

Washington State Cocaine Anonymous Guidelines 2009



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A DEFINITION OF “COCAINE ANONYMOUS”

Cocaine Anonymous is a fellowship of recovering addicts throughout the World. The following definition of “Cocaine Anonymous” is found in our Fellowship’s literature and is often read at meetings of C.A.:

“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.”

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THE TWELVE STEPS OF COCAINE ANONYMOUS

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.

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

THE TWELVE TRADITIONS OF COCAINE ANONYMOUS

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 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 or 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.

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

THE TWELVE CONCEPTS

1. The first responsibility and the ultimate authority of 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 carefully be 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 recognized 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 recognized 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 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 the 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 and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Concepts does not mean that AA is affiliated with the program. AA is a program of recovery from alcoholism. Use of the Concepts in connection with program and activities, which are patterned after AA but which address other problems, does not imply otherwise.

THE IMPORTANCE OF “ANONYMITY”

Traditionally, C.A. members have always taken care to preserve their anonymity at the public level: press, radio, television and films. We know from experience that many people with drug problems might hesitate to turn to C.A. for help if they thought their problems might be discussed publicly, even inadvertently, by others. Newcomers should be able to seek help with complete assurance that their identities will not be disclosed to anyone outside the Fellowship.

We believe that the concept of personal anonymity has a spiritual significance for us: it discourages the drives for personal recognition, power, prestige, or profit that have caused difficulties in some societies. Much of our relative effectiveness in working with addicts might be impaired if we sought or accepted public recognition.

While each member of C.A. is free to make his or her own interpretation of C.A. Tradition, no individual is ever recognized as a spokesperson for the Fellowship locally, nationally or internationally. Each member speaks only for themselves.

Cocaine Anonymous is grateful to all media for their assistance in strengthening and observing the Tradition of anonymity. Periodically, the C.A. World Service Office sends to all major media a letter describing the Traditions and asking their support in observing it.

A C.A. member may, for various reasons, “break anonymity” deliberately at the public level. Since that is a matter of individual choice and conscience, the Fellowship as a whole has no control over such deviations from Tradition. It is clear, however, that they do not have the approval of the group conscience of C.A. members.

THE STRUCTURE OF COCAINE ANONYMOUS

Cocaine Anonymous is not organized in the formal or political sense. There are no governing officers, no rules or regulations, no dues or fees.

However, the need for services to addicts throughout the world is very important to the Fellowship. Inquiries from both within and outside the Fellowship have to be answered. Literature has to be written, printed and distributed, and request for help be followed up.

The main service body of the fellowship is C.A. World Services, which is centered at the World Service Office in Los Angeles, California, where employees and service volunteers maintain communications with local Groups and with persons outside the Fellowship who turn to C.A. for information on the program of recovery. C.A. Conference-approved literature and chips are prepared, published and distributed through this office.

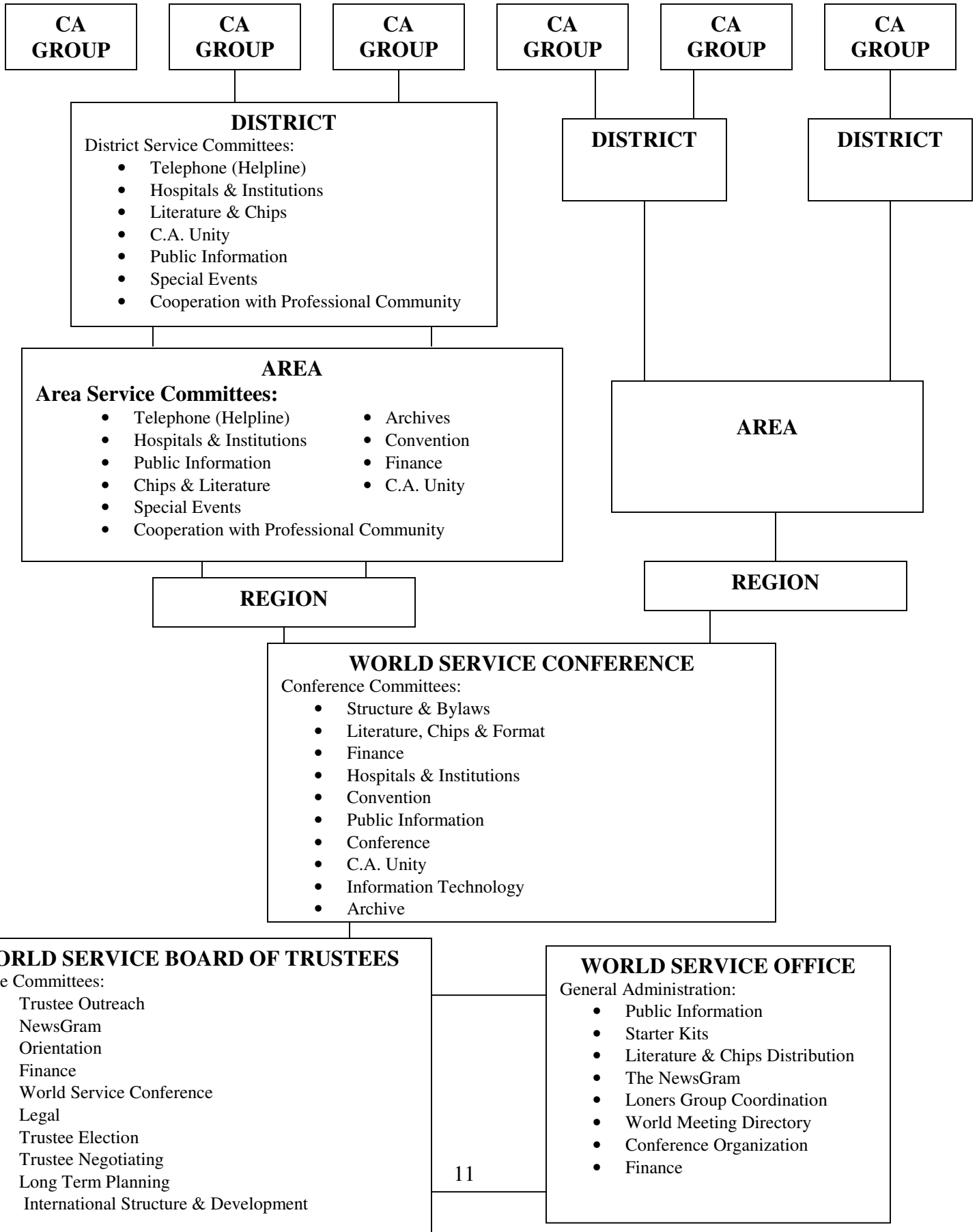
The World Service Office is responsible to the World Service Board of Trustees.

The C.A. World Service Conference, consisting of Delegates from C.A. Areas throughout the Fellowship, Trustees of C.A. World Services, and World Service Office Directors and staff members, meet annually, and provide a link between the Groups with the Fellowship and the Trustees who serve as custodians of C.A. Traditions and interpreters of policies affecting the Fellowship as a whole.

Formal organization is kept to a minimum at the local Group level. The Group may have a limited number of "officers" whose responsibilities include, but are not limited to, arranging meetings, providing refreshments, handling the Group's budget, and maintaining contact with the local service organization.

The principal of consistent rotation of responsibility is followed by all C.A. service positions. Positions in the local Group are rotated according to a vote of the Group. Representatives to the local service organization are voted on at the Group level according to a schedule defined by each Group. Officers of the local service organization are elected based on the group conscience of that organization.

SERVICE STRUCTURE OF COCAINE ANONYMOUS (CHART)



DISTRICT

District Service Committees:

- Telephone (Helpline)
- Hospitals & Institutions
- Literature & Chips
- C.A. Unity
- Public Information
- Special Events
- Cooperation with Professional Community

AREA

Area Service Committees:

- Telephone (Helpline)
- Hospitals & Institutions
- Public Information
- Chips & Literature
- Special Events
- Cooperation with Professional Community
- Archives
- Convention
- Finance
- C.A. Unity

World Service Conference

Conference Committees:

- Structure & Bylaws
- Literature, Chips & Format
- Finance
- Hospitals & Institutions
- Convention
- Public Information
- Conference
- C.A. Unity
- Information Technology
- Archive

World Service Board of Trustees

Trustee Committees:

- Trustee Outreach
- NewsGram
- Orientation
- Finance
- World Service Conference
- Legal
- Trustee Election
- Trustee Negotiating
- Long Term Planning
- International Structure & Development

World Service Office

General Administration:

- Public Information
- Starter Kits
- Literature & Chips Distribution
- The NewsGram
- Loners Group Coordination
- World Meeting Directory
- Conference Organization
- Finance

STATEMENT OF POLICY

Who may use the name “COCAINE ANONYMOUS,” the block letters “C.A.,” the official COCAINE ANONYMOUS LOGO* (hereinafter “logo”), future variations of the logo, the book title “HOPE, FAITH & COURAGE: STORIES FROM THE FELLOWSHIP OF COCAINE ANONYMOUS,” and the motto “WE’RE HERE AND WE’RE FREE”:

- A. A Cocaine Anonymous “Group” as defined herein, for its function of organizing and operating a regularly scheduled C.A. meeting. A C.A. Group may not use the name, letters or logo for any other purpose (including without limitation, dances, conventions, memorabilia, or fund raising events) without the prior written consent of its Area/District Chairperson after a vote taken by the Area/District Service Committee.
- B. A Cocaine Anonymous “District,” “Area,” or “Region.”
- C. Cocaine Anonymous World Service Office, Inc. (a California corporation) and Cocaine Anonymous World Services, Inc. (a California corporation).

No other individual or entity may use the name “COCAINE ANONYMOUS”, the block letters “C.A.,” the official COCAINE ANONYMOUS LOGO (hereinafter “logo”), future variations of the logo, the book title “HOPE, FAITH & COURAGE: STORIES FROM THE FELLOWSHIP OF COCAINE ANONYMOUS, and/or the motto “WE’RE HERE AND WE’RE FREE” without the written permission of the Cocaine Anonymous World Service Board of Trustees.*

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 in the Appendix, the books “ALCOHOLICS ANONYMOUS,” “TWELVE STEPS AND TWELVE TRADITIONS,” and “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 CA logo as described above.

The Cocaine Anonymous logo must be used in its entirety as shown below. The official logo includes the inner circle of the logo that contains the artistic text “CA,” the outer circle which contains the text “HOPE FAITH COURAGE” and the registered trademark symbol. No other text or design element may touch, overlap or show through behind the logo other than a solid color. The block letters “C.A.” may only be used alone when they bear no resemblance to the inner circle of the official logo.



GENERAL GUIDELINES

1. It is suggested that standing committees maintain and update their internal guidelines at the beginning of each year (January) and should provide Area or District (whichever is applicable) a copy of the updated guidelines by February of the same year.
2. All standing committees with a budget should submit a copy of the committees projected budget to the treasurer and the chair of Area in the month of December.
3. It is suggested that Area sub-committees donate one shirt type item with event logo to archive for preservation. If available, one of each item left over from an event to be designated by event committee after event.

FINANCES – GENERAL GUIDELINES

1. Trusted servants elected to handle money should be chosen with care
2. Checking accounts should require two signatures. Those authorized to sign consist of chairperson, vice-chairperson, treasurer, vice-treasurer, secretary, or finance committee chairperson.
3. The functions of collecting cash should be separated from the function of record keeping and audit of records.
4. The treasurer shall report income and expenses on a regular (monthly) basis.
5. Checks should not be pre-signed.
6. Standard accounting procedures should be utilized to record all income and expenses. Areas may consider outside professional accounting or bookkeeping services.
7. A finance/spending committee may be established to monitor and approve expenditures. All non-operating expenditures should be approved by the finance/spending committee.
8. Monies maintained in a general account should be limited to two months operating expenses to curtail embezzlement.
9. Receipts and/or invoices should be maintained for all expenditures.
10. Copies of all invoices and checks shall be maintained.
11. All non-committed funds may be donated to World Service, an Area, or District in accordance with the 70-30 plan.
12. At the group level, it is recommended that two group members be accountable for Group funds.
13. It is recommended that each level of service set up auditing and accounting procedures with appropriate checks and balances.

DEFINITION OF A COCAINE ANONYMOUS “GROUP”

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 C.A. GROUP

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 twelve suggested 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. Its members maintain their personal anonymity at the level of press, radio, television and films.

The importance of the Group, what it constitutes and its functions cannot be stressed enough. Maintenance of our recovery depends on the sharing of our experiences, strength and hope with each other, thus helping us to identify and understand the nature of our disease.

Most addicts in C.A. achieve and sustain their recovery as a result of their participation in the activities of the Group. The Group is the heart of Cocaine Anonymous and it's vital to the new member. It is equally important to those who have achieved recovery as a result of the program. They may continue to participate and receive assistance from the Group.

The Group's total responsibility is perhaps best expressed by the First Tradition:

“Our common welfare should come first; personal recovery depends upon C.A. unity.”

Most meetings follow a more or less set format, although distinctive variations have developed. It is our experience that many meetings begin or end with some form of prayer. While each C.A. group is autonomous, and adopts its own format, C.A. as such never endorses, opposes or affiliates, expressed or implied, with any sect, denomination, politics, organization or institution. A leader describes the C.A. program briefly for the benefit of the newcomers, and then turns the meeting over to a speaker or to participation.

Some time during the meeting, there is usually a period for C.A. related announcements of interest to the meeting. A collection is taken to cover rent, literature and chips, refreshments, contributions to the District, Area and World Service Office as per the 7th Tradition. Many groups hold a business meeting monthly or at other intervals to discuss such items as: group finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc. It is

suggested that records be kept of group business meeting decisions. Each group is autonomous, and the group conscience decides how business meeting may be conducted.

Those attending meetings are reminded that any opinions or interpretations they may hear are solely those of the speaker or participant involved. All members are free to interpret the recovery program in their own terms, but none can speak for the local Group or C.A. as a whole.

MEETING/GROUP TYPES:

OPEN: Attended by C.A. members, their families, friends and other interested people.
CLOSED: Attendance is limited to C.A. members only.

MEETING/GROUP STYLES:

STEP STUDY: Participants study and discuss the Twelve Steps with the Group.
BOOK STUDY: Participants study and discuss with the Group any of these books: Alcoholics Anonymous (the “Big Book”), Twelve Steps and Twelve Traditions (the “12 and 12”), Hope, Faith & Courage Book (I & II) Stories from the Fellowship of Cocaine Anonymous (the C.A. Story Books”); and the A.A. Service Manual, combined with the 12 Concepts For World Services.
PARTICIPATION: Participants discuss their experience, strength and hope with the meeting/group one member at a time.
SPEAKER: One or more C.A. members share their personal experience, strength and hope with the meeting/group at length.
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.

GROUP SERVANTS

“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.”

OUR SECOND TRADITION

CA groups may create such service positions, as they deem necessary to carry on the group functions with such job duties and sobriety requirements, as they feel appropriate. Such positions by way of illustration might include: Chairperson, Vice Chairperson, Literature, Coffeemaker/Hospitality, Greeter, etc. The suggested business positions of groups are:

GROUP SERVICE REPRESENTATIVE (GSR)

Suggested sober time: One year

Term: One year

The GSR position is probably the most important service position for which a member can be elected. Great care should be taken with this choice; the quality of the District/Area Services 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 (50% of the time). They are the ones who will carry the information back to the Group as to what is going on in our Fellowship on a District/ Area level as well as the World level.

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 responsibility to vote mindful of the group conscience. (See Concept 3 *the traditional "Right of Decision"*). A good GSR is familiar with the C.A. World Service Manual and the Twelve Concepts of World Services. If the GSR cannot attend, 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.

The suggested requirements and responsibilities for the office of G.S.R. are as follows:

1. Sees that the Traditions are followed within the Group.
2. Attends all appropriate business meetings.
3. Conducts communication between the Group, District and Area.
4. Reads/reviews communications from the District, Area and World Service.
5. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts For World Service.
6. Be an active member of the Home-group.
7. Keep the Alternate G.S.R. informed, and notify them if they cannot attend the monthly business meetings.

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.

SECRETARY

Suggested sober time: Six Months

Term: One year

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.

The suggested requirements and responsibilities for the office of Secretary are as follows:

1. See that the Traditions are being followed within the Group.
2. Follow the format in accordance with the group conscience.
3. See that the responsibilities of the other Group servants are met.
4. See that Seventh Tradition contributions of the members are collected and that a record is kept of the Group's income and expenses.
5. See that the Group is represented at the District or Area Service Meeting.
6. See that rent for the meeting space is paid and that the Group's monthly contribution is forwarded to the District, Area and/or World Service Office.
7. Keep an accurate, up-to-date record of changes of the group conscience.
8. Keep a record of each officer's election date.
9. Display C.A. literature and schedules.
10. Has a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service.
11. Has the necessary time available to engage in the C.A. activity required of this position.

GROUP TREASURER

Suggested sober time: One Year

Suggested prior service time: Six Months

Term: One Year

The suggested requirements and responsibilities for the office of Treasurer are as follows:

1. Keeps an accurate bookkeeping system.
2. When applicable, maintains Group bank account(s) with checks requiring two signatures.
3. Gives financial reports to the Group regularly.
4. Pays all Group expenses.
5. Passes on contributions to the District/Area and/or the World Service Office.
6. Has a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service.
7. Has the necessary time available to engage in the C.A. activity required of this position.

DESCRIPTION OF A DISTRICT AND DISTRICT SERVICE COMMITTEE

PREFACE

The primary level of organization of Cocaine Anonymous consists of the individual meetings/Groups.

THE DISTRICT

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. It is suggested that ten (10) or more groups comprise a District and that each ten (10) groups elect a District Service Representative to sit on the Area Service Committee. When districting or re-districting, approval of the groups within each current or proposed District is essential. The proposed districting or re-districting should be approved by the Area Service Committee. As the number of groups within a District increases, the District should either split into two Districts or elect more District Service Representatives from such groups to the Area Service Committee.

A DISTRICT SERVICE COMMITTEE (DSC) is a group made up of the Group Service Representatives from the individual groups in the District, the District Service Representatives and the DSC officers. The DSC meets on a monthly basis to handle the business needs of the District. The DSC may create committees to service such needs as Telephone (Helpline), Public Information, CPC (Cooperation with the Professional Community), Hospitals and Institutions, Literature and Chips, and Special Events.

The 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 District Service Committee. The active participation of each GSR is essential for a successful DSC.

Whatever endeavor or extracurricular activity is taken on by the District, they 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.

OFFICERS OF THE DSC

The District should elect officers yearly, which include:

- a. Chairperson
- b. Vice Chairperson
- c. Secretary
- d. Treasurer
- e. District Service Representatives — one for every ten (10) groups in the District, elected by the groups' GSR
- f. Alternate DSR (optional)
- g. Chairpersons of District Service Standing Committees (optional) — elected by the respective standing committees and approved by the DSC

There should be one Group Service Representative (GSR) elected from each group. The DSC officers should be elected from among the active GSR. Upon election, the DSC officers shall no longer serve as GSR. Those groups, which they represented, must elect 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.

DISTRICT SERVICE OFFICERS DUTIES AND QUALIFICATIONS

CHAIRPERSON

- a. Two years continuous sobriety.
- b. One year commitment.
- c. Six months of active service in C.A.
- d. Arranges agenda.
- e. Presides over monthly meetings.
- f. Only votes in case of a tie.
- g. Assumes the responsibilities of coordinating all activities within the District.
- h. Encourages trusted servants to chair various committees.
- i. Has a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of World Service.
- j. Has the necessary time available to engage in the C.A. service activity required of this position.

VICE CHAIRPERSON

- a. One year continuous sobriety.
- b. One year commitment.
- c. Six months of active service in C.A.
- d. Coordinates all committee functions.
- e. In absence of Chairperson, performs the duties of Chairperson.
- f. Has a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service.
- g. Has the necessary time available to engage in the C.A. service activity required of this position.

SECRETARY

- a. One year continuous sobriety.
- b. One year commitment.
- c. Six months of active service in C.A.
- d. Keeps accurate minutes of each meeting.
- e. Handles correspondence and maintains business records of the District.
- f. Has a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service.
- g. Has the necessary time available to engage in the C.A. service activity required of this position.

TREASURER

- a. Two years continuous sobriety.
- b. One year commitment.
- c. One year of active service in C.A.
- d. Gainfully employed.
- e. Receives and deposits contributions from meetings and special events.
- f. Keeps an accurate bookkeeping system.
- g. Maintains and regularly balances bank account(s) with checks requiring two (2) signatures.
- h. Gives monthly financial report.
- I. Timely filings with regulatory agencies (e.g. state and local taxes, nonprofit corporation forms).
- j. Pays all expenses.
- k. Passes on contributions to the Area and World Service.
- l. Has a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service.
- m. Has the necessary time to available to engage in the C.A. service activity required of this position.

DISTRICT SERVICE REPRESENTATIVE

- a. Two years continuous sobriety.
- b. One year commitment.
- c. Six months of active service in C.A. including prior service as a Group Service Representative (GSR).
- d. Represents a District in the Area Service Committee.
- e. Provides communication between the District and the Area.
- f. Communicates with other District Service Committee members.
- g. Keeps GSR informed about WSC activities.
- h. Acquaints GSR with the C.A. World Service Manual, the Twelve Concepts for World Service, and all other WSC-approved service materials.
- I. Attends all Area and District Service Committee meetings.
- j. Communicates to groups the responsibilities and importance of general service work.
- k. Has a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service.
- l. Has the necessary time available to engage in the C.A. service activity required of this position.
- m. Takes District group conscience to Area meetings.
- n. Communicates Area concerns, decision, etc to Area Delegates

ALTERNATE DISTRICT SERVICE REPRESENTATIVE

Some Districts find it appropriate to elect an Alternate DSR. The Alternate should possess the same qualifications as the DSR.

DESCRIPTION OF AN AREA AND AREA SERVICE COMMITTEE

THE AREA

An Area is usually a geographic unit with defined boundaries. The Conference may also recognize Areas whose boundaries do not fit a geographic description. The primary function of an Area is to serve the common needs of its District(s) and Group(s) and to facilitate unification of the Fellowship. A World Service Delegate comes from an Area.

As new Areas are created or if an established area changes its boundary definition, a "Petition to Become an Area" form must be submitted, and the creation or change must be recognized by the WSC. An area that desires to change its name only (without altering its existing boundaries), must first submit a "Petition to Change Area Name" form. The change must be recognized by the WSC. Any group or District seeking to change Areas must complete a "Petition for a District or Group to Change Areas" form, and the change must be recognized by the WSC. It is suggested that a copy of the Area/District minutes, showing separation has been addressed, be attached to any petition, when possible. For information on petition forms please contact a trustee or the WSO. These petitions may also be obtained online at ca.org.

The Area serves the Fellowship by distributing chips and literature, handling financial contributions of the Fellowship for that Area, and communicating with the C.A. World Service Office. The primary function of the Area is to serve the common needs of its District Members and to facilitate unification. The Area Service Committee should establish a permanent mailing address and bank account. If need arises, the Area should establish an Area Central Office. The Area should also stay in contact with the C.A. World Service Office for purposes of registering/updating its meeting information in the World Directory and communicating information regarding Area functions such as Service Conferences, Conventions, and other special events to promote and ensure unity within the C.A. Fellowship as a whole.

AREA FUNCTIONS

1. The Area Service Committee is entrusted with local Fellowship Incorporation.
2. Coordinates Area telephone services.
3. Distributes and/or sells literature and chips (*as needed*).
4. Standing Committees include:
 - a. Activities
 - b. Archives
 - b. Convention
 - c. Chips and Literature
 - d. Fund Raising
 - e. Internet
 - f. Public Information
 - g. Schedules
 - h. Structure and Bylaws
 - i. Unity
5. Maintains and updates a list of all Area meetings.
6. Maintains ongoing communications with the Districts.
7. Maintains ongoing communication with the World Service Office and WSC.
8. Publishes newsletter.
9. Publishes and distributes Area Meeting Schedules.
10. Elects Delegates to the World Service Conference.

11. Holds Assemblies and/or monthly Service Meetings.
12. Sponsors service days and workshops.
13. Sponsors Area Conventions.
14. Establishes and administers a Central Office, if appropriate.
15. Maintains a bank account.
16. Maintains website.

AREA MEETINGS

Areas may hold two different types of Area Service Meetings:

1. Monthly Area Service Committee Meetings: These are administrative in nature where reports on day-to-day activities and issues are received, reviewed, and if appropriate, acted upon.
2. These types of meetings may be held for these activities:
 - a. Election of WSC Delegates and Area Officers.
 - b. Treasurer's report.
 - c. Local Convention report.
 - d. WSC Delegate report.
 - e. Central Office report, if applicable.
 - f. Old business/new business.
 - g. Decision of major importance.
 - h. Elections held in December

VOTING MEMBERS

Area Officers, Committee Chairpersons, District Service Representatives, Group Service Representatives and Alternate GSRs, WSC Delegates, Advisory Board/Steering Committee members. One vote per position held with a maximum of 2 votes per person.

VOTING PROCEDURES

The Area committee will follow Roberts Rules of Order for voting. The Chairperson only votes in case of a tie.

AREA EXPENSES (may include):

- Costs for rent and coffee for service meetings;
- Chips and literature (as needed);
- Telephone;
- Standing Committees (e.g., costs of mailing, copying, etc.);
- Insurance;
- Legal fees, accountant fees (as needed);
- Postage and supplies;
- Delegate expenses to WSC and Regional Assembly
- Bank charges.

AREA SERVICE COMMITTEE OFFICERS

Chairperson
Vice Chairperson
Secretary
Treasurer

AREA SERVICE COMMITTEE OFFICERS DUTIES & QUALIFICATIONS

CHAIRPERSON

- a. Two years continuous sobriety.
- b. One-year commitment.
- c. One year of active service in C.A.
- d. Presides over monthly/quarterly meetings and arranges agenda.
- e. Assumes responsibilities of coordinating all activities within the Area.
- f. Encourages trusted servants to Chair various Standing Committees.
- g. Keeps a written record of the date each Delegate/Alternate was elected and when his or her term expires.
- h. Only votes in case of a tie.
- i. Has a working knowledge of the Twelve Steps, Twelve Traditions, the Twelve Concepts for World Service, and Roberts Rules of Order.
- j. Has the necessary time available to engage in the C.A. service activity required of this position.

VICE CHAIRPERSON

- a. One year continuous sobriety.
- b. Two year commitment.
- c. Six months of active service in C.A.
- d. In absence of Chairperson performs those duties of Chairperson.
- e. Chairperson of one Standing Committee.
- f. Coordinates general Committee activities.
- g. Has a working knowledge of the Twelve Steps, Twelve Traditions, the Twelve Concepts for World Service and Roberts Rules of Order.
- h. Has the necessary time available to engage in the C.A. service activity required of this position.

SECRETARY

- a. One year continuous sobriety.
- b. One year commitment.
- c. Six months of active service in C.A.
- d. Keeps accurate minutes of each meeting.
- e. General communications throughout the Area.
- f. Has a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts for World Service
- g. Has the necessary time available to engage in the C.A. service activity required of this position.

TREASURER

- a. Two years continuous sobriety.
- b. One-year commitment.
- c. One year of active service in C.A.
- d. Gainfully employed.
- e. Receives and deposits contributions from meetings and special events.

- f. Keeps an accurate bookkeeping system.
- g. Maintains and regularly balances bank account(s) with checks requiring two (2) signatures.
- h. Gives monthly financial report.
- i. Timely filings with regulatory agencies (e.g. state and local taxes, nonprofit corporation forms).
- j. Pays all expenses.
- k. Passes on contributions to World Service.
- l. Has a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts for World Service.
- m. Has the necessary time available to engage in the C.A. service activity required of this position.

VICE TREASURER

The purpose and responsibility of the Vice Treasurer is to assist the Treasurer and to assume the responsibilities of the Treasurer when necessary. Suggested requirements and qualifications are the same as those for the Treasurer.

COMMITTEE CHAIR

- a. One year continuous sobriety (unless otherwise noted).
- b. One-year commitment (unless otherwise noted).
- c. One year active service in C.A. (unless otherwise noted).
- d. Presides over monthly committee meetings (if needed) and arranges agenda.
- e. Gives monthly reports at the Area business meeting.
- f. Provides to Area or district (whichever is applicable) a copy of their committees updated guidelines by February of each year.
- g. Submits a copy of the committees projected budget to the treasurer and the chair of Area by December of each year.
- h. Donates (if possible) one shirt type item and one of each item left over from an event with event logo to archive for preservation.
- i. Has a working knowledge of the Twelve Steps, Twelve Traditions, the Twelve Concepts for World Service and Roberts Rules of Order.
- j. Has the necessary time available to engage in the C.A. service activity required of this position.
- k. Provides a “pass it on” report to future chair.

ELECTION PROCEDURE

The election procedure is a three-month process. In October, the upcoming election is announced. In November, nominations are made and seconded. Each nominee or their representative will give a two-minute presentation of their qualifications. In the December, elections will be conducted. For Delegate elections and the Trustee slate the election will be on written ballots with a 2/3rds majority of voting members needed for election. If no nominee has a 2/3rds majority after two ballots, the “Third Legacy” procedure shall be followed to complete the election. December is the “pass it on” month (training) so that the newly elected members are ready to serve in January.

FILLING VACATED POSITIONS PROCEDURE

Upon the unfortunate circumstance that any Area elected position is unable or unwilling to fulfill the responsibilities (i.e. consistent attendance at monthly business meeting, report presentations, etc.) the Area officers are responsible for contacting this individual and asking for the recommitment to the position. If this individual does resign, and there is no elected alternate already in place, the Area shall hold a new election to fill the position on an expedited basis. If this individual does recommit but continues to be unable or unwilling to fulfill the responsibilities of the position, the Area officers are responsible for replacing the individual in the manner described above. At all times, the utmost care must be taken to balance the individual's opportunity to serve with the need for accountability.

BOARD OF DIRECTORS, AREA ADVISORY COMMITTEES, ADVISORY BOARDS AND/OR STEERING COMMITTEES

A Cocaine Anonymous corporation of any Area must have for legal reasons a certain number of Directors. These vary from state-to-state or province-to-province. These Directors shall at all times be accountable to their Area Service Committee. These Directors should never be excused from the responsibility to render proper reports of ALL significant actions taken. The Directors are directly responsible to their Area and should consult their Area Service Committee before an important decision or action is taken.

Our C.A. program rests squarely upon the principle of mutual trust. For purposes of advice and guidance, Area Service may create Advisory Boards or Steering Committees directly responsible to those they serve, principally the Area Service Committee.

NOTE: The only "Board of Trustees" recognized and existing within Cocaine Anonymous is the World Service Board of Trustees (WSBT), which is directly responsible to the World Service Conference. The title "Board of Trustees" should not be used at the Area service level.

AREA AND/OR DISTRICT COMMITTEES

It is suggested that the following Committees exist at either the District and/or Area levels. When appropriate, Committees may be combined or added.

ACTIVITIES: The responsibility of this committee is to organize entertainment events for Area. The functions of this committee are as follows:

- Organize dances, picnics and other entertainment events.
- Print and distribute flyers for their functions.
- Maintain a calendar of the upcoming C.A. events and provide timely updates to Area.
- Report the activities of this committee at the regular Area meeting.
- Provide the Public Information Committee and Internet Committee with flyers and information on upcoming events.

- To Chair this committee you would need to fulfill the requirements listed under Committee Chairs except that you need only to have been active in C.A. service for six months.

ARCHIVE: Responsible to procure and preserve property of Area for future historical reference. Property to consist of written material (Area minutes, reports, newsletters, articles, and such) and Area memorabilia. Other C.A. property from outside Area will be obtained when appropriate and cost effective. It is requested that Area sub-committees donate one shirt type item with logo to archive for preservation. If available, one of each item left over from an event to be designated by event committee after event.

C.A. UNITY: Responsible for the communication and outreach among the diverse elements within the Fellowship at all levels, in the interest of carrying the C.A. message. It is also suggested that these committees sponsor annual workshops and other forums to promote C.A. unity such as Celebrate Around the World. Tradition One – Our common welfare should come first; personal recovery depends upon C.A. unity.

CHIPS AND LITERATURE: Responsible for the distribution of literature and chips to C.A. Districts, Groups, members and interested institutions. The Chairperson shall attend the monthly District meetings.

CONVENTION: Responsible for the coordination of conventions to carry the message of recovery, unity and service to members of Cocaine Anonymous.

FUND RAISING: The responsibility of this committee is to raise funds for the Area.

- Holds raffles within the fellowship.
- Sells memorabilia to members of the fellowship.
- Sells candy and other such items within the fellowship to raise funds.
- Is mindful to abide by Washington state laws.
- Keeps in mind our Seventh Tradition which states that we are fully self-supporting, declining outside contributions.

To Chair this committee you would need to fulfill the requirements listed under Committee Chairs except that you need only to have been active in C.A. service for six months and be gainfully employed.

HOSPITALS AND INSTITUTIONS: Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions. The functions of this committee are as follows:

- When allowed to do so, take C.A. meetings into facilities within the Washington Area.
- Provide a Liaison between treatment facilities and groups on the outside.
- Arrange purchase and distribution of C.A. literature for H & I meetings. Literature should coincide with facility guidelines.
- Seek to understand, respect and adhere to all hospital and institution regulations.
- Provide information about C.A.'s functions and purpose.
- Seek out new facilities which will accept a new C.A. H & I meeting.
- Provide speakers for treatment facilities.

- Inform Area about the activities of the H & I Committee at the monthly Area (and/or District) meeting.

INTERNET: Responsible for matters relating to the creation, update and maintenance of Area and/or District websites, in accordance with the World Service Conference Internet Committee Workbook Guidelines.

Suggested duties and responsibilities include:

- Gather information, i.e. meeting information, entertainment schedules, contact information, and other information as needed.
- Include such up-to-date information in the Area website.
- When necessary, confer with delegates and/or Trustees if there are questions about whether or not the site conforms to C.A. Traditions.
- Maintains the web page's administrative needs.
- Knowledge of the WSO Internet Guidelines, the Twelve Steps, the Twelve Traditions and the Twelve Concepts for World Service.
- Have the necessary time available to engage in the C.A. activity required for this position.

PUBLIC INFORMATION: Responsible for the distribution of 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. The committee attempts to establish communication between C.A. members and the professional community to find productive methods for cooperation, not affiliation, within the C.A. traditions. To Chair this committee you would need to fulfill the requirements listed under Committee Chairs except that there is a two-year sobriety requirement.

SCHEDULES & PRINTING: Responsible for maintaining, updating, publishing, distributing and selling Area meeting schedules, as well as for printing minutes, reports, flyers, convention-related materials and other documents as may be necessary for Area business meetings and subcommittees. Works with the Internet Committee to make sure a current copies of the meeting schedule and Area flyers are always linked to the website. Regular monthly reports should be given regarding printing expenses and income from schedule sales. In accordance with the 7th Tradition, all necessary materials and printing services should be paid for by Area and/or donated by CA members, not by any outside entities. Being mindful of the environment, care should be taken to print only as many materials as are reasonably necessary and to recycle any unused materials once they are out-of-date.

STRUCTURE AND BYLAWS: To formulate bylaws, guidelines, and structures by which the organization can operate. To be responsible for storage of documents and memorabilia for archival purposes. (Suggested term of office – 1 year. Suggested sobriety requirement – 2 years.)

The functions and duties of the Committee are as follows:

- Maintain current versions of the bylaws and guidelines and incorporate any amendments or changes to them during the course of the year.
- Coordinate with the secretary of Area to confirm all motions resulting in guideline changes.
- Attend the monthly Area meeting.
- Review and, if requested by Area officers, investigating and reporting on structures that may be useful to the Area.
- Prepare updated guidelines each January for approval and printing in February.
- Create and update written procedures to assist in accomplishing the Committee's purpose.
- Have a working knowledge of the CAWS Guidelines, Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service.
- Have the necessary time available to engage in the C.A. activity required for this position.

WORLD SERVICE CONFERENCE DELEGATE

The Delegate's Job is a Spiritual One!

1. Conference Delegates are required to have a working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service and the World Services Conference Charter.
2. Attend the World Service Conference (WSC) prepared, in order to be able to vote knowledgeably. Every Conference Delegate, after his or her election, will notify the World Service Office (WSO) in order to be placed on the mailing list and to receive all Conference materials, which require several hours of study.
3. After the Conference, the Delegate transmits the information back to his or her Area through Area and District Meetings as well as to individual Groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of C.A.
4. Delegates shall encourage their Areas to generate funds to help support World Services.
5. Delegates must be prepared to attend District, Area and Regional service meetings. They must understand the issues in their Areas to be better able to present them to the Conference.
6. Delegates cooperate with WSO by providing local meeting schedules and local C.A. information numbers.
7. Delegates provide C.A. leadership by helping to solve local problems involving the C.A. Traditions. In the spirit of this leadership need, it is suggested that, if possible, Delegates and Alternate Delegates not hold any other service commitments at the District or Area level. Further, in the spirit of rotation, wherever possible, Delegates should only serve one term and not consecutive terms.
8. Delegates visit Groups in their Districts/Areas and are sensitive to their needs and reactions. They should learn how the Groups have reacted to Conference reports. Delegates know communication is a two-way street, with information moving in both directions.
9. Delegates serve on a World Service Conference Committee and work closely with Committee members throughout the year. It is the Delegate's responsibility to work closely with other members of their WSC committee to ensure that it is in action throughout the year.
10. Delegates keep Alternate Delegates fully informed so that the Alternate can replace the Delegate in an emergency.
11. Delegates shall help all newly elected WSC Delegates from their Areas by passing on knowledge of WSC procedures.

12. They are also responsible for contacting the Regional Trustee at least once per quarter to provide the Trustee with Area reports and updates.
13. It is recommended that the candidates for this office be active members of Cocaine Anonymous.
14. They should have the necessary time available to engage in the C.A. service activity required of this position.
15. They should solicit input from all standing committees and the fellowship as a whole regarding which committee at the World Service Conference they should attend. This is not, however, to be construed as binding, as Concept III of the Twelve Concepts for World Service insures each Delegate the "Right of Decision." Delegates are encouraged to join the committee where they feel they can be of the best service to C.A.
16. Within 45 days upon returning from the World Service Conference and the Regional Assembly, each Delegate is required to produce a written and verbal report to Area.

**PROCEDURES FOR DELEGATE/ALTERNATE ELECTION
TO THE COCAINE ANONYMOUS WORLD SERVICE CONFERENCE**

1. Delegates and Alternate Delegates are to be elected to the WSC by each Area. Each Area shall have three (3) votes which may be carried by up to three (3) Area Delegates or Alternate Delegate(s), in person or by proxy, as set forth in the Standing Rules for the Cocaine Anonymous World Service Conference. If an Area has more than 75 meetings per week of its groups (excluding H&I), then that Area will be entitled to one additional vote for every fifty (50) meetings per week of its groups (or portion thereof). If an Area has any question concerning the number of votes to which it is entitled, that Area should contact its Regional Trustee or the WSO.
2. The purpose of the Alternate Delegate is to assist the Delegate and to assume the responsibilities of the Delegate when necessary. Suggested requirements and qualifications are the same as those for Delegates. Any Alternate who replaces the Delegate at the WSC will remain on the WSC and Regional mailing list as that Area's delegate for the balance of the unexpired portion of the original Delegate's term until the WSO and the Regional Trustee is informed otherwise by the Area Chairperson. Such an Alternate Delegate succeeding to a Delegate position is eligible to run for election to a full Delegate term.
3. The Area must decide at the Delegate election who is eligible to be a Delegate and who is eligible to vote for the Delegate. It is suggested that the GSR, District Officers, Service Committee Chairpersons, Area Officers, and other members who are involved in C.A. service qualify for election. It is further suggested that Delegates have two years of continuous sobriety.
4. The Delegates are to be elected for a term of four (4) Conferences, within a period of four (4) consecutive years. It is suggested that the spirit of rotation be followed. The Area may decide the length of terms for Alternate Delegates.

5. When necessary, Delegate elections are to be held 120 days prior to the World Service Conference. It is recommended that all new Delegates for the current WSC be elected prior to the Regional Service Assembly.

The procedure for electing Delegates is as follows: The Area may have a maximum total of six Delegates and/or Alternate Delegates (three Delegates and three Alternate Delegates is suggested, but that proportion may change in the event an Alternate is moved up to Delegate between regular elections). Each Delegate shall be elected for a term of four years. Each Alternate Delegate shall be elected for a term of two years. Pursuant to the Election Procedure on page 24, the election will be on written ballots with a 2/3rds majority of voting members needed for election.

Following the spirit of rotation, new Delegates or Alternate Delegates shall be elected as needed. Whenever a Delegate completes his or her term or resigns, the most senior Alternate Delegate will move into the vacated Delegate position, subject to approval on written ballots by a 2/3rds majority of voting members. Determination of seniority is based on two factors: time of service as Alternate Delegate and number of Conferences and/or Regional Assemblies previously attended. If none of the Alternate Delegates has seniority, the Area will vote to decide which Alternate will move up to Delegate. If none of the Alternate Delegates receive the required 2/3rds approval to move up to Delegate, nominations will be sought from the fellowship.

Each Delegate and Alternate Delegate shall be ratified annually as part of the regular Area election process. Ratification shall be done by written ballot, with 2/3rds approval required for ratification. If a Delegate or Alternate Delegate is not ratified, his or her term shall end immediately and the position shall be filled pursuant to the process set forth in the preceding paragraph.

Because the Area Chair must sign off on the registration form for each Delegate/Alternate, the Area Chair should keep a written record of the date each Delegate/Alternate was elected and when his or her term expires.

To promote productivity through consistency, any Alternate Delegate and/or Delegate Elect moving into a Delegate position vacated because of term completion or resignation will be allowed to serve a new and full Delegate's term of four years. However, following the spirit of rotation, it is suggested that no Delegate or Alternate should attend more than four Conferences. The number of Delegates and/or Alternate Delegates attending the Conference may vary, based upon their availability and Area's financial status, but the maximum number of votes to be distributed among them shall be limited to the number set forth in section 1, above. Whenever possible, at least one Delegate or Alternate Delegate with prior experience shall attend the WSC and Regional Assembly.

Funding projections and policies:

World Service Conference:

All Delegates attend

Air fare:	1 round trip ticket per Delegate
Hotel:	½ room each for 5 nights
Per Diem:	5 days per diem per Delegate

Regional Convention

One (or more) Delegate(s) attend(s) the Regional Assembly Meeting

Air fare:	1 round trip ticket per Delegate
Hotel:	½ room for 2 nights
Per Diem	2-3 days per diem

It is the Delegates' responsibility to explore and take advantage of any reasonable opportunities to assist in lowering expenses. It is also the responsibility of the Delegates to refund any unused funds at the time that receipts are turned in. Receipts to be turned in to the Treasurer within 30 days of the Conference or Assembly.

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. 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 or motion 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, like the Motion to Reconsider, nullifies the motion to which it applies. However, the Motion to Rescind must be used if the motion to which it applies was passed during a previous day or if the maker of the motion did not vote with the prevailing side. It requires a second, is debatable and is adopted by a 2/3 vote, 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 INQUIRES

1. Parliamentary Inquiry- A member who has a question regarding parliamentary procedures, rules of order, 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 four 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.

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

ELECTIONS

The Chairperson shall call for elections where necessary or as the agenda specifies. The procedure shall be to ask for nominations from the floor. Nominations must be seconded. After a cogent pause in nominations, the Chairperson shall ask someone to move that nominations be closed. This requires a second before voting. The Chairperson shall determine if those nominated shall speak. The election shall proceed after the candidates have left the room. If one candidate does not receive a majority of the votes, the two receiving the most votes shall remain outside the room while a runoff election is held. If a secret ballot is held, it is not necessary for the candidates to leave the room.

TABLE OF MOTIONS

Motions (In Order By Precedence)	Requires A Second	Mover be Recognized	Is Motion Debatable?	Voting % Required	NOTES/applies to motions:
1. To Adjourn (Close Meeting) or Recess	Yes	Yes	No	Majority	None
2. Point of Order or Parliamentary Inquiry	No	No	No	—	Any motion, act, or decision
3. To Appeal from a Decision (Challenge the Chair)	Yes	No	Yes	Majority	Any Decision by Chair (or Parliamentarian)
4. 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
5. To Withdraw a Motion	Yes	Yes	No	Majority	Any motion
6. To Object to Consideration (RARE)	No	No	No	2/3	Main motion
7. To Table	Yes	Yes	No	Majority	Main motion, appeals, reconsideration
8. To Close Debate (Call for the Vote) or Limit Debate	Yes	Yes	No	2/3	Any debatable Motion
9. To Refer to Committee	Yes	Yes	Yes	Majority	Main motion
10. To Amend (generally offer friendly amendment 1st; move to amend if rejection/objection)	Yes	Yes	Yes	Majority	Main motion, limit debate, refer
11. MAIN MOTION	Yes	Yes	Yes	Majority	No other motions

Motions (In Order By Precedence)	Requires A Second	Mover be Recognized	Is Motion Debatable?	Voting % Required	NOTES/applies to motions:
12. 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.
13. 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.

APPENDIX LIST OF WSC APPROVED LITERATURE:

The following literature has been approved by the World Service Conference:

Books:

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
A Guide to the 12 Steps
A Higher Power
A New High from H&I
Being of Service
C.A. Infoline Numbers
C.A. is also for the Gay, Lesbian, Bisexual or Transgendered Addict
Choosing Your Sponsor
Crack
Dos and Don'ts for 12-Step Calls for Addicts
Having Fun in Recovery
Newcomer Booklet
Reaching Out to the Deaf and Hard of Hearing
Self Test for Cocaine Addiction
The 7th Tradition
The First 30 Days
The Home Group
Tips for Staying Clean & Sober
To the Newcomer
Tools of Recovery
Unity
Yes, *You* Can Start a C.A. Meeting
What is C.A.?

Other Materials:

C.A. Fact File
Reaching Out card
Traditions Group Inventory

Guidelines and Workbooks:

Cocaine Anonymous World Service Conference Committee Guidelines
Cocaine Anonymous World Service Conference Hospitals and Institutions Committee Guidelines and Information
Cocaine Anonymous World Service Convention Committee Guidelines
Cocaine Anonymous World Service Manual
Cocaine Anonymous World Service Public Information Workbook
Financial Guidelines for Groups, Districts & Areas of Cocaine Anonymous
Information Technology Workbook and Guidelines
Unity Guidelines/Duties
WSC Literature, Chips & Format Committee Guidelines