is a custom in Cocaine Anonymous to read *We Can Recover*, taken from *Hope, Faith & Courage*. I have asked _____ to read this for us.

It is also a custom in Cocaine Anonymous to read *Who is a Cocaine Addict?* or *Who is a C.A. Member?*. I have asked _____ to read this for us.

This is an H&I open participation meeting of Cocaine Anonymous. We ask that you relate to the feelings being shared so that you can better identify with our stories.

(Open for participation. If necessary or appropriate, distribute chips, allow proud time, etc.)

(Five minutes before the meeting ends) Our time is up. If anyone has any questions that went unanswered, please share them with someone after the meeting. Books and literature are free for clients of this institution.

I would like to close by having _____ read *The Promises*, *A Vision for You*, or *Reaching Out*.

After a moment of silence for the addict who still suffers, would _____ lead us in the prayer of his or her choice?

25 Commonly Asked Questions

1. What is Cocaine Anonymous?
2. How do I know if I'm an addict?
3. Can I still drink; smoke dope?
4. How much does it cost?
5. How soon before I'm cured?
6. Who is in charge?
7. Do I have to have religion?
8. Do I have to go to these meetings all the time?
9. What happens at meetings?
10. Do I have to quit hanging out with my partying friends?
11. What are the 12 Steps?
12. What is a sponsor?
13. How can reading a book written so long ago help me?
14. How come some people remain clean and others go back out and use?
15. Will C.A. keep me out of jail?
16. How come you people all seem so happy?
17. Can I ever use socially again?
18. What is this powerlessness I keep hearing about?
19. Won't I be cured after I leave here?
20. I thought cocaine was not addicting?
21. Am I an addict if I just snort it?
22. How will I ever pay back all the money I owe?
23. How will I ever face my family, friends after what I did to them?
24. How can I believe in God after what he did to me?
25. Can't I do it all by myself?

TRADITIONS GROUP INVENTORY



CAWSO
Cocaine Anonymous World Service Office
3740 Overland Avenue, Suite C
Los Angeles, Ca 90034
Tel: (310) 559-5833 Fax: (310) 559-2554
Website: <http://www.ca.org>

Traditions Group Inventory

The Twelve Traditions are to the group what the Steps are to the individual. The traditions help keep the program of recovery alive and successful. They support and maintain the balance and integrity of our individual and collective program of recovery. These traditions are fully explained in **Twelve Steps and Twelve Traditions**. We know there are no “musts” in our fellowship, but to how many of these questions can your group or you as an individual answer “Yes”? We urge you to read this with an open mind.

Tradition 1: Our common welfare should come first; personal recovery depends upon CA unity.

Do I refrain from talking about people behind their backs? Do I walk away when others begin to gossip?

Do I focus on my own program of recovery?

Am I patient and tolerant of those who offend me?

Do I encourage and support harmony within the group?

Do I withhold negative remarks about other groups or fellowships?

Do I show others the same respect I want for myself?

When I attend meetings, do I participate by reading, sharing, and helping others?

Am I willing to share all aspects of my experience, strength, and hope at CA meetings?

Do I attempt to change my behavior when I notice it conflicts with the traditions?

Do I maintain a feeling of gratitude for being a recovering addict?

Tradition 2: For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

Am I supportive of my group's trusted servants?

Do I trust the group process, including group conscience, sharing, decisions, voting, elections, etc.?

Am I willing to do CA service work?

Do I accept responsibility for my 12-step work and my CA commitments?

Do I ever perform service work anonymously?

Am I able to support a majority decision opposed to my own?

Do I feel the group conscience is informed?

Do I refrain from sounding off on subjects about which I know nothing?

Am I able to perform CA service work without seeking personal reward?

Tradition 3: The only requirement for CA membership is a desire to stop using cocaine and all other mind-altering substances.

Do I accept newcomers to Cocaine Anonymous unconditionally?

Am I tolerant of a newcomer's inexperience at sharing?

Am I able to carry a CA message to any addict, despite race, religion, education, age, gender, sexual orientation, or social standing?

Am I able to welcome all newcomers alike, no matter their status or profession?

Do I understand that a newcomer's desire to be sober need not be sincere or honest?

Do I help make newcomers feel welcome by doing such things as

- . . . remembering their names and saying hello?
- . . . starting a conversation with them after the meeting?
- . . . giving them my telephone number?
- . . . offering them a ride to a meeting?
- . . . introducing them to other addicts?
- . . . inviting them out for coffee, etc., after the meeting?

Tradition 4: Each group should be autonomous except in matters affecting other groups, or CA as a whole.

When making autonomous decisions, does my group consider other CA groups and CA as a whole?

Do I make an effort to familiarize myself with other CA groups and open the lines of communication?

Do I understand that there are many ways to look at an issue?

Do I understand that there are many ways of doing things?

Do I realize that to some non-members who know I am in the fellowship, my actions and behavior may represent Cocaine Anonymous as a whole?

Tradition 5: Each group has but one primary purpose - to carry its message to the addict who still suffers.

Do I believe I have something to offer another addict?

Am I willing to explain firmly to a newcomer the limitations of CA help?

Do I help my group in every way possible to fulfill its primary purpose?

Am I mindful that CA old-timers can also be addicts who still suffer? Do I try to help them as well as learn from them?

Am I willing to do 12-step work regardless of what is in it for me?

Do I share my knowledge of CA tools with others?

Do I make certain to carry the CA message and not just my own opinion?

Tradition 6: A CA group ought never endorse, finance, or lend the CA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.

Do I understand that doing anything that does not fulfill our primary purpose may harm the group?

Am I aware that non-CA fundraising functions/activities divert us from our primary purpose?

Am I aware that endorsing or financing a clubhouse or related facility may imply affiliation and can harm CA as a whole?

Am I aware that lending the CA name to any outside business or enterprise can take the focus off Cocaine Anonymous?

Tradition 7: Every CA group ought to be fully self-supporting, declining outside contributions.

Do I contribute all I can to help maintain the group's ability to support itself?

Have I ever put extra money into the basket because I knew a newcomer could not contribute?

Do I take an interest in the treasurer's report?

Do I realize that service work for the group helps CA remain self-supporting?

Tradition 8: Cocaine Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

Do I remember when I share that I am not an expert on recovery, addiction, medicine, sociology, psychology, relationships, or God?

Am I aware of the differences between CA step work and that which is done by professional counselors, doctors, and clergy?

Tradition 9: CA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

Am I willing to give up control of my CA group and those around me?

Do I exercise patience and humility when performing service work in CA?

When performing service work, do I view the people I serve as individual members of CA?

Am I aware of the importance of the spirit of rotation? Am I able to end my term of service and exit gracefully?

Tradition 10: Cocaine Anonymous has no opinion on outside issues; hence the CA name ought never be drawn into public controversy.

Am I ever mindful that Cocaine Anonymous has no opinion on outside issues, especially when I share my personal experiences concerning treatment centers, churches, hospitals, jails, and my opinions about such topics as alcohol, legalizing marijuana, religion, etc.?

Do I understand that if Cocaine Anonymous expressed any opinions on outside issues, it could create exclusion and controversy?

Do I make every effort not to breach this tradition, even in the slightest way?

Do I continually remind myself that I cannot control anyone's thinking or beliefs, especially other addicts, sponsees, etc.?

At the group level, do I refrain from expressing my opinions on outside issues?

Tradition 11: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television, and films.

Are the qualities of my sobriety and recovery program attractive to other addicts?

Do I understand the importance of personal anonymity when dealing with the media?

Tradition 12: Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Do I anonymously help others and perform service work seeking no recognition?

Do I respect the anonymity of an addict who shares a confidence with me?

Do I refrain from complaining about other members' negative behavior?

When it will help another addict, am I willing to share that I am a member of Cocaine Anonymous?

Do I refrain from fanatically promoting CA?

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WSC-APPROVED MEETING FORMATS

This Appendix contains the current C.A. World Service Conference-approved meeting formats and readings in their entirety.

Groups may modify and adapt the meeting formats in accordance with their group conscience. In addition to the attached readings, groups may choose to read from any of the literature listed in Appendix _.

Please note that none of the attached Conference-approved readings or the literature referenced in Appendix _ may be modified at the Group, District or Area level; they are copyrighted by C.A. World Services and must be read as-is.

Please further note that the attached meeting formats and readings are subject to change from time to time by the C.A. World Service Conference. The copyright date at the end of each document reflects the date it was initially approved and/or last modified. Future updates to the formats and readings may be obtained from the World Service Office or via the Meetings section of the CAWSO website at <https://ca.org/meetings/>.

SUGGESTED PARTICIPATION MEETING FORMAT

Welcome to the (_____) meeting of Cocaine Anonymous. My name is (_____) and I am an addict.

Would you please join me in a moment of silence followed by the Serenity Prayer?

Are there any other addicts present? Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of sobriety please let us know who you are? Would you please state your name and your disease? If you're visiting from out of town or new to the Area, please introduce yourself.

Cocaine Anonymous is a Fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others recover from their addiction. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. There are no dues or fees for membership; we are fully self-supporting through our own contributions. We are not allied with any sect, denomination, politics, organization, or institution. We do not wish to engage in any controversy and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others achieve the same freedom.*

We use the Twelve Steps of recovery because it has already been proven that the Twelve-Step recovery program works.

It is a custom in Cocaine Anonymous to read *We Can Recover*, taken from *Hope, Faith & Courage*. I've asked (_____) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (_____) to read for us.

(OPTIONAL) It is also a custom to read *Who is a Cocaine Addict?*, *Who is a C.A. Member?*, or *Alcohol*. I have asked (_____) to read for us.

(OPTIONAL: LEADER QUALIFIES FOR 5-10 MINUTES) This is a 1½-hour participation meeting. We encourage newcomers to ask any questions they may have regarding the program and recovery. Please do not share if you have had any drugs or alcohol in the last 24 hours. There is no cross-talk at this meeting, and all questions should be directed at the speaker. Please limit your sharing to 3-5 minutes. Who would like to start?

(FIVE MINUTES BEFORE COFFEE BREAK) We are fully self-supporting through our own contributions. At this time we will observe the 7th Tradition. Please remain quietly seated while the baskets are being passed.

*Adapted with permission of the A.A. Grapevine, Inc.

(OPTIONAL) (AFTER BASKETS ARE COLLECTED) We will now have a 5-minute coffee break.

(AFTER COFFEE BREAK)

(OPTIONAL) We give chips at this meeting for 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous sobriety—free from all mind-altering substances. Please keep your sharing brief so that we may have time for participation afterward. Is there anyone here in their first 30 days of sobriety who wishes to take a newcomer chip? 30 days? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years?

(OPTIONAL) We give a cake for every 365 days of continuous sobriety. We have (_____) birthdays.

Now we will continue with participation.

(TEN MINUTES BEFORE THE MEETING ENDS) Our time is up. If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help. Are there any secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (_____) read *The Promises*, *A Vision for You*, *Reaching Out* or *Unity* (from the *Unity* pamphlet).

After a moment of silent meditation for the addict who still suffers, would (_____) lead us in the prayer of his/her choice?



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SUGGESTED STEP STUDY MEETING FORMAT

Welcome to the (_____) meeting of Cocaine Anonymous. My name is (_____) and I am an addict.

Would you please join me in a moment of silence followed by the Serenity Prayer?

Are there any other addicts present? Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of sobriety please let us know who you are? Would you please state your name and your disease? If you're visiting from out of town or new to the Area, please introduce yourself.

Cocaine Anonymous is a Fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others recover from their addiction. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. There are no dues or fees for membership; we are fully self-supporting through our own contributions. We are not allied with any sect, denomination, politics, organization, or institution. We do not wish to engage in any controversy and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others achieve the same freedom. *

We use the Twelve Steps of recovery because it has already been proven that the Twelve-Step recovery program works.

It is a custom in Cocaine Anonymous to read *We Can Recover*, taken from *Hope, Faith & Courage*. I've asked (_____) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (_____) to read for us.

(OPTIONAL) It is also a custom to read *Who is a Cocaine Addict?*, *Who is a C.A. Member*, or *Alcohol*. I have asked (_____) to read for us.

It is the format of this meeting to read from the *Twelve Steps and Twelve Traditions* of Alcoholics Anonymous. This is followed by a discussion of the reading. Tonight we are on Step _____.

(LEADER READS STEP) We will now go around the room and each read a paragraph.

(AFTER READING OF THE STEP) We are fully self-supporting through our own contributions. At this time we will observe the 7th Tradition. Please remain quietly seated while the baskets are being passed.

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(OPTIONAL) (AFTER BASKETS ARE COLLECTED) We will now have a 5-minute coffee break.

(AFTER COFFEE BREAK)

(OPTIONAL) We give chips at this meeting for 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous sobriety—free from all mind-altering substances. Please keep your sharing brief so that we may have time for participation afterward. Is there anyone here in their first 30 days of sobriety who wishes to take a newcomer chip? 30 days? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years?

(OPTIONAL) We give a cake for every 365 days of continuous sobriety. We have (_____) birthdays.

We now have time for participation. We ask that you limit your sharing to your experience, strength and hope as it relates to the Step that was read. If you have not taken the Step, we welcome you to ask any questions regarding this Step. We also ask that you not share if you have had any drugs or alcohol in the last 24 hours. There is no cross-talk at this meeting, and please limit your sharing to 3-5 minutes. Who would like to start?

(TEN MINUTES BEFORE THE MEETING ENDS) Our time is up. If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help. Are there any secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (_____) read *The Promises*, *A Vision for You*, *Reaching Out* or *Unity* (from the *Unity* pamphlet).

After a moment of silent meditation for the addict who still suffers, would (_____) lead us in the prayer of his/her choice?



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SUGGESTED GENERAL SPEAKER MEETING FORMAT

Welcome to the (_____) meeting of Cocaine Anonymous. My name is (_____) and I am an addict.

Would you please join me in a moment of silence followed by the Serenity Prayer?

Are there any other addicts present? Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of sobriety please let us know who you are? Would you please state your name and your disease? If you're visiting from out of town or new to the Area, please introduce yourself.

Cocaine Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from their addiction. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. There are no dues or fees for membership; we are fully self-supporting through our own contributions. We are not allied with any sect, denomination, politics, organization or institution. We do not wish to engage in any controversy and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others achieve the same freedom.*

We use the Twelve Steps of recovery because it has already been proven that the Twelve-Step recovery program works.

It is a custom in Cocaine Anonymous to read *We Can Recover*, taken from *Hope, Faith & Courage*. I've asked (_____) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (_____) to read for us.

(OPTIONAL) It is also a custom to read *Who is a Cocaine Addict?*, *Who is a C.A. Member?*, or *Alcohol*. I have asked (_____) to read for us.

This is a Speaker Meeting. We ask that you relate to the feelings being shared so that you can better identify with our stories. This is followed by a question/answer, participation period. Our speaker tonight is _____.

(REMIND SPEAKER WHEN TIME IS UP)

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(FIVE MINUTES BEFORE COFFEE BREAK) We are fully self-supporting through our own contributions. At this time we will observe the 7th Tradition. Please remain quietly seated while the baskets are being passed.

(OPTIONAL) (AFTER BASKETS ARE COLLECTED) We will now have a 5-minute coffee break.

(AFTER COFFEE BREAK)

(OPTIONAL) We will now begin participation. We encourage newcomers to ask any questions they may have regarding the program and recovery. Please do not share if you have had any drugs or alcohol in the last 24 hours. There is no cross-talk at this meeting, and all questions should be directed at the speaker. Please limit your sharing to 3-5 minutes. Who would like to start?

(OPTIONAL) We give chips at this meeting for every 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous sobriety - free from all mind-altering substances. Please keep your sharing brief so that we may have time for participation afterward. Is there anyone here in their first 30 days of sobriety who wishes to take a newcomer chip? 30 days? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years?

(OPTIONAL) We give a cake for every 365 days of continuous sobriety. Tonight we have (____) birthdays.

Now we will continue with participation.

(TEN MINUTES BEFORE THE MEETING ENDS) Our time is up. If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help. Are there any secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (_____) read *The Promises, A Vision for You, Reaching Out* or *Unity* (from the *Unity* pamphlet).

After a moment of silent meditation for the addict who still suffers, would (_____) lead us in the prayer of his/her choice?



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WE CAN RECOVER

Welcome to Cocaine Anonymous. We are all here for the same reason—our inability to stop using cocaine and all other mind-altering substances. The first step towards solving any problem is admitting that there *is* a problem.

The problem, as we see it, consists of an obsession of the mind and an allergy of the body. The obsession is a continued and irresistible thought of cocaine and the next high. The allergy creates an absolute inability to stop using once we begin.

We wish to assure you that there *is* a solution and that recovery *is* possible. It begins with abstinence and continues with practicing the Twelve Steps of recovery, one day at a time. Our program, the Twelve Steps of Cocaine Anonymous, is the means by which we move from the problem of drug addiction to the solution of recovery.

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

Cocaine Anonymous is a spiritual program, not a religious one. In C.A. we believe each individual can choose a Higher Power of his or her own. In short, a God of his or her own understanding.

No one comes into Cocaine Anonymous to find God. We came into these rooms to get rid of a terrifying drug habit. Look around this room. You are surrounded by people who came as a last resort. We came into these rooms emotionally, financially and spiritually bankrupt. We have experienced all sorts of tragedies as a result of cocaine, drugs and/or

alcohol. We have lived many of the same horrors you have, yet today we are free from the misery, terror and pain of addiction.

Maybe some of us were worse off than you; maybe some of us didn't hit as low a bottom as you. Still the fact remains that those of us who are recovering have come to believe that a Higher Power of our own understanding can restore us to sanity.

There *is* a solution; we *can* recover from addiction. One day at a time, it is possible to live a life filled with hope, faith and courage.



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THE TWELVE TRADITIONS

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



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WHO IS A COCAINE ADDICT?

Some of us can answer without hesitation, "I am!" Others aren't so sure. Cocaine Anonymous believes that no one can decide for another whether he or she is addicted. One thing is sure, though: every single one of us has *denied* being an addict. For months, for years, we who now freely admit that we are cocaine addicts thought that we could control cocaine when in fact it was controlling us.

*"I only use on weekends," or
"It hardly ever interferes with work," or
"I can quit, it's only psychologically addicting, right?" or
"I only snort, I don't base or shoot," or
"It's this relationship that's messing me up."*

Many of us are still perplexed to realize how long we went on, never getting the same high we got at the beginning, yet still insisting, and believing—so distorted was our reality—that we were getting from cocaine what actually always eluded us.

We went to any lengths to get away from being just ourselves. The lines got fatter; the grams went faster; the week's stash was all used up today. We found ourselves scraping envelopes and baggies with razor blades, scratching the last flakes from the corners of brown bottles, snorting or smoking any white speck from the floor when we ran out. We, who prided ourselves on our fine-tuned state of mind! Nothing mattered more to us than the straw, the pipe, the needle. Even if it made us feel miserable, we had to have it.

Some of us mixed cocaine with alcohol or other drugs, and found temporary relief in the change, but in the end, it only compounded our problems. We tried quitting by ourselves, finally, and managed to do so for periods of time. After a month, we imagined we were in control. We thought our system was cleaned out and we could get the old high again, using half as much. This time, we'd be careful not to go overboard. But we only found ourselves back where we were before, and worse.

We never left the house without using first. We didn't make love without using. We didn't talk on the phone without coke. We couldn't fall asleep; sometimes it seemed we couldn't even breathe without cocaine. We tried changing jobs, apartments, cities, lovers—believing that our lives were being screwed up by circumstances, places, people. Perhaps we saw a cocaine friend die of respiratory arrest, and *still* we went on using! But eventually we had to face facts. We had to admit that cocaine was a serious problem in our lives, that we *were* addicts.

Reprinted from the C.A. pamphlet To the Newcomer.



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WHO IS A C.A. MEMBER?

While the name “Cocaine Anonymous” may sound drug-specific, we wish to assure you that our program is not. Many of our members did a lot of cocaine; others used only a little, and some never even tried coke. We have members who drank only on occasion, those who casually referred to themselves as drunks, and others who were full-blown alcoholics. Lots of us used a wide variety of mind-altering substances. Whether we focused on a specific substance or used whatever we could get our hands on, we had one thing in common: eventually we all reached a point where we could not stop.

According to C.A.’s Third Tradition, the only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. ***Whatever you may have been using, if it led you to this meeting, you’re probably in the right place.*** Over time, virtually every single one of us has realized that our real problem is not cocaine or any specific drug; it is the disease of addiction.

It can be tempting to focus on our differences rather than our similarities, but this can blind us to potential sources of support in our recovery. As we hear other members’ stories, the most important question to ask ourselves is not, “Would I have partied with these people?” but rather, “Do these people have a solution that can help me stay sober?” We encourage you to stick around and listen with an open mind.

With its all-inclusive Third Tradition and First Step, Cocaine Anonymous welcomes anyone with a drug or alcohol problem and offers a solution. C.A.’s Twelve Steps are not drug-specific, and Cocaine Anonymous is not a drug-specific Fellowship. It doesn’t matter to us if you drank or what type of drugs you used; if you have a desire to stop, you are welcome here!



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ALCOHOL

Alcohol is a mind-altering substance in liquid form. Many people don't realize it is no different from cocaine or other drugs in its ability to lead to addiction. One drink is never enough, just as one hit, fix, pill or snort is never enough. We are masters at combining and substituting one drug for another to get high. Many of us never felt that alcohol was part of our problem.



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THE PROMISES

If we are painstaking about this phase of our development, we will be amazed before we are half way through. We are going to know a new freedom and a new happiness. We will not regret the past nor wish to shut the door on it. We will comprehend the word serenity and we will know peace. No matter how far down the scale we have gone, we will see how our experience can benefit others. That feeling of uselessness and self-pity will disappear. We will lose interest in selfish things and gain interest in our fellows. Self-seeking will slip away. Our whole attitude and outlook upon life will change. Fear of people and of economic insecurity will leave us. We will intuitively know how to handle situations which used to baffle us. We will suddenly realize that God is doing for us what we could not do for ourselves.

Are these extravagant promises? We think not. They are being fulfilled among us—sometimes quickly, sometimes slowly. They will always materialize if we work for them.



“We’re Here and We’re Free”™

C.A. World Service Conference-Approved Literature

Cocaine Anonymous World Services, Inc.

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A VISION FOR YOU

Our book is meant to be suggestive only. We realize we know only a little. God will constantly disclose more to you and to us. Ask Him in your morning meditation what you can do each day for the man who is still sick. The answers will come, if your own house is in order. But obviously you cannot transmit something you haven't got. See to it that your relationship with Him is right, and great events will come to pass for you and countless others. This is the Great Fact for us.

Abandon yourself to God as you understand God. Admit your faults to Him and to your fellows. Clear away the wreckage of your past. Give freely of what you find and join us. We shall be with you in the Fellowship of the Spirit, and you will surely meet some of us as you trudge the Road of Happy Destiny.

May God bless you and keep you—until then.



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REACHING OUT

I made it into this program because someone else worked their Twelfth Step on me. Someone passed it on to me. Someone was out there after they got clean and sober, caring about others. I need to never, ever forget that. Had they simply gone on with their lives and forgotten about people like me who were still out there using and suffering, I wouldn't be here today. My gratitude begins with that fact. It is with that gratitude in mind that I reach out to others, especially the newcomers. I need to have them in my life. That is where my spirituality begins.

For me, spirituality comes from caring about others. I have found that the more I focus on improving the quality of the lives of others, the less I am into myself and my will. I feel a freedom and peace from within. The gifts I am beginning to receive in my life are greater than I could have ever imagined.

Something else I have done is that I have forgiven myself. I have forgiven myself for being an addict. I have forgiven myself for all the damage I did to my life, to my physical health, and to my career and finances. But most of all, I have forgiven myself for all of the horrible, negative and unloving things I have felt about myself. It was not until I offered and accepted my own forgiveness, that I was truly able to grow in my sobriety.



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UNITY

Unity is a common bond that transcends all differences. We've discovered no matter how different our circumstances or the paths that brought us here, we all suffer from the same disease: addiction.

We admitted our lack of power and accepted that we could not recover alone. The strength and direction of our recovery is found in our unity.

We are people who might never have mixed. Addiction and recovery are the threads that bind us. We relate to such feelings as grandiosity, insecurity, jealousy, and false pride and are reminded we are all alike. By sharing our experience with other addicts and working the Twelve Steps of C.A., we come to know humility, security, acceptance, and self-worth.

Through applying the Twelve Steps and the Twelve Traditions, we grow in love, tolerance, and respect for each other. This spiritual growth allows us to rise above prejudice, regardless of religion, ethnicity, economic status, age, gender, or sexual orientation, to carry the C.A. message. Though we are different, we are the same. Regardless of the author, we share the same story.

Recovery is possible—together.

Unity preserves our C.A. Fellowship.

Unity preserves our legacy of Hope, Faith, and Courage.

Unity preserves our personal recovery, our reunited families, and our rediscovered dreams.

Simple steps toward unity include:

- Carrying the C.A. message;
- Encouraging the practice of love and tolerance of others;
- Sponsoring workshops, activities, and functions that promote unity;
- Enhancing communication among members by emphasizing principles before personalities;
- Encouraging participation in service by all members;
- Encouraging greeters to welcome newcomers at all levels;
- Encouraging group inventories.



"We're Here and We're Free"™

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ROBERT'S RULES OF ORDER OVERVIEW

The WSM contains a brief summary of parliamentary procedure drawn largely from Robert's Rules of Order, which was prepared for use at the WSC and minimally edited for inclusion with the WSCA District 3 Guidelines (see Appendix L). Below is a brief overview of Robert's Rules and typical District 3 business meeting practices.

1. How do we keep the business meeting orderly?
 - a. Raise your hand to be recognized.
 - b. Chair keeps a list; once acknowledged by Chair, lower your hand.
 - c. Respect others by listening with an open mind and not talking over each other.
 - d. Understand that some people need more discussion/information than others.
 - e. You never know who might say something that makes all the difference.
2. What happens when a motion is made?
 - a. Maker must be recognized to speak by Chair.
 - b. Motion must be seconded; if not, there is no motion.
 - c. Once motion is seconded, Chair restates it ("A motion has been made and seconded that...").
 - d. Once motion has been made and seconded, it belongs to the body of the business meeting and may not be amended or withdrawn without approval of the body—nor may the Chair close debate at will.
 - e. Once motion is seconded, if it is debatable (see Table of Motions, Appendix M), Chair gives maker first option to speak in favor, then asks if there is any further discussion.
 - f. Begin your debate by saying whether you're in favor or opposed ("I'm in favor of/opposed to this motion because _____").
 - g. Each person wishing to speak should have the opportunity to do so before anyone speaks twice (which is why Chair should keep a list).
3. Friendly amendments:
 - a. Offered instead of debate.
 - b. If maker of motion accepts, Chair asks if there is any objection from the floor.
 - c. If there is no objection, motion is amended.
 - d. If there is an objection, motion stands as originally made.
 - e. If person offering friendly amendment feels strongly enough, they may make a motion to amend.
4. What about calling for the vote?
 - a. This is a motion to close debate (essentially, a vote on whether to vote).
 - b. Requires a second, is not debatable, and requires 2/3 majority to pass.
 - c. Chair should rule out of order if no one else on list to debate (to save time).
 - d. First vote on motion to close debate; if it passes, then vote on main motion.
5. The voting process:
 - a. Motion should be restated by Chair (or Secretary, at Chair's request) immediately prior to vote.
 - b. Chair asks for those in favor to raise their hands, then those opposed.

- c. Threshold for approval (whether 2/3 or majority) is based on votes cast, not votes in the room.
 - d. Standard procedure does not require asking for abstentions.
6. What about the minority opinion (5th Concept)?
- a. If someone who did not vote w/the prevailing side feels strongly about the motion, they may ask to state a minority opinion (or 5th Concept statement).
 - b. Chair does not need to stop and ask for minority opinions every time, but needs to respect a member's desire to make one.
 - c. Should not be abused.
7. Types of motions (see Table of Motions, Appendix M):
- a. To suspend the rules (such as to entertain a motion to extend the time)—not debatable; if seconded, vote immediately; if it passes, then main motion is made.
 - b. To reconsider—must be made and seconded by members voting with prevailing side; debate is limited to why motion should be reconsidered, not the underlying motion itself; simple majority to pass.
 - c. To rescind—must be used if motion passed during a previous day or if maker did not vote with prevailing side; debate can go into merits of underlying motion; requires 2/3 majority (if at least 1 day's notice is given, simple majority).
 - d. To table—not debatable; simple majority to pass.
8. When may I speak without being recognized by the Chair? (see Table in Appendix M)
- a. Point of order.
 - b. Parliamentary inquiry.
 - c. Objection to consideration.
 - d. Challenge the Chair.
 - e. Motion to reconsider.

WSC PARLIAMENTARY PROCEDURE GUIDELINES

(Adapted from Robert's Rules of Order)

The purpose of parliamentary procedure is “. . .to permit a majority to accomplish its ultimate purpose within a reasonable period of time but only after allowing the minority reasonable opportunity to express its views on the question at issue.” - Lehr Fess, Former Parliamentarian, U.S. House of Representatives

This brief summary of parliamentary procedure, drawn largely from Robert's Rules of Order, was prepared for use at the World Service Conference [and minimally edited for inclusion with the WSCA District 3 Guidelines]. The Conference believes that it may also be of use to Areas and Districts. Please use it in the spirit that it is intended; to aid in the orderly conduct of business meetings. It does not replace or take precedence over a charter, bylaws, standing rules, or the principles upon which the traditions, the steps and the Twelve Concepts for Service are based.

A potential exists for one or more people to use parliamentary procedure to control and/or otherwise manipulate a group away from its intention. Scrupulous and incessant attention to principle is the only way to prevent these guidelines for business meetings from being used to circumvent or unjustly influence the Group Conscience.

RECOGNITION

A member desiring to speak or make a motion shall raise their hand until recognized by the Chairperson. For motions not requiring recognition, the member must stand and speak, interrupting the current speaker. The ONLY motions where this is in order are:

1. The Motion to Reconsider;
2. Objection to Consideration;
3. Appeal from Decision,
4. To Rise to a Point of Order; and
5. Parliamentary Inquiry.

MAIN MOTIONS

A Main Motion is any motion that brings business before the Conference. Main Motions must be seconded, are debatable and require a majority vote for adoption. Main Motions should be simply worded and not include arguments for their adoption. Complicated or long motions may be divided by a Motion to Divide so that portions of the Main Motion may be debated and voted upon separately.

FRIENDLY AMENDMENT

The offering and acceptance of “friendly” amendments is a regular practice on the Conference floor. Speakers are permitted to suggest changes to the wording, grammar, punctuation or minor changes in the content of Main Motions As practiced by the Conference, if accepted by the maker of the Main Motion and there are no objections from the floor, the changes are added to the Main Motion without a separate vote. If there is an objection, a Motion to Amend may be made.

AMEND

Main Motions and the Motions to Limit Debate and Refer to Committee may be amended. Motions to Amend must be seconded, are debatable and require a majority vote for their adoption. Amendments to amendments are permitted but an amendment to an amendment may not be amended.

LAY ON THE TABLE

A motion tabled may not be taken from the table the same day. “Tabling” therefore has the effect of postponing action on the motion in question. The Motion to Table requires a second, but is not debatable. It requires a majority vote to Table.

REFER TO COMMITTEE

Motions may require the attention of a standing committee (which always exists) or an ad hoc committee (created for a special purpose). The Motion to Refer must be seconded, is debatable and requires a majority to adopt. A motion “referred to committee” may be renewed on the floor after review by the committee.

CLOSE (OR LIMIT) DEBATE

Otherwise known as “Calling the Question,” the motion to Close Debate and vote immediately on the Main Question requires a second, is not debatable and requires a 2/3rds majority to pass. The Motion to Limit Debate to, for example, 20 minutes, applies only to the Main Motion being considered and requires a 2/3rds majority.

WITHDRAW THE CURRENT MOTION

A member making a motion may decide, after it has been seconded that they wish to withdraw the motion. The Chairperson will ask for objections. If there are any, the Chair will call for a vote on whether to allow the motion to be withdrawn. The Withdraw Motion is not debatable and requires a majority of those voting for adoption.

RECONSIDER

A Motion to Reconsider a previous vote, if successful, returns the previous motion to the floor as if no vote had ever been taken, and debate begins anew. The motion to Reconsider may only be made and seconded by members who voted with the prevailing side. The Motion to Reconsider must be made in the same day as the motion being reconsidered. It is debatable, if the motion to which it applies was debatable. Adoption of a motion to Reconsider requires a simple majority vote. No motion may be twice reconsidered.

RESCIND (PASSED MOTION)

The Motion to Rescind, unlike the Motion to Reconsider, overturns the passage of the previous motion. If the Motion to Rescind succeeds, the affected motion (which previously passed) now fails. Any member may make or second a Motion to Rescind, and it may apply to any motion passed at any time during the Conference. It requires a second and is debatable. It requires a 2/3 vote, to pass unless at least one day's notice is given of the attempt to rescind. If previous notice is given, only a simple majority is required to adopt.

SUSPEND THE RULES

This Motion must be qualified by stating why the rules should be suspended, i.e. to consider a motion out of order of the agenda or accepted procedure. Suspending the rules may not be used to bypass the charter or bylaws, but may be used to suspend the effect of standing rules or previous motions only when passed by a 2/3rds majority. "Simple" suspensions, which are used to consider a motion out of its order in the agenda, require a simple majority. Neither motion is debatable; both require a second and are in effect only until the reason for suspension is resolved.

EXAMPLE: I move we suspend the rules to elect a new Conference Committee Chairperson before taking action on the Conference Committee's recommendations. (Requires simple majority)

EXAMPLE: I move we suspend Standing Rule #11 to allow a motion to be displayed using an overhead projector. (Requires 2/3 majority)

OBJECTION TO CONSIDERATION

Occasionally, a ridiculous, offensive or repugnant motion is made by an obstreperous member to insult or otherwise waste the Conference's time. A member may rise without being recognized, saying, and "Madame /Mr. Chairperson, I object to the consideration of this motion." This motion requires no second and is not debatable. The Chairperson must immediately call for a vote. If more than one third vote for the consideration of the motion, the objection is overruled.

APPEAL FROM DECISION

Any decision by the Chairperson (or Parliamentarian) may be appealed. The appeal is debatable only if the challenged decision refers to a debatable motion. The appeal requires a second and a majority vote reverses the decision of the Chair. All appeals must be made immediately after the decision in question.

REQUESTS AND INQUIRIES

1. Parliamentary Inquiry- A member who has a question regarding parliamentary procedures, rules of order, and items in the World Service Manual or parliamentary strategies may make a parliamentary inquiry of the chair. Without being recognized by the chair, a member may rise saying, "Madame/Mr. Chairperson, I have a parliamentary inquiry." The question must be related to the business at hand and asks for the opinion of the chair. It is not a ruling of the chair and cannot be appealed. If a motion is made despite the chair's opinion, and the chair then rules the motion out of order, that ruling may be appealed.
2. Point of Order- A member who feels that the parliamentary procedure is out of order may rise saying "Madame/Mr. Chairperson, I rise to a point of order!". When the chairperson asks for his/her point, (s)he states where a motion is out of order, where a parliamentary procedure is incorrect, where a proposed motion violates the charter, a previously enacted bylaw, a standing rule or a motion. The Chairperson immediately rules on the validity of the point, subject only to appeals.
3. Point of Information- A "Point of Information" is a request for information about a motion or the suspected impact of a motion being considered.

MOTION TO ADJOURN (RECESS)

The Motion to Adjourn is debatable only when there are no other motions before the Conference. It is in order only when the time for the next meeting has been determined. To adjourn for a short period (Recess), the motion to Recess may be made. The duration of the Recess is required in the motion. It is advisable that the reason for the Recess be stated.

EXAMPLE: I move we recess until 1 PM for lunch.

EXAMPLE: I move we recess for 15 minutes to get coffee.

RULES FOR VOTES ON MOTIONS

QUORUM

A quorum shall be defined to be 2/3 of the Conference votes present at Roll Call for that particular Conference Session. The membership of the Conference shall be determined by a call of the roll at the first regularly scheduled session of each Conference day. It is the Chairperson's responsibility to verify that a quorum is present whenever there is a vote on any motion. A member doubtful of the quorum may rise to a Point of Order by saying, "I question the quorum" or "I challenge the quorum." Rules and precedence are the same as for Rise to a Point of Order. NOTE: A quorum is not necessary for discussion, debate, or committee reports.

PASS/FAIL

A simple majority is defined to be 50 % plus 1 of votes cast excluding abstentions. Most motions require only a simple majority. The following motions require a 2/3rds margin:

- Motion to Close (or Limit) Debate
- Motion to Suspend the Rules (Charter or Bylaws)
- Motion to Object to the Consideration

Determination of whether a motion passes or fails shall be as follows:

- If AYES > NAYS then Motion passes.
- If AYES < NAYS then Motion fails.
- If AYES = NAYS then Chairperson casts deciding vote.

METHODS

Voting shall be by one of five methods

1. Voice: If the Chairperson or a member is in doubt of the outcome, either may call "Division" of the House. The Chairperson will then call for show of Hands.
2. Hands: The Chairperson makes a visual inspection of hands raised for and against and declares the result. Questionable results will be counted.
3. Count: The Chairperson shall appoint two assistants to help count the votes. When all three counters agree, the outcome will be announced.
4. Secret: Rarely used, but the Chairperson may call for a ballot where the anonymity of votes is considered important.
5. Electronic: To be used at the discretion of the Chairperson

The Chairperson decides which method of voting will best serve the interests of the Conference, except when a Division of the House is called.

TABLE OF MOTIONS

| Motions (In Order by Precedence) | Requires a Second? | Does Mover Need to be Recognized? | Is Motion Debatable? | Voting % Required to Pass | NOTES/applies to motions: |
|--|-----------------------|---|-------------------------|---------------------------------|--|
| To Adjourn (Close Meeting) or Recess | Yes | Yes | No | Majority | None |
| Point of Order or Parliamentary Inquiry | No | No | No | — | Any motion, act, or decision |
| To Appeal from a Decision (Challenge the Chair) | Yes | No | Yes | Majority | Any decision by Chair (or Parliamentarian) |
| To Suspend the Rules | Yes | Yes | No | 2/3 | Must qualify by stating why rules should be suspended; simple suspension (to consider a motion out of its order on the agenda) requires majority only |
| To Withdraw a Motion | Yes | Yes | No | Majority | Any motion |
| To Object to Consideration (RARE) | No | No | No | 2/3 | Main motion |
| To Table | Yes | Yes | No | Majority | Main motion, appeals, reconsideration |
| To Close Debate (Call for the Vote) or Limit Debate | Yes | Yes | No | 2/3 | Any debatable Motion |
| To Refer to Committee | Yes | Yes | Yes | Majority | Main motion |
| To Amend (generally offer friendly amendment 1st; move to amend if rejection/objection) | Yes | Yes | Yes | Majority | Main motion, limit debate, refer |
| MAIN MOTION | Yes | Yes | Yes | Majority | No other motions |
| To Reconsider (previous vote or motion – including motions which failed) | Yes | No | Yes | Majority | Any except adjourn, table, suspend rules. Must be made and seconded same day by members who voted with prevailing side. Debate limited to why motion should be reconsidered, not underlying motion itself. |
| To Rescind (previously passed motions) | Yes | Yes | Yes | 2/3** | Must be used if motion passed during a previous day or if maker did not vote w/prevailing side. **If at least 1 day's notice is given, only a simple majority is required. |

TABLE OF MOTIONS