

**Cocaine Anonymous  
of Colorado, Inc.  
Bylaws and  
Area Guidelines**

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## **Statement of Purpose**

Cocaine Anonymous of Colorado, Inc. is an organization of trusted servants with the intent and purpose of providing services to the fellowship it serves. It is an unconventional organization, in that its leadership is meant to serve, never to govern or become the seat of wealth or power. The representative leadership is elected by the fellowship to limited terms and the ultimate authority and responsibility for the entire fellowship is retained by the fellowship itself. They adhere to the 12 steps, 12 traditions & 12 concepts of Cocaine Anonymous not as rules of law, but as the guiding principles meant to maintain consistency in practice among the worldwide fellowship of Cocaine Anonymous.

The fellowship responsible for Cocaine Anonymous of Colorado, Inc. resides in the state of Colorado in the United States. All voting representation from respective groups and elected trusted servants are members of registered Cocaine Anonymous groups residing within the geographic boundaries so defined, which hereafter shall be referred to as the Colorado Area. The Bylaws and Area Guidelines are intended to provide a manual for the Colorado Area to organize the services of Cocaine Anonymous of Colorado, Inc. including but not limited to voting and election procedures, function of assemblies, developing and maintaining standing committees, and hosting state and regional conventions. As a reference manual, members may look to the Cocaine Anonymous World Service Manual ("WSM"). The WSM should be used as a source of information regarding the principles and practices throughout the worldwide fellowship of Cocaine Anonymous, while the Cocaine Anonymous of Colorado, Inc. Bylaws & Area Guidelines serve to clarify the Colorado Area's specific procedures adopted through years of experience.

### **1. Cocaine Anonymous of Colorado Inc. Functions**

- A. Maintains ongoing communication with the World Service Office and World Service Conference
- B. Elects Delegates to the World Service Conference
- C. Elects Area Officers
- D. Holds Assemblies and/or Colorado Area Service Committee meetings
- E. Maintains a bank account for Area and all Standing Committees
- F. Maintains local mailing address/P.O. Box
- G. Encourages adherence to and approves proper use of the C.A. logo and trademark guidelines as set forth in the C.A. World Service Manual
- H. For all Colorado bank accounts ensures that applicable checks and balances are in place, including without limitation those referenced in the Financial Guidelines for Groups, Districts, and Areas (<http://ca.org/service>).

These include, but are not limited to:

- 1. Requiring two (2) signatures to endorse all checks
- 2. Chair, Vice-Chair, and Secretary can be signers along with Area Delegates
- 3. Provide duplicate bank statements with the account number blacked out; one to the sub-committee Chair and one to the Area Chair. Additionally, it is required that the treasurer provides a report detailing revenues, expenses, and running balance at each Area Assembly & Area Service Committee meeting
- 4. The Treasurer is never a signer on the account

5. The Treasurer holds the check book(s)
6. Large cash deposits should be made by two (2) people whenever possible
7. Checks are not to be pre-signed. They should be endorsed by two signers at one time
8. Please see additional requirements in Section 6-C. regarding Treasurer

## 2. **Standing Committees of the Colorado Area:**

A. **Colorado Area Service Committee (CASC):** Entrusted with the legal responsibility for Cocaine Anonymous of Colorado, Inc., a Colorado non-profit corporation. The objective of CASC is to serve the Colorado Area, by responsibly revising an annual Colorado Area budget, discussing suggestions to improve the spiritual and financial wellbeing of C.A. Colorado and ensuring that the filings of all registrations and organizational information are prepared for the State of Colorado as needed. Additional functions of the CASC are determined by the Colorado Area Chair, including topics pertinent to streamlining the effectiveness of Colorado Area Assemblies (See Section 15 for additional information.)

B. **Convention:** The Colorado Area shall annually host Area and/or Regional Conventions in Colorado. Convention Chairperson terms (Area or Regional) are from the time of election until the convention is completed and the convention accounting is finalized (outstanding debts paid and receivables collected or written off). In the case of a Regional Convention, all items and monies are to be forward to the next Area committee hosting the Regional Convention. It is possible to have two convention chairpersons at one time – the newly elected chairperson for the convention upcoming and the outgoing chairperson for the convention recently ended, or Area and Regional Convention Chairpersons, in the event the Colorado Area wishes to host two conventions (one Area and one Regional) in the same year – their duties and responsibilities do not overlap, as they are autonomous committees responsible for two separate conventions accountable to the Colorado Area.

Convention proceeds from Area Conventions shall be divided such that a portion remains in the Area Convention Account for seed money for the next year (up to \$4,000) with the balance being divided by the Area into equal portions. One portion shall be retained by the Area at its discretion to meet or supplement its prudent reserve and the other shall be sent directly to C.A. World Services. This does not include when the Colorado Area hosts the Southwest Regional Convention or CAWS, which are subject to separate apportionment and seed money processes. It is suggested that the allocation of all proceeds from the convention be fully determined on a percentage basis well in advance of the convention itself.

C. **CPC (Cooperation with the Professional Community):** Responsible for providing information to the professional community in Colorado about the purpose of Cocaine Anonymous and how professionals may best contact or refer people to the fellowship. The committee may prepare presentations for professionals where members anonymously share what the program of Cocaine Anonymous has done for them.

D. **H & I (Hospitals and Institutions):** Coordinating with District H & I standing committee chairpersons and the groups within their respective districts, the Colorado

Area H & I committee carries the message of Cocaine Anonymous to individuals in hospitals, treatment centers, correctional institutions and any facility where persons afflicted with addiction are receiving services. Groups and Districts in the Colorado Area also regularly make donations to H & I which are to be collected by the Colorado Area H & I committee and distributed according to the wishes of the standing committee and in accordance with the principles of the 12 traditions & 12 concepts. Written reports of the monies collected and their distribution shall be prepared and submitted for Area Assemblies and meetings of the Area Service Committee.

- E. **IT (Internet/Website):** The duties are as follows:
1. Updates website with current month's calendar events
  2. Keeps online meeting list up to date
  3. Ensures fees for website hosting and domain name registration are paid and submitted as needed
  4. Post any documents reflecting the interests of the Colorado Area in accordance with their wishes, preserving the anonymity of all members
  5. Provides an email address for Colorado Area Service Committee Officers & Standing Committee Chairpersons, accessible via the website, preserving the anonymity of said individuals. (Example: caco\_chair @ cacolorado.org)
- F. **Newsletter:** Prepares a newsletter with stories and topics for discussion within the fellowship of Cocaine Anonymous, preserving the anonymity of all who choose to participate. The newsletter should be available to all members of the Colorado Area at least one month prior to all Area Assemblies via a secure forum. Printed copies should be prepared by the chair at assemblies for distribution to the Colorado Area and ought to include a calendar of events to be held in between assemblies.
- G. **PIP (Public Information and Phone Line):** Responsible for public awareness of Cocaine Anonymous in accordance with the standards set forth by the World Service Conference. Maintains, updates, publishes, and distributes Area Meeting Schedules. Manages the phone line and provides quantitative reports of activity at assemblies.
- H. **Structure and Bylaws:** The Structure and Bylaws Chair shall be responsible for convening a committee when necessary to examine the Bylaws and interpret potential changes therein. When a committee is not convened the Bylaws Chair shall be responsible for advising the Colorado Area Service Committee as to the practices detailed in Structure and Bylaws; being available to answer questions and make printed copies available when necessary.
- I. **Unity:** Facilitates events that carry the message of Cocaine Anonymous and support the overall growth and wellbeing of the fellowship. Responsible for hosting the annual Celebrate Around the World event in coordination with other Areas.

J. **Archives:** Responsible for preserving the history of Cocaine Anonymous in Colorado, the archives committee determines what items need to be kept digitally in a secure format and what physical items or documents need to be saved. The committee also will at times prepare historical presentations for conventions and events.

### 3. Meeting Times and Places

A. **Area Assemblies:** Four times annually, the Colorado Area shall convene for Area Assemblies in May, August, November and February. These assemblies are delegated the responsibility and traditional authority for the services of the Colorado Area and act as the conscience of the fellowship it serves. The Ultimate Authority in regards to the function of Cocaine Anonymous of Colorado Inc. is a loving God as it may express itself through the conscience of the Area Assembly. Voting members of the assembly shall include the officers of the CASC, the Area Delegates, the Colorado Area Standing Committee Chairs, District DSRs of the Area and the GSRs in those districts. The location of all assemblies must reside in the Colorado Area and may be hosted by a district to assure fairness in accessibility to the fellowship.

B. **Colorado Area Service Committee (CASC):** Meetings, location, and date are coordinated by the Area Chair. It is recommended that the CASC meet 3 times annually in March, September and December. There may be occasions when the meeting date, location, and time will need to be revised or additional meetings scheduled; the Area Chair has the latitude to schedule accordingly and the responsibility to provide reasonable notice of the change(s) to the voting members.

C. **All Other Standing Committees:** The remaining Colorado Area Standing Committees meet a minimum of two times annually. Some committees may wish to meet more frequently, however, as many of their activities are carried out by the districts, great care should be taken to empower and support the districts and groups in providing the services without inundating members with unnecessarily frequent meetings. The coordination of the meeting date, time and location is the responsibility of the chair of each respective committee in collaboration with their committee members.

### 4. Quorum

Quorum for the Colorado Area is the number of voting members present at the time any roll call is made. This allows the Area to conduct business in accordance with the procedures later defined. For the purpose of Area Assemblies, there is no minimum percentage of the eligible voting members required to conduct general business. For the CASC a minimum of 50% of the eligible voting members must be present in order to conduct general business. It is also of paramount importance that District Service Representatives are present for the CASC as they are the direct connection to the groups. Therefore, at the discretion of the Area Chair who presides over the CASC, certain CASC agenda items ought to be delayed in the event a voting quorum is reached but inadequate representation from the districts are present.

## 5. **Methods & Practices for General Business**

See Section 11 for detailed voting procedures for electing Area officers.

Area Officers (with exception of the Chairperson, who may only vote in the event of a tie), each groups' Group Service Representative (GSR) or an alternate, WSC Delegates and Alternate Delegate, Chair-persons of Area Standing Committees and each districts' District Service Representative are all voting members at Colorado Area Assemblies and may receive one vote per person. Voting members may informally proxy (i.e. does not need to be written) their vote to another member who is reporting in their absence. A proxy may not be made by the Chair, Vice Chair, Delegate and Alternate Delegate. No voting member shall carry more than one vote.

Any item of general business voted on at an Area Assembly passes by simple majority (greater than 50% of the total votes cast) unless otherwise specified. In matters believed to be of significant importance, it is possible for voting members of the assembly to make a motion to require a greater majority (e.g. 2/3 or 3/4) to pass an item of business.

In all its proceedings, the C.A. Colorado Area shall observe the spirit of the C.A. Tradition, taking great care that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity.

These are the methods for discussion we have found most effective for maintaining fluidity in conducting business at the area level:

### **A. Reports**

1. All verbal reports given during assemblies should be clear, well prepared and limited to 5 minutes
2. All verbal reports from Area Officers, WSC Delegates, and Area Standing Committee Chairs must be accompanied by a written report. Written reports must be submitted prior to the assembly and should be turned in with at least 2 printed copies for the secretary and the archivist
3. No motions may be made during committee reports, and questions should remain limited. Items requiring substantial discussion during reports which need resolution or a motion should be discussed solely in New Business

### **B. Motions & Discussion**

1. Discussion will open by the chair saying either "Is there any discussion on this topic?", or after a motion has been seconded, "There is a motion on the floor to (describe motion) and it has been seconded. Is there any discussion of this motion?"
2. Discussion must be clear and courteous. Each person will be allowed to speak for no longer than 1 minute
3. An individual may only speak once until all others who wish to speak have the opportunity to do so, unless the chair calls on someone to address a question.
4. Motions brought to the floor for discussion must be made by a voting member. In order for a motion to be discussed, it must be clearly stated so that it can be recorded by the secretary
5. After making a motion, the motion requires a second before opening discussion. If a motion is not seconded, then it will not be brought to a vote

6. Once a motion is seconded, discussion opens specific to that of the motion. Discussion must stay on topic, and all those speaking must state either that they are “speaking in favor” or “speaking against the motion”
7. In order to discuss a motion, one must be recognized by the Chair. The Chair will call on members of the body in the order by which they raise their hands unless otherwise specified by the chair (example-the Chair may ask that everyone speak for one minute and go around the room)
8. In the event that someone has a question, when recognized by the chair, they must ask for a member to “clarify the motion,” after which the chair will either answer the question, ask the secretary to re-read the motion, or recognize the appropriate person to answer the question. Discussion then returns to its regular order as per the Chair’s directions. A response to a question about a motion may be addressed as a “point of information”
9. The Chair or any voting member of the body may ask to “Table discussion” until a later date. This action requires a motion and a second, but is not debatable. Only a simple majority is needed to table a discussion. If the motion does not specify when the discussion is to reconvene the Chair will add the topic to Old Business on the next agenda prepared
10. The member who made the original motion at any time prior to the vote may withdraw the motion, provided that the person who seconded accepts the withdrawal
11. During discussion of motions, the member making the motion has the right to speak first and last on the motion
12. The Chair may ask for new discussion before turning the floor back over to the person who made the motion and should make every attempt to assure that persons who have not yet spoken are given priority to ensure all voices are heard and all sides considered
13. Once a motion has been voted on, all members of the minority opinion have the opportunity to speak. If a member of the voting majority is swayed by the minority opinion, that member may make a “motion to reconsider” the vote, but otherwise those having voted on the prevailing side and those who abstained may not speak during the minority opinion. The motion to reconsider can only be made by a member from the voting majority, and may be seconded by anyone. A motion to reconsider is not discussed and needs only a simple majority to pass. If the reconsideration passes, the floor reopens discussion. No motion can be re-considered twice
14. The Chair may interrupt someone under the following conditions:
  - a. Speaking off topic
  - b. Speaking out of turn
  - c. Speaking too long
  - d. Repeating previous points at length
  - e. Abusive or intentionally harmful commentary disruptive to the spiritual intention of the fellowship
15. Any member may ask to “call the question” at which time the Chair will ask the body to vote on closing debate. This requires a motion and a second but is not debatable and requires a 2/3 majority to pass. If the motion passes, then discussion ends immediately and the body votes on the motion as stated
16. Someone can amend a motion by asking for a “friendly amendment” to the motion during discussion. This must be accepted by the person who made the motion and the person who seconded the motion. Amendments must be clear in order to be recorded



appropriately by the secretary. After amending a motion the Secretary reads the motion as it is currently stated before discussion ensues.

17. Before a vote the Chair will ask the Secretary to re-read the motion

18. All motions must be documented, along with their outcome in the minutes

## 6. Area Service Officers

It is strongly recommended that all Area Service Officers meet the requirements for the position to which they are nominated. All Area Service Officers will serve a term of two years, starting at the conclusion of the first meeting of the CASC following their election at the February assembly and concluding at the end of the first meeting of the CASC following the election of new officers at the February election. If a position is vacated for any reason, a replacement shall be appointed by the Area Chair and ratified at the following assembly or meeting of the CASC. This excludes the position of Chair which if vacated shall be filled by the Vice-Chair until a new election can be held. Persons appointed to replace a vacated position will serve out the remainder of the term and may be elected to a full term at the next election assembly, provided they serve a term not to exceed 18 months prior to the election assembly.

### A. Chairperson

1. Two (2) years of continuous sobriety
2. One year of service in C.A. at the District or Area Level
3. Presides over all Area Assemblies and meetings of the CASC, arranges agendas and reasonably follows discussion procedures detailed in the bylaws
4. Assumes responsibilities of coordinating all activities within the Area
5. Acts as the President of Cocaine Anonymous of Colorado, Inc.
6. The Area Chair is to immediately assume the title and responsibilities as Registered Agent for Cocaine Anonymous of Colorado, Inc. This is done by submitting a Statement of Change of Registered Agent on the Colorado Secretary of State website. **The outgoing Chair needs to coordinate with the incoming Chair the automatic and immediate change in the Registered Agent.**
7. Confirm that the Cocaine Anonymous of Colorado Inc. principal office address is up to date with the Secretary of State (i.e., the P.O. Box)
8. All Colorado Area contracts (i.e., bank, business insurance, IRS, Secretary of State of Colorado) use the address of the chair, but mail goes to the Area P.O. Box.
9. Votes only in the case of a tie
10. Carries the Colorado Area vote at Regional/World Functions
11. Gives a quarterly report to the Regional Trustee
12. Timely filings with regulatory agencies (e.g. filing forms with the Colorado Secretary of State, completing state /local taxes and nonprofit corporation forms)
13. Generally the Area Chairperson does not voice a personal opinion on the matters being discussed at the Area Service meetings. In cases where the Area Chair wishes to participate fully in the discussion surrounding a

particular topic, the Area Chair must request someone else (usually the Area Vice-chair) to "act as chair" until the matter is tabled or closed. During this period the Area Chair gains a voice but no vote; the Acting Chair's voting status remains unchanged but they have no voice on the subject. After the matter is tabled or closed, the Area Chair and Acting Chair resume their normal roles. If a tabled matter is re-opened for business the Area Chair repeats the process if they so choose.

14. Works with the treasurer to establish an annual budget in January of each year. Outgoing Chairperson and Treasurer help new incoming Chairperson and Treasurer with their first budget and ensure they understand the workings of the accounting system and that the books are in order at the time of transfer
15. Chair provides the World Service Office with contact information for newly elected Delegates shortly after they are elected to ensure they receive relevant materials in a timely fashion
16. Chair completes the required Delegate Registration forms designating the Delegates / Alternate Delegates that will be attending the World Service Conference per Standing Rule 5 of the C.A. World Service Manual. This form is to be received by the WSO 90 days prior to the Conference. Generally, it is safest to ensure this information is received at the WSO by the end of April. Contact the WSO for the applicable form
17. Responsible for maintaining order during discussion at Area meetings, the Chair should attempt to remain neutral and encourage participation by making their best effort to assure new members understand the process
18. In the event an Area Officer position, or that of an Area Standing Committee Chair is vacated, the Area Chair shall appoint a replacement as soon as is reasonably possible. Great care should be taken in the appointment(s), eliciting feedback from the fellowship and selecting a person meeting the suggested requirements of the position(s) so defined.
19. Coordinate, before the opening of each Area Assembly, a "New GSR Orientation" where those attending their first assembly are given an opportunity to learn about the procedure and address any questions they may have.

## **B. Vice Chairperson**

1. Two (2) years continuous sobriety
2. One year of service in C.A. at the District or Area Level
3. In the absence of the Chairperson, performs all duties of the Chair
4. Coordinates general Area Committee activities
5. Carries vote by proxy at all Regional/World functions
6. Assist the Treasurer in collection and deposit of 7<sup>th</sup> tradition funds
7. Attend the quarterly LCF meeting to assist the treasurer and LCF chair
8. Work with the LCF chair to develop and distribute "starter kits" for new groups

### **C. Treasurer**

1. Three years continuous sobriety
2. One year of service in C.A. at the District or Area Level
3. Gainfully employed and / or financially solvent
4. Maintains bank account with four authorized signers (Area Chair, LCF Chair, and two of the Area Delegates). All checks require two (2) signatures of endorsement.
5. Receives and deposits contributions from meetings and special events. Write receipts for funds received. Deposits funds promptly with the assistance of the Vice Chair
6. Keeps an accurate bookkeeping system. Bookkeeping or accounting experience is preferred but not required.
7. Gives a quarterly financial report at Area Assemblies and provides a printed copy for the Secretary. Also provides a report for CASC meetings
8. Distributes funds as approved by Colorado Area to settle expenses, reimbursements, and make contributions to C.A. World Services
9. Reconciles bank account with the account signers on a quarterly basis. Provides copies of the monthly bank statements as requested with the account number blacked out.
10. Timely reporting with regulatory agencies, federal and state. To protect the Area's non-profit status yearly filings are required.
11. Refers to the C.A. Conference approved "Financial Guidelines for Groups, Districts, and Areas of Cocaine Anonymous" for additional insights and guidance.
12. Attend the quarterly LCF meeting to collect and deposit funds

### **D. Secretary**

1. One (1) year of continuous sobriety
2. One year of service in C.A. at the District or Area Level
3. Keeps accurate minutes of all Area meetings
4. Maintains an updated contact/phone list of all Area officers, Delegates, Standing Committee Chairs, DSRs and GSRs of all registered groups in the Colorado Area
5. Assists the Archivist in obtaining all pertinent information for the Archives

### **E. Literature Chips and Format (LCF)**

1. One (1) year of continuous sobriety
2. One year of service in C.A. at the District or Area Level
3. Hold quarterly meetings to make items available to the fellowship
4. Maintain and purchase product inventory as required
5. Maintain records of purchases, expenses, sales, and inventory

## **7. Standing Committee Chairs**

The service term for the Chair Person of a Standing Committee is two years, with the exception of a Convention Chair, whose term is from the time of election until their duties

have been fulfilled. All Standing Committee Chairs should have at least two years of continuous sobriety and at least one year of service at the District or Area level. At each Area Assembly and meeting of the CASC, it is expected that the chair of each Standing Committee attend and provide a report concerning that Committee's activities. An email of their report shall be sent to the Secretary prior to each meeting and a printed copy should be available if requested. If the chair of a committee cannot attend, a written report to the Area Chair and the Secretary is acceptable and another member of the committee ought to attend as proxy. Further, for Standing Committees which have funds and their own bank accounts, such Standing Committees shall submit a written financial report to the Area Chair and Treasurer as a supplement to its monthly report. Vacated positions shall be appointed a replacement by the Area Chair to be ratified at the following CASC meeting or assembly.

**8. What We Do / Discuss at Area Assemblies & CASC meetings**

**Area Assembly** – Vote reserved to GSRs, DSRs, Area Committee, & WSC Delegates

<b>MAY</b> <i>Even year</i>	<b>AUGUST</b> <i>Even year</i>	<b>NOVEMBER</b> <i>Even year</i>	<b>FEBRUARY</b> <i>Odd year</i>
GENERAL ASSEMBLY BUSINESS	PRE-CONFERENCE ASSEMBLY	POST-CONFERENCE ASSEMBLY	ELECTION ASSEMBLY
Area Committee Chairs report annual goals	Delegates coordinate a “mock-conference”	Delegates report on conference	Elect delegate, alternate and area committee
Approve Trustee Slate	Ratify Convention Chair	Discuss annual budget	Review budget
Review bids and award state convention			
			2 <sup>nd</sup> year in review reports
<b>MAY</b> <i>Odd year</i>	<b>AUGUST</b> <i>Odd year</i>	<b>NOVEMBER</b> <i>Odd year</i>	<b>FEBRUARY</b> <i>Even year</i>
GENERAL ASSEMBLY; INTRODUCE NEW AREA COMMITTEE	PRE-CONFERENCE ASSEMBLY	POST-CONFERENCE ASSEMBLY	GENERAL ASSEMBLY BUSINESS
Area Committee Chairs report annual goals	Delegates coordinate a “mock-conference”	Delegates report on conference	1 <sup>st</sup> year in review reports
Approve Trustee Slate	Ratify Convention Chair	Discuss annual budget	Review budget
Review bids and award state convention			

**Area Service Committee** – Voice and Vote reserved to Area Committee, Delegates & DSRs

<b>MARCH</b>	<b>SEPTEMBER</b>	<b>DECEMBER</b>
Review trustee slate	Insurance renewal	Approve annual budget
Tax filing	Review budget/spending projections current year	Discuss end of year reports
Periodic report-update business license	Discuss preliminary budget for upcoming calendar year	End of year contributions

New Chair updates State of CO		
WSC Standing Rule 5		
Review budget and goals		

## 9. Colorado Area Delegate Responsibilities

Each delegate is guided by the description of the position as detailed in the C.A. World Service Manual.

As a supplement to those items the following should be included:

- A. Each delegate will give a report to the Colorado Area at Area Assemblies, setting forth their activities, impressions, other pertinent information to their world service committee work, and matters unresolved.
- B. Each delegate is expected to attend the entire conference and will arrange for adequate transportation accordingly.
- C. All delegates will make sure that their votes are submitted via proxy if they are not available for voting due to other conference business or matters beyond their control.
- D. Each morning of the conference all delegates will meet briefly to touch base and discuss any issues pertinent to the Colorado Area or C.A. as a whole.
- E. To the best of their ability, the delegates will seek to ascertain the conscience of the fellowship in the Colorado Area prior to the conference on any matters of pertinence. For this purpose, each delegate will pick at least one item from the agenda of the conference to discuss with a “committee” during the “mock conference” assembly of the Colorado Area in August. As the delegates are members of the fellowship they serve, their opinion is as valuable as anyone else’s. However, it may be of great benefit for a delegate to limit their participation in discussion during the mock conference, so as to avoid inadvertently influencing the conscience or silencing voices of the minority opinion of the fellowship. Experience suggests that listening to all sides of an issue, placing principles before personalities and mindfully encouraging discussion from those who may lack confidence in their opinions, can lead to the true sense of the “group conscience” where our Ultimate Authority resides.
- F. New delegates will counsel with the CASC as to what WSC committee they should serve on.
- G. A delegate is expected to complete any referral work previously assigned to them by their World Service Conference Committee after the completion of their term.
- H. Delegates whose terms are completed, or who are no longer serving as Delegate, are expected to pass on their Delegate notebook and any pertinent materials to the incoming Delegate.

- I. Keeps Alternate Delegate informed of all Conference issues and materials on an ongoing basis.

**10. Colorado Area Alternate Delegate Responsibilities**

- A. The Alternate Delegate may be required to fill a vacated Delegate's position for the duration of the term (up to four years).
- B. The Alternate Delegate may need to fill in for a Delegate on an interim basis.
- C. The Alternate Delegate is expected to keep abreast of Delegate materials from the WSO so as to be reasonably informed of current events should they need to fill a vacated position for a short or long term.
- D. Should a Delegate vacancy occur coincident with the World Service Conference, the Area should decide by conscience whether to send the Alternate Delegate with one vote or to proxy the vote to one of the Delegates already planning to attend. In the event no Area Assembly or CASC meeting is scheduled after the vacancy occurs and in advance of the Conference, the decision is to be made by the Area Chair.
- E. Alternate Delegates should communicate their thoughts on matters with the other Delegates. Additionally the Alternate Delegate shall participate in the “mock conference” by acting as chair of a “committee” for the discussion of topics from the WSC agenda.
- F. The Alternate Delegate may wish to participate in the resolution of any Conference sub-committee referrals the other Delegates are working on throughout the year.

**11. C.A. Colorado Area Election Procedures**

**A. Purpose**

The Colorado Area of Cocaine Anonymous regularly holds elections to determine who will act as its trusted servants. This document contains the procedures that reflect the conscience of the Colorado Area on how elections for its trusted servants are to be conducted.

**B. Who Can Vote in an Area Election Assembly**

The following positions comprise the voting body of the Colorado Area for the purpose of electing Area Officers, WSC Delegates (and Alternate Delegate) and the Area Standing Committee Chairs. Each position carries one vote and that vote may not be delivered by written proxy. Those positions are: All Area Officers, World Service Delegates (three), Alternate World Service Delegate, All Area Standing Committee Chairs, District Service Representatives (DSRs) & Group Service Representatives (GSRs) of the Colorado Area.

In the event that any of the aforementioned voting members hold more than one position which would normally carry one vote, that voting member will be limited to a single vote. Also, a voting member's vote cannot be given by written proxy to another voting member so that said member obtains more than one vote.

### **C. Method of Voting**

The elections for Area trusted servant positions shall be done by secret ballot. The total number of ballots shall be counted to ensure there are not more ballots cast than there are voting members established by the quorum. The votes for individual candidates will then be tallied.

### **D. Voting Procedures for all Area Positions**

Thus far, our Third Legacy method of electing trusted servants by seeking a two-thirds majority vote or by lot has proved highly satisfactory. Members nominated are given an equal opportunity, ensuring that candidates are chosen by a spiritual action and not a popularity contest. All persons standing for a Delegate, Officer or Standing Committee Chair position shall have served as a voting member of the Colorado Area Assembly prior to the election. A motion can be made to accept nominations from the floor of candidates not meeting the requirements. The motion must be seconded, is not discussed and requires a 2/3 majority to pass.

All trusted servants are elected separately in the following order:

#### **Delegates –**

WSC Delegate

Alternate Delegate

#### **Area Officers-**

Area Chair

Area Vice-Chair

Treasurer

Secretary

LCF

#### **Area Standing Committee Chairs-**

H & I

Unity

Newsletter

PIP

CPC

IT

Archives

Structure & Bylaws

The Third Legacy Procedure is as follows:

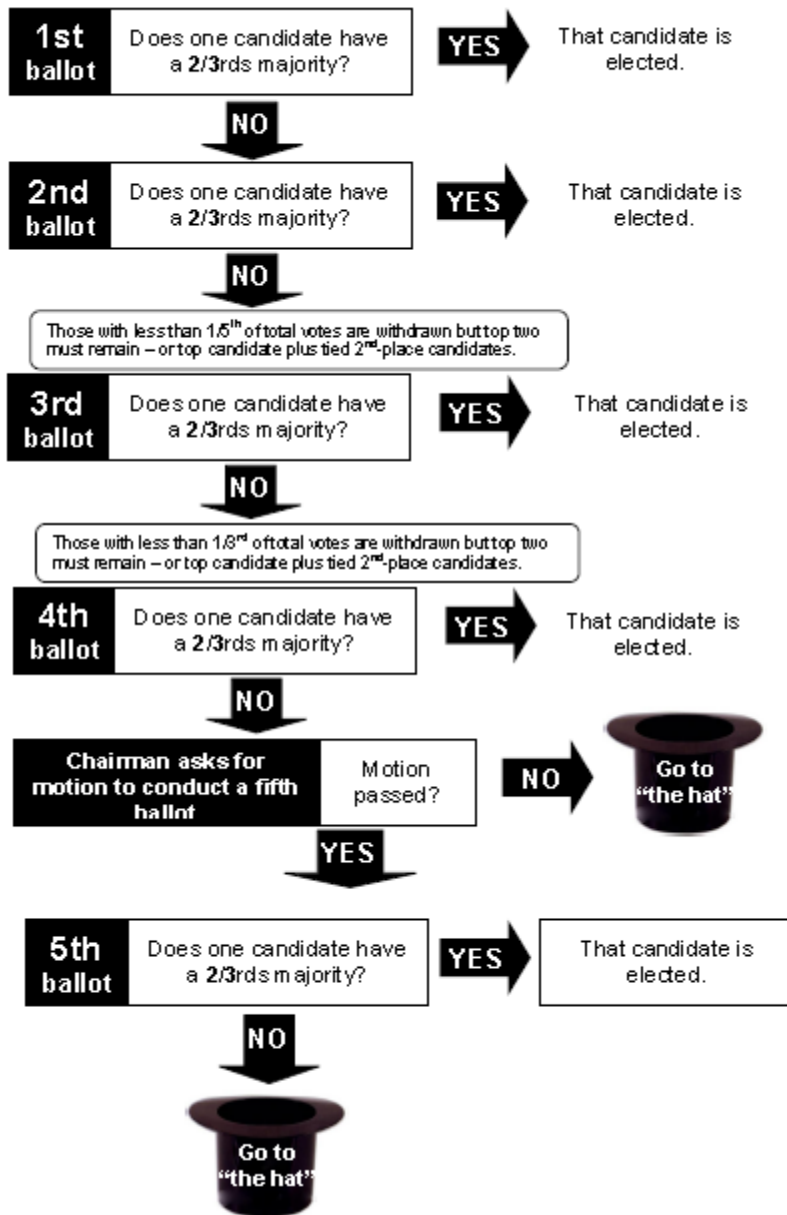
- The Chair of the Colorado Area will open the elections by first reading the names of all eligible candidates (GSRs, DSRs, Area Standing Committee Chairs, & Area Officers) who served as voting members of the Area Assembly during the two year term which is concluding at the time of elections. Each candidate present shall answer as their name is called either “available” or “not available” and others may choose to say “not eligible”

because they don't feel they meet certain requirements of the position. The Area Chair will then ask if there are other "eligible" candidates whose names were missed. If there are candidates wishing to stand who do not meet the eligibility requirements, the Chair may ask for a motion to accept nominations from the floor. This motion requires a second, it is not discussed and requires a 2/3 majority vote to pass.

- The names of eligible candidates are posted on a board. All voting members cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
- The first candidate to receive a two-thirds of the total vote is elected.
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn – except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. (In case there are ties for second place, the top candidate and all tied second-place candidates remain.) At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot – "going to the hat" – immediately. If the motion carries, a fifth and final ballot is conducted.
- If after the fifth and final ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. (In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.)
- Lots are then drawn by the teller, and the first one "out of the hat" is the winner.



## The Third Legacy Procedure



### E. Single Candidate:

If there is only one candidate a vote to elect that candidate still takes place. Voters may vote to keep the position vacant as opposed to the single candidate by placing a blank ballot slip as their vote. If by means of Third Legacy the “blank slip” wins, the Area Chair must appoint someone to the position for later ratification.

### F. Ratifying Convention Chair & Appointments

In the case of appointments by the Area Chair, trusted servants must be ratified by either the Colorado Area Service Committee or the entire Area Assembly before they are entitled to a

vote. This is done by a secret ballot during general business at an assembly or a meeting of the CASC and requires a 2/3 majority in favor of ratification.

1. Convention Chair shall be appointed by the Area Chair after the Colorado Area has selected a host committee at the bid/selection portion of the May assembly. At the following Area Assembly in August the Colorado Area ratifies the appointment. In the case of Regional Conventions the Chair is elected by their host committee and in the case of the CAWS Convention the Chair is selected by the WSC Convention Committee. When the Colorado Area is hosting one of these conventions, the Chair(s) so selected shall be ratified at the subsequent meeting of the CASC or Area Assembly.

2. When an Area Officer (with exception of the Area Chair) or Area Standing Committee Chair position is vacated for any reason, the Area Chair shall appoint a replacement promptly. The subsequent meeting of the CASC or Area Assembly shall be the time for a replacement to be ratified.

### **G. Colorado Area Trustee Slate Nominations Guidelines**

Nominations will be made at the March meeting of the CASC, with the election taking place at the next area assembly in May. Any C.A. member meeting the requirements in the C.A. World Service Manual who desires to serve as a Trustee and who completes the service resume form applicable for that year shall so inform the Area prior to the March meeting of the CASC. Any qualifying C.A. member nominated by the Area must also complete the service resume form applicable for that year (contact World Services for the form). The Area shall vote to affirm or not affirm that it will offer that candidate for the Trustee slate at the subsequent Southwest Regional Assembly. A simple majority vote of the voting members of the Area is sufficient to have the nominee's name go forward. Please see the "Qualifications of Addict Trustees" section of the World Service Manual (as revised annually) to verify that candidates meet the requirements.

The Area should encourage its members to serve at the World level, as it is important to the vitality of our Area and the fellowship of Cocaine Anonymous.

## **12. Suspension / Removal of Elected Trusted Servants**

Prior to initiating any formal action to suspend or terminate a trusted servant, the service body shall exercise all reasonable efforts to seek the trusted servant's re-commitment or voluntary resignation.

The members of the service body may vote to suspend or remove an elected trusted servant at any time, only for good cause and after a hearing. Good cause includes broken sobriety, actions involving a serious breach of the Traditions, Concepts or Principles of Cocaine Anonymous, the best interest of the service body, or disability to the extent that it causes the trusted servant to be functionally incapable of exercising his or her voting rights or reasonably fulfilling the requirements of the position.

A meeting to consider the removal of a trusted servant may be called and noticed following the procedures provided in the bylaws. The notice of the meeting shall state that the issue of

possible suspension or removal of the trusted servant will be on the agenda. The trusted servant shall have the right to present argument at the meeting as to why he or she should not be suspended or removed.

At the meeting, the service body shall consider possible arrangements for resolving the problems that are in the mutual interest of the service body and the trusted servant. A trusted servant may be suspended or removed by the affirmative vote of 2/3rds of the voting members of the service body.

### **13. Guidelines for Dispute Resolution**

In any dispute between members relating to the activities of the Colorado Area, all parties involved shall cooperate in good faith to resolve the dispute. If the parties cannot resolve the dispute between themselves, they shall bring the matter to the attention of the applicable service body. If it is determined that the matter is such that it affects the purposes of the Colorado Area, the Area Chair ought to be approached and the chair may choose to submit the matter to a vote by the members of the CASC or for discussion at an Area Assembly. It is not the business of the Colorado Area to resolve personal disputes or to dictate in any way the conduct of its members as neither the Colorado Area nor Cocaine Anonymous of Colorado, Inc. hold any governing authority or retain any responsibility for the membership they serve. As per the 12 Concepts of World Service, the service structure is made up of trusted servants who represent and are accountable to the fellowship which holds the Ultimate Responsibility and Authority for all World Services. The responsibilities and authority, so delegated to the trusted servants of the Colorado Area, are to take actions and make decisions regarding the development and execution of supportive services, which empower the fellowship to provide its most important service to the community: the practice of the 12<sup>th</sup> step.

### **14. Maintenance of Guidelines**

These guidelines may be updated from time to time to address the needs of the Area. In order to amend the bylaws, a 2/3 majority of the CASC or a simple majority of a Colorado Area Assembly must comprise the voting quorum and the motion to amend must be seconded and thereafter passed by a 2/3 majority of the voting body present.

### **15. Colorado Area Service Committee (CASC)**

The Colorado Area has an active standing service committee known as the Colorado Area Service Committee consisting of the following members:

1. Area Chair
2. Area Vice Chair
3. Area Treasurer
4. Area Secretary
5. Area LCF Chair
6. All Area Standing Committee Chairs so elected or ratified
7. District Service Representatives from all Colorado Area districts
8. WSC Delegates

**A. CASC Chair**

The Chair of the Colorado Area shall act as Chairperson of the CASC

**B. Voting**

All members of the CASC listed above have a vote excepting the CASC Chairperson who votes only in the event of a tie. In general, voting methods at the CASC are at its own discretion, but should, in most cases, mirror that of the Area Assemblies to remain consistent in practice.

**C. Purpose**

1. The purpose of the CASC is to consider matters that are fundamental to the spiritual and functional wellbeing of C.A. of Colorado, Inc. as well as topics which can be readily solved without requiring attention at an Area Assembly.
2. The CASC may consider and discuss topics of its own choosing at its own volition. C.A. members are encouraged to bring matters to the CASC for consideration.
3. The CASC, from time to time, shall update the C.A. of Colorado, Inc. Area Guidelines.
4. As the CASC has been delegated legal responsibility for C.A. of Colorado, Inc., they have been matched with an equal level of authority to make decisions on behalf of the fellowship to take action in accordance with the laws and practices vital to the healthy function of our legal entity. In all matters, the CASC shall act as a service entity responsible and accountable to the Colorado Area. On matters of pertinence, great care should be taken to consider the views of the entire Colorado Area as the members of the CASC are meant to serve, never govern.

**D. Responsibilities**

These items are the responsibility of the CASC and require a 2/3 majority vote of an Area Assembly to be recalled or overturned. This is intended to be largely consistent with article 5 of the C.A. World Service Conference Charter as addressed in the C.A. World Service Manual.

1. That the CASC exist and consist of the members defined above.
2. The CASC is entrusted with supervision and management of our legal entity, Cocaine Anonymous of Colorado, Inc., a Colorado non-profit corporation. They shall ensure the Area Chair has filed in a timely fashion any required documents necessary to safeguard and maintain our Colorado Non-profit Corporate status.
3. The CASC shall create an operating budget for use in guiding and planning Colorado Area financial matters. The budget is not exact but is a planning

tool and, as such, may be amended as often as is necessary based upon the actual and/or projected state of the area's finances. The CASC relies on input from the Area Standing Committees as to their needs. It should be noted here that simply because an item is budgeted does not mean there is necessarily money to spend on that item at any given time.

4. The CASC shall establish, review and adjust the 'prudent reserve' level as necessary to best achieve the budgeted financial goals for the Colorado Area.
5. Colorado Area C.A. members are free to attend the CASC meetings, however, only the members of the committee have a voice and/or vote during the meeting. The District Service Representatives shall act as the representative voice of the groups they serve and should be sure to address any concerns their groups/members may have. Each member has been delegated a Right of Decision, as per Concept 3 of the 12 Concepts for World Service. However, great care should be taken when making decisions which could create unnecessary disharmony without first consulting an Area Assembly or ensuring the districts have had time to discuss an issue or topic. There may be circumstances of sufficient gravity to require the CASC meeting to be closed to CASC members only due to the sensitive nature of legal issues; this is decided at the discretion of the CASC Chair.

## 16. General Background

It is noted here that these guidelines have been created and modified over time by different members of C.A. in Colorado to reflect the needs and operations of the C.A. Colorado Area.

The C.A. World Service Manual itself is largely a guideline and as such there is no driving requirement that C.A. of Colorado match its structure to that outlined in the C.A. World Service Manual. Common sense and the needs of a united Fellowship that is guided by a Higher Power should suggest what is or is not appropriate for C.A. of Colorado.

These guidelines are, generally speaking, a tool; they are not perfect and may be open to reasonable interpretation. They are not meant to be used or manipulated to achieve self-serving ends.

## 17. Revision History

Change	Date
Revised from previous document after motion passed to reinstate Districts	May, 2018