

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

Motion 1: To approve the petition for Devon and Cornwall district to align with the west country UK area.

Seconded

Motion passes with minor opposition

Motion 2: to approve the petition to recognize the area of C.A. Poland.

Seconded

Motion passes unanimously

Motion 3: to approve the petition to recognize the area of C.A. France

Seconded

Motion passes unanimously

Motion 4: to approve the 2023 minutes

Seconded

Motion passes

Motion 5: TO APPROVE THE FOLLOWING CHANGE TO THE WORLD SERVICE MANUAL REGARDING ONLINE SERVICE AREA CANDIDATES FOR TRUSTEE

Page 67 of the 2024 C.A. World Service Manual:

Trustee Selection and Elections Process Regional and World Service Trustees

1. After approval by each Area, one or more nominee candidates may be submitted from each Area within a Region. Online Service Area (OSA) nominee candidates will be forwarded to the geographical Region in which they reside (seek guidance from the WSBT if outside of a current Region). Each Area through its Chair or Delegates is responsible for submitting the service resumes of its nominees in writing prior to the voting at the Regional Assembly to either the Regional Trustee or Regional Assembly Chair.

Seconded

Motion fails

Motion 6: to table the motion

Seconded

Motion failed.

Motion 7: Call the question

Seconded

Motion passes

Motion 8: TO APPROVE THE REVISIONS TO THE WORLD SERVICE MANUAL RELATED TO THE WORLD SERVICE TRUSTEE REQUIREMENTS AND ELECTION PROCESS

Page 37 of the 2024 C.A. World Service Manual:

A Region is defined as a loosely structured division of areas, from which a Regional Trustee comes to the World Service Board of Trustees. A Region's purpose is inter-Area communication, **and** selection of CAWS Regional, At-Large, **World Service** and Non-Addict Trustee candidate nominees ~~(and World Service Trustee for the Pacific South Region only)~~. The regions currently recognized by the WSC are designated by the list located on page 41.

Page 38 of the 2024 C.A. World Service Manual:

~~The Pacific South Region shall annually elect up to seven but not less than four candidates to fill Trustee positions as needed. The remaining five~~ **All** regions shall annually elect up to four but not less than two candidates to fill Trustee positions as needed. Candidates from each Regional Slate shall be submitted to WSC for ratification by two-thirds vote of the WSC. The full Regional Slates shall be considered as nominees for Regional Trustee for that Region. ~~Trustee-At-Large, and the World Service Trustee (as applicable). The full Regional Slate from the Pacific South Region shall also be considered as nominees for World Service Trustee.~~ The two Regional nominees receiving the highest number of votes at the Regional Assembly shall be considered the Region's nominees for Trustee-At-Large.

Page 39 of the 2024 C.A. World Service Manual:

Election Procedures for Regional Trustee Candidates by Regional Assembly

1. Each Area may submit one or more candidates for consideration to the Region. Each candidate must satisfy existing Trustee qualifications (see: Trustee qualifications, the WSBT service structure) and submit a completed service resume and statement of willingness to serve at the Regional Assembly to be considered.

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

2. The Regional Assembly will consider the candidates submitted by each Area for nomination as Trustee. The Regional Assembly should ensure that all candidates submitted are qualified to serve as a Trustee as outlined herein.

~~3. The Pacific South Region shall annually elect up to seven but not less than four candidates to fill Trustee positions as needed. The remaining six~~ **All** regions shall annually elect up to four but not less than two candidates to the World Service Conference (these candidates need not be present in order to be nominated or elected).

4. The slate of qualified candidates submitted shall be considered by the voting members of the Assembly.

A. Maximum Number of Candidates or Less

~~(6 Candidates in the Pacific South and 4 Candidates in Other Regions) (4 Maximum, 2~~ Minimum in All Regions)

1. All candidates will be immediately submitted for two-thirds ratification of the voting members present by secret ballot.

2. If the required, minimum number of candidates (~~4 in Pacific South, 2 in other~~ **all** Regions) receives a two-thirds affirmative vote, then those candidates receiving a two-thirds affirmative vote shall be submitted by the Region as nominees for Trustee, subject to paragraph 5 below, and the Regional election process is completed.

3. If only one candidate receives a two-thirds affirmative vote, then that candidate and the number of candidates receiving the next highest vote as needed to fill the minimum slate of candidates (~~4 in Pacific South, 2 in other~~ **all** Regions) shall be submitted by the Region as nominees for Trustee, subject to paragraph 5 below, and the Regional election process is completed.

4. If none of the candidates receive a two-thirds affirmative vote, then the candidates receiving the highest affirmative votes as needed to fill the minimum slate of candidates (~~4 in Pacific South, 2 in other~~ **all** Regions) shall be submitted by the Region as nominees for Trustee, subject to paragraph 5 below, and the Regional election process is completed. If there is a tie amongst the candidates needed to fill the minimum slate, then both of the tied candidates shall be submitted by the

Region as nominees for Trustee, subject to paragraph 5 below, and the regional election process is completed.

5. The two candidates receiving the highest number of votes pursuant to the above election process shall be designated as that Region's candidates for Trustee-at-Large. The two nominees receiving the next highest affirmative votes will be considered as the first and second alternate Trustee-at-Large candidates, and in that order, will replace any Trustee-at-Large candidate who is unwilling or unable to be considered during the term of their nomination.

Page 63 of the 2024 C.A. World Service Manual:

There are five types of Trustees:

1. World Service Trustee
2. Regional Trustee
3. World Service Office Trustee
4. Trustee-at-Large
5. Non-Addict Trustee

~~World Service Trustee: World Service Trustees are from an area within 125 miles of the World Service Office in California.~~ **World Service Trustee: Must be a fulltime resident of the country where CAWS is incorporated. The Trustee will be chosen from all the applicable regions of Cocaine Anonymous. World Service Trustees are chosen for their special experience, talents, or background. They should be comfortable reviewing and discussing contractual and legal issues and serve on both the WSBT and the WSOB.**

Regional Trustee: Regional Trustees are from the various designated regions. While no Trustee can be said to represent a geographical section of the country or world, Regional Trustees bring an invaluable regional point of view to the WSBT, World Service Office Trustee: The WSO Trustee is an active volunteer director, who is not already a Trustee, on the WSO Board of Directors.

~~Non-Addict Trustee: Non-Addict Trustees are from the various designated Regions.~~ **Trustee-at-Large:** The Trustee will be chosen from the eight regions of Cocaine Anonymous. Trustee(s)-at-Large are chosen for their

special experience, talents, or background. They should: have the ability to be versatile, ~~fill in~~ **fill** positions where needed on various committees, attend regional caucuses/conventions, and be, in the purest sense, a servant to the entire Fellowship.

Non-Addict Trustee: Non-Addict Trustees are from the various designated Regions.

Page 66 of the 2024 World Service Manual

The various Trustee Slates shall be submitted to the Conference for ratification as one of the first substantive orders of business. Each Regional Slate, Non-Addict Trustee Slate, WSO Trustee Slate, shall be presented for approval by a single vote of the Conference. The ratification of the Regional Slate also constitutes the ratification of the Trustee-at-Large designees and the WS Trustee ~~from the Pacific South Region~~. If there is an objection to the slate, or any individual on the slate, then each individual on the slate will be considered separately.

Page 67 & 68 of the 2024 C.A. World Service Manual:

Trustee Selection and Elections Process

Regional and World Service Trustees

1. After approval by each Area, one or more nominee candidates may be submitted from each Area within a Region. Each Area through its Chair or Delegates is responsible for submitting the service resumes of its nominees in writing prior to the voting at the Regional Assembly to either the Regional Trustee or Regional Assembly Chair.
2. ~~The Pacific South Region shall annually elect up to six but not less than four candidates to fill Trustee positions as needed. The remaining six~~ **All** regions shall annually elect up to four but not less than two candidates to fill Trustee positions as needed.
3. The candidates will be submitted to the Trustee Election Committee for qualification.
4. In the event a candidate for slate consideration/ ratification (Regional Trustee, WST, TAL, Non-Addict Trustee) declines the opportunity to interview, the TEC Chair will notify the Regional Trustee and request that the said candidate's name be removed from the slate.

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

5. The Trustee Election Committee will submit the candidates to the World Service Conference for ratification by two-thirds vote of the WSC.
6. The Trustee Election Committee will make its selection from the Conference Approved Slate

Seconded

Motion passes unanimously

Motion 10: to accept updates to 25 commonly asked questions on pages 35-36 of H&I guidelines.

25 10 Commonly Asked Questions

26. **1. What is Cocaine Anonymous?**
27. ~~How do I know if I'm an Addict?~~ **2. How is CA different from other 12 step groups?**
28. ~~Can I still drink, smoke dope~~ **3. How do I know if I'm an addict?**
29. ~~How much does it cost?~~ **4. Will CA cure my addiction?**
30. ~~How soon before I'm cured?~~ **5. What happens at meetings?**
31. ~~Who is in charge?~~ **6. What is a sponsor?**
32. ~~Do I have to have religion?~~ **7. Does being a member of CA cost any money?**
33. ~~Do I have to go to these meetings all the time?~~ **8. How can reading a book written so long ago help me?**
34. ~~What happens at meetings?~~ **9. Can I quit using drugs and drinking without CA?**
35. ~~Do I have to quit hanging out with my partying friends?~~ **10. Do I have to join a church or religion?**
36. ~~What are the 12 steps?~~
37. ~~What is a sponsor?~~
38. ~~How can reading a book written so long ago help me?~~

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

39. ~~How come some people remain clean and others go back out and use?~~
40. ~~Will C.A. keep me out of jail?~~

41. ~~How come you people all seem so happy?~~
42. ~~Can I ever use socially again?~~
43. ~~What is this powerlessness I keep hearing about?~~
44. ~~Won't I be cured after I leave here?~~

45. ~~I thought Cocaine was not addicting?~~
46. ~~Am I an addict if I just snort it?~~
47. ~~How will I ever pay back all the money I owe?~~
48. ~~How will I ever face my family, friends after what I did to them?~~

49. ~~How can I believe in God after what he did to me?~~

50. ~~Can't I do it all by myself?~~

Seconded

Motion fails 85-81

Motion 11: Call the question

Seconded

Motion carries

Motion 12: To approve the proposed changes to page 15 of the WSC Unity Committee Guidelines as listed below.

Unity Breakfast/Dining Event

Statement of Purpose: *This event is traditionally held on the Friday of the Conference and is planned in conjunction with the Conference Committee. This event is intended as an opportunity for members of the Unity Committee to interact with World Service Delegates and host the outgoing Trustee speaker event.*

Guidelines and Procedures:

1. Responsible for planning a breakfast/**dining** event ~~which includes a speaker component to honor an outgoing Trustee.~~ **The event agenda is at the discretion of the Unity Committee.**
2. The sub-committee will present the WSC Unity Committee a ~~slate of outgoing trustee names for the committee to select from.~~ **proposed agenda for consideration.**
3. Responsible for creating a flyer for the delegate mailing regarding the event. Flyer should be distributed in all Delegate mailings from November onward.
4. Sub-committee chair responsible for keeping WSC Unity chair informed of all progress.
5. All monies collected from sales are to be relinquished to the WSC Unity Chair, accounted for, then turned over to CAWSO.
6. All final decisions shall be determined by a group conscience of the WSC Unity Committee.

Seconded

Motion passes

Motion 13: Call the question

Seconded

Motion passes

Motion 14: To approve the logo for Celebrate Around the World 2025 (See Attachment 1)

Seconded

Motion passes.

Motion 15: To adjourn

Seconded

Motion passes

Motion 16: To change Tradition 11 “Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television and films.”

To: “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~~ **all public media**”.

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

Seconded
Motion passes

Motion 17 – call the question
Seconded
Motion not accepted by the chair

Motion 18 appeal the chairs decision.
Seconded
Motion Fails

Motion 19 – Motion to amend - “Our public relations policy is based on attraction rather than promotion; we need always maint in personal anonymity at the level of press, radio, television and films.”
To: “Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television, film and **all public media**”.
Seconded
Motion???

Motion 20 - Object to the consideration of
Seconded
Motion passes

Motion 21 to limit debate
Seconded
Motion withdrawn

Motion 22 to table this motion for one more year
Seconded
Motion withdrawn

Motion 23: To insert new language to Standing rule 20 pg. 57 WSM.
20. World Service Committee budgets submitted to the Conference floor for approval shall include their subcommittee budgets. **Preliminary budgets shall be submitted by all World Service Committees, including the WSBT and the WSOB, under SR-14 requirements. It is understood that these preliminary budgets may change up to noon on the 2nd business day of the WSC. Any revised final budget presented to the WSC Finance Committee at Conference will have all changes from the Preliminary Budget clearly identified and/or highlighted.**

Seconded
Motion Passes unanimously.

Motion 24 To insert new language in the WSM on the following pages:

- Page 21: 'Group Description' a new second paragraph
 - **“A Group or Online Group, ought to be aligned with only one (1) District or Area. Loner Groups ought to be registered with WSO. This avoids inaccurate DSR/Delegate counts and permitted Area votes at Conference.”**
- Page 26: 'District Description' beginning of second paragraph
 - **“A Group or Online Group, ought to be aligned with only one (1) District, avoiding inaccurate DSR counts for that particular District.”**
- Page 29: 'Area Description' a new last paragraph
 - **“Groups and/or Online Groups, ought to be aligned with only one (1) Area, avoiding inaccurate Delegate counts, and permitted Area votes at Conference.”**
- Page 36: Point No 1 Delegate counts and permitted Area votes. at the end of point 1.
 - **“Areas should ensure that Groups and /or online groups are aligned with only one (1) Area, avoiding inaccurate Delegate counts, and permitted Area votes at Conference.”**

Seconded
Motion passes with minor opposition

Motion 24: To insert new language beginning on pg. 35 of WSM – World Service Conference Delegate:

1. Attend the World Service Conference (WSC) prepared, in order to be able to vote knowledgeably. Conference Delegates should be present during all voting times until the end of Conference. Every Conference Delegate, after their election, will notify the World Service Office (WSO) in order to

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

be placed on the mailing list, **gain access to relevant document storage folders**, and to receive all Conference materials, which require several hours of study.

11. Delegates keep Alternate Delegates fully informed, **including access to documents and processes on WSC participation requirements**, so that the Alternate can replace the Delegate in an emergency.

12. Delegates shall help all newly elected WSC Delegates **and Alternate Delegates** from their Areas by passing on knowledge of WSC procedures **including, but not exclusively, Credentialling, WSC Registration, access to document storage platform, referrals etc.**

14. Delegates **and Alternate Delegates** ~~should~~ **must** ensure that they have been credentialed by their Area Chairperson, **or an authorized individual**, upon election, ~~but~~ no later than 30 days prior to the WSC, providing their full name, email address, phone number, and the number of votes they carry. **If attending, Delegates must also ensure they are Registered a minimum of 30 days prior to WSC. Note: Alternate Delegates must also be Credentialed and, if attending, Registered online even if they are allocated no vote [0 vote] as this then permits them to accept a proxy vote should the situation arise.**

15. **Delegates and Alternate Delegates are to access the web-based document storage platform allowing them to review and familiarize themselves with all WSC materials, including Delegate Mailings.**

Seconded

Motion passes unanimously

Motion 26: Motion: To revise the organogram on page 13 of 2023 WSM to move the WSOB into the World Service box and center the WSBT to accurately reflect the service structure of our Fellowship.

(See attachment 1)

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

Seconded

Motion 27 Refer back to committee

Seconded

Motion Passes

Motion 28: To make the following changes to Pg. 23 of the WSM under the Heading- Meeting Styles:

~~Email meetings – These are email based and run 24 hours a day, 7 days a week.~~

~~Voice meetings – These are voice only, voice over internet protocol meetings and are similar in format to face to face meetings.~~

ONLINE MEETINGS: Any meeting where two or more members meet virtually, including but not limited to video platforms and voice chat.

Seconded

Motion passes

Motion 30: To make the following changes to pgs. 73 – 76 WSO Board Qualifications in the WSM.

Chairperson

1. Elected by vote of the **World Service** Board of Trustees (**WSBT**) from one of the existing Directors, excluding Paid Directors, World Service Office Trustee (**WSOT**) and World Service Trustee (**WST**).
3. Develops candidates for future openings of the **World Service Office** Board (**WSOB**) of Directors and forwards all qualifying service resumes to the ~~Board of Trustees~~ **WSBT** after a ratifying vote by the existing Board of Directors.
4. Directly responsible for ~~supervising~~ **managing** the office personnel; all tasks the office workers

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

perform should be coordinated through the Chairperson **with direct supervision by the Director of Operations and/or Office Manager.**

5. Chairs the ~~WSO~~ board **WSOB** meetings.
6. Sets the Agenda for the ~~Board~~ **WSOB** Meetings.

Vice-Chairperson

2. Chairs ~~WSOB~~ board meeting when the chair is not present.
5. **Responsible for administration of WSOB referral tracking.**
6. **In the event the WSOB Chair position becomes vacant, the Vice Chairperson will assume all Chair duties and responsibilities until the position is filled.**

Secretary

1. Maintain records of all proceedings of the ~~WSOB~~ Board meetings (Minutes).
3. Make minutes and records available to ~~CAWSO~~ Board **WSOB** and WSBT. Make minutes available to Delegates via Delegate mailing.
5. Provide the Chairperson minutes of the previous ~~Board~~ **WSOB** meeting at least 2 days prior to the next scheduled meeting, in order that the Chairperson can prepare an Agenda.

Treasurer

1. ~~Should~~ **Shall** have prior Area or District, service committee Treasurer experience ~~or~~ **and** professional experience in the fields of finance **and/or** accounting.
3. Has prepared by outside firm of Certified Public Accountants annual financial statements for ~~CAWSO~~ Board **WSOB** and WSBT in time to be

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

distributed at the World Service Conference. In addition, prepare any additional reports or explanations to describe noteworthy changes or trends in the financial condition of C.A. World Services.

Director-At-Large

2. Coordinates **and supports** the various WSO committees.
4. **Willing to fulfill other WSOB positions as needed.**

Director of Conventions And Conferences

3. Provide ongoing contract administration of previously negotiated CAWS contracts for the upcoming CAWS conventions including, but not limited to, allocation of room nights to WSOB / WSTB **WSBT** / speakers / staff / host city members; review and approval of all **Banquet eEvent eOrders (BEOs)** in conjunction with the Trustee Negotiating Committee **(TNC) and WST**; review all contracts to be executed after approval by the WSOB and related execution.
4. Sits on all active steering committees (as a non-voting member (fa)*) of all CAWS conventions in the planning stages.
5. Works closely with the respective **Hotel Liaison** of the various CAWS conventions for planning interface, room assignments, review of final invoicing, daily charges and signoffs during the convention.
6. Works with the Conference Committee when needed to help obtain hotel bids for any and all cities which might want to host the conference, and then is the key contract negotiator with the members of the conference committee to finalize

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

the contracts for review by the TNC.

7. Serves as an active member of both the ~~w~~**World Service Conference** ~~e~~**Convention** ~~e~~**Committee** and the World Service Conference Committee.
8. Works closely with the WSOB to craft revisions to the existing guidelines and manuals to allow for expanded and more robust regional programming and perhaps programming around the C.A. world hosted /sponsored by the WSO.

Director of Resources & Project Development

1. Duties/job description of the WSO Director of Resources & Project Development shall be determined and administered by the WSBT and the ~~CAWSO Board~~ **WSOB** Chair.

Director of Operations

1. Duties/job description of the WSO Director of Operations shall be determined by the ~~CAWSO Board~~ **WSOB** and administered through the **WSOB** Chairperson.
2. A current job description shall be maintained on file at the WSO
3. Sits on a committee of the WSC.

“It is suggested that all WSOB directors step down from, and refrain from participation as a World Service Conference Committee Chairperson, or in regional, area, and district commitments other than group level or H&I panel level.”

In the event the WSOB Chair and Vice-Chair positions are both vacant, the WSOT will assume all Chair duties and responsibilities. The WSOT ~~Trustee~~ shall not concurrently serve as Chairperson of the ~~CAWSO Board~~ **WSOB** except on a temporary

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

basis, not to exceed 120 days. The ~~WSOT~~ **Trustee** shall not serve as the Chair or Vice-Chair of the WSBT in order to eliminate any possible conflict of interest.

Each CAWSO board member shall serve a two-year term and be ratified no less than once per year at a meeting by each of the CAWSO board and WSBT. Such ratification vote or votes can be called for by a two-thirds majority of members of either board. If a CAWSO board member is not ratified and does not resign at the request of the WSBT the WSBT may remove said CAWSO member by a two-thirds majority vote. The first term of each CAWSO Board member begins upon ratification by the WSBT and ends at the close of the third WSC. No member shall serve more than three consecutive terms. For the purposes of this paragraph the term “CAWSO Board member” **is synonymous with “WSOB member”** **and** shall not include paid Directors, nor the World Service Trustee. In the case of the World Service Office Trustee, when elected Trustee, the ~~WSOT~~ **Trustee** shall not serve more than four consecutive years on the WSBT and:

1. If less than two terms remain as a ~~CAWSO~~ **Board WSOB** member, the ~~WSO~~ **WSOT Trustee** term will not exceed the remaining years on the ~~CAWSO Board~~ **WSOB** or;
2. If more than two terms remain as a ~~CAWSO~~ **Board WSOB** member, the ~~WSO~~ **WSOT Trustee** term will not exceed the four-year WSBT limitation.

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

All actions regarding the ~~CAWSO Board~~ **WSOB** terms, nominations and elections shall be reflected in the ~~CAWSO Board~~ **WSOB** minutes.

The ~~CAWSO Board~~ **WSOB** as a whole shares responsibility for reviewing and publishing all WSO publications, i.e., the NewsGram, directories, etc.

The WSO and the ~~CAWSO Board~~ **WSOB** also have specific responsibilities with regard to Conference approved literature as set forth in the C.A. Pamphlet Approval Process, C.A. Pamphlet Publication Process, and C.A. Book Approval Process, all of which may be found in the WSC Literature, Chips, and Formats Committee Guidelines.

All WSOB Directors serve on the WSO Spending Committee. The Spending Committee guidelines are as follows:

1. The purpose of the Spending Committee is to research and approve all expenditures over \$500.00.
2. Purchasing guidelines are:
 - a. A minimum of three independent bids per item over \$500.00 shall be obtained.
 - b. A majority vote by the ~~CAWSO Board~~ **WSOB** is required for approval of expenditure and must be obtained after an informed discussion.

The ~~CAWSO Board~~ **WSOB** has authority during the CAWS fiscal year to authorize spending relative to a specific line item, money greater than authorized in the Conference approved budget, so long as:

1. The specific Committee, office, or Trustee total period

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

- budget is not exceeded; and
2. The total period CAWS budget is not exceeded with the following exception:
 3. Spending on purchases of books, chips, literature, and merchandise when a line item's sales have exceeded its budgeted amount. In no case shall the line item expense exceed a 10% increase.

The ~~CAWSO Board~~ **WSOB** has the authority to determine pricing of inventory items.

All actions regarding the ~~CAWSO Board~~ **WSOB** terms, nominations and elections shall be reflected in the ~~CAWSO Board~~ **WSOB** minutes.

The ~~CAWSO Board~~ **WSOB** as a whole shares responsibility for reviewing and publishing all WSO publications, i.e., the NewsGram, directories, etc.

The WSO and the ~~CAWSO Board~~ **WSOB** also have specific responsibilities with regard to Conference approved literature as set forth in the C.A. Pamphlet Approval Process, C.A. Pamphlet Publication Process, and C.A. Book Approval Process, all of which may be found in the WSC Literature, Chips, and Formats Committee Guidelines.

The ~~CAWSO Board~~ **WSOB** has the authority to determine pricing of inventory items.

Seconded

Motion passes unanimously

Motion 30: To change the following on pg. 22 Meeting Types Open Attended by C.A. members, their families, friends and other interested ~~people~~ **parties. Non-C.A. members may attend but only as observers.**

Seconded

Motion fails

Motion 31: Call the question
Seconded
Motion passes unanimously

Motion 32: To modify the description of Director of Conventions and Conferences, Item 4 (WSM, Page 70) from:

“4. Sits on all active steering committees (as a non-voting member (fa)*) of all CAWS conventions in the planning stages.”

to:

“4. Sits on all CAWS convention steering committees as a voting member.”

Seconded
Motion fails

Motion 33: Call the question
Seconded
Motion passes

Motion 34: To insert and remove language on pg. 75 of the WSM
Each CAWSO board member shall serve a two-year term and be ratified no less than once per year at a meeting by each of the CAWSO board and WSBT. Such ratification vote or votes can be called for by a two-thirds majority of members of either board **at any other time during the year. In voting, if two-thirds of either Board does not ratify the entire slate of CAWSO Board members by secret ballot, then it goes to voting on the individual CAWSO Board members by secret ballot. If a CAWSO Board member does not receive two-thirds ratification by secret ballot voting, they are not ratified.** If a CAWSO Board member is not ratified and does not resign at the request of the WSBT, **the WSBT will compose a list of reasons for non-ratification and present that list to said CAWSO Board Member. Said CAWSO Board member(s) will then be given the right to appeal their non-ratification to the WSBT and address the documented reasons. The WSBT will hear the appeal(s) at the earliest opportunity and will vote**

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

again by secret ballot at the end of the appeal(s) process as to whether the CAWSO Board member should be removed from their position. If said CAWSO Board member(s) does not achieve a two-thirds vote for removal by secret ballot, they will remain as a member on the CAWSO Board.~~the WSBT may remove said CAWSO member by a two-thirds majority vote.~~ The first term of each CAWSO Board member begins upon ratification by the WSBT and ends at the close of the third WSC. No member shall serve more than three consecutive terms. For the purposes of this paragraph the term "CAWSO Board member" shall not include paid Directors, ~~nor~~ **nor** the World Service Trustee. In the case of the World Service Office Trustee, when elected Trustee, the WSO Trustee shall not serve more than four consecutive years on the WSBT and:

Seconded

Motion passes with substantial unanimity

MOTION 35: that language will be removed, and new language added, to page 3 of the IT Workbook.

~~This 2023 revision provides new guidance for Social Media, and begins to address the scope of our online meeting presence as it continues to develop.~~

This 2024 revision adds new guidance for our Online and Hybrid meetings.

Seconded

Motion passes with significant unanimity

Motion36: that new language, as item l, will be added in the IT Workbook, on page 11, after item k

l).To avoid confusion when listing meetings from other areas please indicate the separate area.

Seconded

Motion passed

Motion 37 Call the question

Seconded
Motion passed

Motion 38: to approve the addition of the Virtual Services Guidelines, that gives guidance for online meetings, into the IT Workbook on page 16 through the end of the document.

Virtual Services –Coming Soon

~~Introduction~~

~~Statement of Purpose~~

~~Starting an Online Meeting~~

- Disclaimers
- Collecting the 7th Tradition / Matters of Finance

~~Meeting Service Positions~~

~~Anonymity and Security~~—pdf draft available

~~Chit System~~—Meeting attendance confirmation—pdf draft available

~~Virtual Helpline/Hotlines~~

~~Virtual Services Committee Guidelines~~

~~Virtual Service Committee Structure~~

~~ADD: Helpful Links~~

INTRODUCTION

The C.A. Virtual Services is a subcommittee of the World Service Conference IT Committee. We work in tandem with the IT Committee to produce a comprehensive handbook to help the C.A. Fellowship navigate the ever-changing virtual landscape.

We welcome the participation of all C.A. members interested in helping us achieve this goal.

Please reach out to us with information or questions at

VirtualServices@ca.org.

STATEMENT OF PURPOSE

The purpose of the Virtual Services Committee is to make available C.A.'s collective experience while adhering to the Traditions. This

committee offers resources for virtual C.A. groups and events.

HOW TO START A VIRTUAL OR HYBRID MEETING OF COCAINE ANONYMOUS

If you are interested in starting a virtual meeting, contact your local C.A. Area to see if it supports virtual meetings. If it does not support virtual meetings, or if you live in a location where C.A. is not available, contact one of the C.A. online Districts or Areas. If the group does not want to join an Area/District, a group representative should contact the World Service Office for recognition as a C.A. group, and obtain approval to distribute any trademarked media content (i.e. C.A. logo). If the group wants to join a district/area the meeting information should only be listed on the associated meeting schedule. Please see the C.A. World Service Manual, Statement of Policy.

Virtual Meeting Platforms

The group will decide which virtual platform to use to facilitate its C.A. meeting. Virtual platforms generally enable users to connect via video, audio, phone, and/or chat. Different platforms have different specifications. For example: many platforms require an internet connection and a supported device. Check with the platform provider for its specifications. An internet search should result in a list of virtual platforms available for facilitating meetings.

Cocaine Anonymous does not offer troubleshooting. All troubleshooting matters should be addressed with the platform service provider. Some groups have designated an IT service position as a liaison between the platform provider and the group. There are helpful video tutorials online. Cocaine Anonymous does not recommend or endorse any one platform over any other.

What is a Hybrid Meeting?

A C.A. hybrid meeting is a gathering of members both in-person and virtually. It offers support for individuals seeking recovery from cocaine and all other mind-altering substances, accommodating

those who may be unable to attend physically, but still want to engage in the Fellowship and sharing of experiences. Typically, a hybrid meeting begins with an in-person group deciding to offer virtual access to its meeting.

Before the group decides to operate in a hybrid setting, there are some things to consider. These may include devices to facilitate a hybrid meeting, cost and storage of equipment, and access to a stable internet connection.

Technology: a stable internet connection (ideally Wi-Fi), a device capable of hosting a dependable virtual conferencing account, and a speaker or sound bar that can connect to your device, to allow virtual sharing to be heard by all members.

Optional equipment also includes: a camera to show who is speaking, an omnidirectional microphone and two-way speaker (this ensures sound quality for both the virtual and in-person participants), and a monitor or projector that will display the virtual participants.

Online or Hybrid Meeting Disclaimer

It is suggested by the WSCIT Committee to read and/or post this meeting disclaimer regarding the technology being utilized to facilitate the C.A. Online or Hybrid Meeting:

“Due to the technologies being used for these meetings, your anonymity could be compromised at a public level. You may choose your level of participation in this meeting. Our group conscience reminds us that Anonymity is the Spiritual Foundation of all our Traditions. Additionally, in the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution and as such does not endorse and is not affiliated with any of the specific technology providers utilized to facilitate this meeting.”

7th Tradition

Many options exist for virtual payments. However, there may be difficulties in creating group accounts (legal requirements, fees,

etc.). Groups can decide whether and how to accept virtual donations.

SERVICE POSITIONS

Each C.A. group may create such service positions with care, as they deem necessary to carry on the group functions with such job duties and sobriety requirements, as they feel appropriate.

Each C.A. group can decide in their group conscience how to structure their service group depending on the virtual platform utilized and the number of members available for service.

Each C.A. group should train and inform all service members on the security protocols for the group's platform as decided by the group consciousness to maintain a safe and secure meeting according to the first tradition.

Virtual Meeting Host

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

Suggested sobriety time: 6 months

Term: 6 months

Duties and Responsibilities:

- Sees that the Traditions are followed within the Meeting.
- Opens the virtual meeting ahead of the start time.
- Helps with security to guard against Internet attacks.
- Assists with other service responsibilities and when applicable assumes some of the responsibilities.

Virtual Meeting Chairperson

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

Suggested sobriety time: 6 months

Term: 6 months

Duties and Responsibilities:

- Sees that the Traditions are followed within the meeting.
- Chairs the meeting and follows the format in accordance with the group conscience.
- Sees that the responsibilities of the other Meeting servants are met.
- Assists with other service responsibilities and when applicable assumes some of the responsibilities.
- Sees that announcement for the 7th Tradition collection is made.
- Announces where to find C.A. literature and meeting schedules when applicable.
- Documents the meeting history such as number of members per meeting, main speakers, service members present, number of members celebrating clean time.

Meeting Verification / Chit Coordinator

(See the Public Information Handbook at pi.ca.org for more information.)

Suggested sobriety time: 6 months

Term: 6 months

Duties and Responsibilities:

- Makes a chit announcement at the start of the meeting.
- Verifies the participants stayed for the entire meeting.
- Emails the chit verification after the meeting*.

**We suggest the group have an email address for this purpose to maintain security and anonymity.*

Sponsor Representative

Suggested sobriety time: 6 months

Term: 6 months

Duties and Responsibilities:

- Helps coordinate available sponsors for participants seeking sponsorship.

For the following positions, the length of clean time and commitment are left to the group's discretion.

Timekeeper

Duties and Responsibilities:

- Keeps track of the time of each share and informs when time is up.

Screen Sharer

Duties and Responsibilities:

- Shares on screen meeting's readings, literature, announcements, etc.

Welcome Person / Greeter

Duties and Responsibilities:

- Joins the virtual meeting ahead of the start time.
- Welcomes participants as they come into the meeting.
- Answers participant's questions about the meeting and platform.

ANONYMITY AND SECURITY

Upholding anonymity is essential to building and maintaining trust among members.

It is equally important to maintain a secure environment, free from harassment and predatory behaviors. This section gives guidance on how to run the meetings as securely as possible while still giving members options to communicate and share our message of recovery.

Considerations for Virtual Meetings

In addition to the regular group service positions, the virtual meeting platform normally requires one or more additional service positions to ensure a safe and secure meeting environment.

Know your platform! It's important that the group's service team be knowledgeable about the platform the group has decided to use. This allows the service team to know how to protect the meeting should anything happen.

- **Stay updated and informed of any platform changes made.**
- **Training Workshops can be held on a regular basis for service / home group members for training.**
- **Most platforms offer free training and support.**
- **The group should have a conscience around how to handle emergencies and security problems, and all group members should follow them.**

Personal Device Security

Keep all devices updated and secured, and be knowledgeable about common threats related to your device.

Most vendors offer free training and support.

Group Anonymity Considerations

The anonymity of the members in a virtual meeting is much more exposed than in a physical one. There is no reliable way to detect if someone records identities, messages, video and voice from the meeting or the virtual platform.

We can and should inform all participants of this at the start of the meeting using the following anonymity disclaimer:

Meeting Security Considerations

Where the physical meeting chair needs to open the venue, put up a sign, make coffee and assign a meeting chair, the virtual one needs to be a greeter, a platform host and a security guard against Internet attacks. This may well be work cut out for more than one person.

We strongly recommend that the meeting chair role and the platform host role be assigned to separate persons. If these roles are placed

on one person, it is our experience that as soon as something happens with the platform or the participants' security or integrity that will draw the single chairs full attention thus halting the meeting until the issue is resolved.

Recording In General

Although speaker tapes have enormous value to the C.A. fellowship, *recording meetings is not encouraged due to anonymity and tradition violation concerns.*

Recording features capture audio and video, leaving a member exposed to identification. There is no guarantee where the content will end up or that the video portion will be scrubbed (deleted) prior to virtual posting.

CONFIRMATION OF MEETING ATTENDANCE

Although we are an anonymous fellowship, we realize some members may benefit from being able to provide evidence of attendance at meetings. The confirmation does not confirm attendees are clean, sponsored or working a program. They simply confirm they attended the meeting. [See "The C.A. 'Chit System'" in the WSC PI Handbook at pi.ca.org.]

Who Gets a Confirmation?

Anyone attending a virtual meeting can request confirmation. Groups should specify their requirements for receiving confirmation (i.e., cameras on or off, being in the meeting from start to finish). Confirmations should be sent from the group to whomever the attendee designates.

Needed Resources

It is suggested that a group have its own email address from which to send the confirmation. Ideally the address will reflect the group's name (i.e., [broadbandhighway@\[provider\].com](mailto:broadbandhighway@[provider].com)). Many groups already have one in place, as it is used for other group

processes. Using a personal email address can compromise anonymity; groups can decide how to handle this issue. It is suggested that handling confirmations be assigned as a service position or incorporated into an existing position. Anyone requesting confirmation should contact that service person via the platform's chat function.

Creating a Confirmation

Attendees will often ask for confirmations when they arrive at the meeting. An announcement can be made at the beginning of a meeting directing those needing confirmation to the designated service member. The designated service member should send a chat response to the person requesting the confirmation:

"Hi, I am the confirmation person for this meeting. Please message me again at the end of the meeting with your first name, and the name and email address of the recipient of the confirmation."

An email will be sent when the meeting is over. It should look something like this:

To whom it may concern:

This email is to confirm that [first name of person needing confirmation] attended [name of meeting] of Cocaine Anonymous on [date of meeting].

Regards,

[Confirmation service member]

[Name of meeting/group]

The email is sent from the group to the recipient to maintain anonymity. Each time a person wants confirmation, a new request must be made.

Confirmation of Attendance Copyable

This message confirms that [attendee name] attended the [meeting name] of Cocaine Anonymous on [date/time]. Please let us know if you have any questions.



[Name of person confirming attendance]
[confirmation representative/secretary/chair/other position]

VIRTUAL SERVICES COMMITTEE GUIDELINES

- **Works within the WSCIT and VS Committee Guidelines**
- **Researches and incorporates pertinent information from our international fellowship.**
- **Collaborates with other WSC Standing Committees as needed.**

Seconded
Motion passes unanimously

Motion 39 for the WSCIT to test feasibility by making available 5 sample recordings on the CA Mobile App.

Seconded
Motion passes with minor opposition

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

Motion 40 to restore the previous text "However, take away the drug of choice, substitute another, and eventually it becomes a problem drug." to the Alcohol Reading, as follows:

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

However, take away the drug of choice, substitute another, and eventually it becomes a problem drug.

Seconded

Motion passes with Minor opposition

Motion 41: Motion to approve a flyer to solicit HCF III story submissions.
See Attachment LCF001

Seconded

Motion passes unanimously

Motion 42: to approve updated 5-point process for PSA's on page 28
WSCPI Handbook (Attachment 1).

Page 28 WSCPI Handbook

Approval Process for C.A. Related PSAs/ Videos

All videos using the name Cocaine Anonymous should follow the following approval process:

- ~~1. Idea/ Script/ Storyboard – Well Developed~~
- ~~2. Review by WSOB (including Trustees)~~
- ~~3. Approval of Idea/ Script/ Storyboard by Conference~~
- ~~4. Preproduction – Planning the shoot to ensure Traditions are abided by in making the video~~
- ~~5. Review by WSBT~~
- ~~6. Production/ Edit – Multiple times~~
- ~~7. 2nd Review by WSBT~~

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

8. ~~Approval by Conference~~

Proposed 5-Point Process:

- 1) Submit via form for checks (Check list to include logos, branding, anonymity, tradition 6 statement, copyrights, signed forms for use of work)**
- 2) PI Committee review**
- 3) WSBT Review, referred back with guidance**
- 4) CAWSPI Committee Approval**
- 5) Approval at WS Conference**

Seconded

Motion passes unanimously

Motion 43: to approve “sick and tired” poster. (Attachment 2)

Seconded

Motion passes with minor opposition

Motion 44 to approve “so did we” poster. (Attachment 3)

Seconded

Motion passes with minor opposition

Motion 45: to approve business cards. (Attachment 4)

These business cards would be available on pi.ca.org for customisation and use by areas.

Seconded

Motion passes unanimously

Motion 46: to approve “PI Champions” poster. (Attachment 5)

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

This poster is used the WSCPI committee to advertise monthly connection calls to the fellowship.

Seconded
Motion passes unanimously

Motion 47 to approve “PI Roadshow” poster. (Attachment 6)

This poster is used by PI to advertise PI Rocks Roadshows to the fellowship. It can be customised for each event.

Seconded
Motion passes

Motion 48: Appeals chair decision
Seconded
Motion Fails

Motion 49: to approve “young people’s” poster. (Attachment 7)

Seconded
Referred back to committee

Motion 50: Refer back to committee
Seconded
Motion with noted opposition

Motion 51: to approve 2024 Fact File. (Attachment 8)

Seconded
Motion passes unanimously

Motion 52: to approve language for the new Survey landing page, as follows:

Welcome to the Cocaine Anonymous World Service Public Information Committee Survey We want to assure you that no personal identifiable information is collected during this survey. Your responses are anonymous and will be used only for statistical

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

analysis to update the Fact File which is used for presentations to the professional community and for potential referrals to other World Service Committees

By participating in this survey, you consent to the anonymous use of your responses for research purposes only. Please click "Yes" to continue to the survey, and "No" to exit the survey.

Seconded

Motion 53: To remove question 5 “what is your ethnic identity?” from the survey.

Seconded

Motion passes with minor opposition

Motion 54 moves to extend debate to get through PI tonight. Non debatable

Motion fails

Motion 55 to add information disclaimer as first question of the survey to read “Disclaimer: Personal data is not collected or saved. All data collected is anonymous and used in World Service efforts such as the Public Information Fact File, Public Information Professional’s Presentations, and possible future translations. By clicking yes, you are consenting to data being used in for these purposes, clicking no will exit the survey.”

Seconded

Motion passes unanimously.

Motion 56 Motion to add masters and doctorate to the answers to question 7 “What is your highest level of education?”

Seconded

Motions passes with minor opposition

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

Motion 57 Motion to reconsider the ethnicity question motion 53 (item 10 in the PI report)

Seconded

Motion passes.

Motion 53: To remove question 5 “what is your ethnic identity?” from the survey.

Seconded

Motion fails

Motion 58 to refer back to committee

Seconded

Motion fails

Motion 59 Call the question

Seconded

Motion passes

Motion 60 to approve “young people’s” poster. (Attachment 7)

Seconded

Motion passes

Motion 61 Motion to approve “Professional Week” poster. (Attachment 9)

Seconded

Motion passes

Motion 62 Motion to approve “PI needs hands” poster. (Attachment 10)

Seconded

Motion passes with opposition

Motion 63 Motion to approve survey poster with explanation. (Attachment 11). This poster would be used to advertise the survey to the fellowship.

Seconded

Motion passes with opposition

Motion 64 Motion to approve generic survey poster. (Attachment 12)

This poster would be used to advertise the survey to the fellowship.

Seconded

Motion passes unanimously

Motion 65 Motion to approve colour the world poster. (Attachment 13)

This poster would be used to advertise the annual poster week campaign to the fellowship. This will be available in American and UK English for download.

Seconded

Motion passes unanimously

Motion 66 Motion to add the following new language to the “Public Service Announcements” section of the PI Handbook.

Public Service Announcements

The World Service Conference (WSC) of Cocaine Anonymous has approved Public Service Announcements (PSAs) for television, radio, and other media outlets, here are some suggestions on how to use them.

Some media outlets donate airtime to non-profit organizations for public service announcements. In seeking to have a PSA aired, you should contact the Station Manager or person responsible for public affairs and ask how to deliver the required format of the PSA for consideration. **A good place to start might be local non-profit/community or university radio and television stations.** The media outlet’s website may have the information you seek.

Seconded

Motion passes with minor opposition

Motion 67: to add the following language to the “Carrying the Message to the Professional Community” section of the PI Handbook.

Carrying the Message to the Professional Community

By professional community, we mean any organizations, entities, or individuals whose activities could provide additional contacts and

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

exposure for the Fellowship of Cocaine Anonymous. Those include, but are not limited to:

- *Employee Assistance Programs (EAPs)*
- *Health and treatment professionals and their organizations*
- *Schools and universities*
- *Law enforcement agencies*
- *Trade unions*
- *Local and State government social service agencies*
- *Private social service agencies (churches, charities, etc.)*
- *Outside helplines and directories*
- *Medical associations*
- *Court systems*
- *Hospitals and Clinics*
- *Doctor's Offices*
- *Social Workers*
- *Homeless shelters*

Good first outreach starting points might be:

- *Contact local Drug and Alcohol services, especially the engagement teams*
- *Contact police/ probation services*
- *Contact doctors, surgeries and medical centers*
- *Contact local emergency housing services*
- *Contact local treatment centers, prisons, and bail bond agencies*

Possible next steps after initial contact:

- *Send literature*
- *Supply Meeting Lists*
- *Offer to do a presentation (Organizing a Presentation to Professionals Day)*
- *(Professional Slide Show Presentation) [link](#)*

Contact the World Service Conference Public Information Committee: The WSCPI committee can help your committee find

local conferences and organizations. We would love to help. Please contact us via email at PI@ca.org.

Seconded

Motion passes unanimously

Motion 68: to add the following language to the “Local Committee Organization” section of the PI handbook.

Local Committee Organization

It only takes two or more enthusiastic members to form a PI committee.

Suggested Checklist:

1. Set a venue, date, and time for a committee forming/ steering meeting – inform your fellows of the date and time of the meeting and that a PI Committee is being formed
2. Hold the meeting (hopefully, others will turn up- if they don't, don't panic- PI outreach can still take place)
 - a. Vote in a Chair, Treasurer, Secretary, Literature person. Other posts could include – Vice Chair, Outreach Coordinator, Web Servant, Hotline,
etc.
 - b. Let your Area or District know that you have formed a new committee (if you have one), your new chairperson will form part of the Area or District Committee where ideas, enthusiasm, and solutions to challenges are shared. This also enables you to keep your Area or District informed about PI activities and opportunities.
 - c. Familiarize yourself with the traditions and service guidelines in the PI Handbook
 - d. Consider setting up a local Public Information email address so you can manage enquiries and media contacts. It is advised that you have multiple administrators for these accounts, so the responsibility is not left to one individual. This can be

useful to protect anonymity when placing adverts and announcements in the local press

e. Plan your PI activities. You can get ideas for this from the section in this handbook on “Starting a Local PI Committee”

f. The World Service Conference Public Information Committee has many effective proven ideas from other areas they can share. The World PI holds regular online “Connection” meetings where local PI committee members share their experiences. Contact the committee via email at PI@CA.org.

f.g. Your District or Area may be able to provide funds for these and other expenses – however they will need to know what you plan to spend the money on, so prepare a budget and get multiple quotes as per the Financial Guidelines. Be prepared to explain what the money is for and how it will benefit the growth of the fellowship as well as the addict that still suffers. Remember other opportunities will present themselves, so allow some additional budget for this too, as well

gh. An agenda should be sent out on your communication platform, e.g., email or messaging service, at least 48 hours before the meeting to allow attendees to prepare or suggest items for “Any Other Business” section.

Seconded

Motion passes unanimously

Motion 69: to update the “Further Resources” section of the PI handbook by removing “Your Local Library” and adding “Books and Literature Placement” sections.

Further Resources

[C.A. Fact File \(Link\)](#)

Cocaine Anonymous is a fellowship of people of all socio-economic backgrounds, comprised of all races, genders, sexual orientation, religious and spiritual beliefs. The C.A. Fact File contains information

about the fellowship, what substances we used, and how we found our way into the program.

C.A. Translation Policy

You can be of great service to your fellowship by translating materials locally and passing them on to the World Service Office for review.

~~Your Local Library~~

~~Our books are an effective way of getting our message out to the public. Many Areas/ Districts have successfully placed our books into public, university, and high school libraries. Some libraries may also be interested in a speaker presentation or literature rack or have a general information board where a C A poster or flyer could be displayed.~~

Book and Literature Placement

Our books and other literature are an effective way of getting our message out to the public. Ideas for book and literature placement include but are not limited to school libraries, treatment facilities, local probation and parole offices, community healthcare centers, coffee shops, lending libraries at your local meeting places and community centers in your area. Use the creative ideas from members in your District/Area to broaden this list. Some libraries, schools and community centers may also be interested in a speaker presentation, a literature rack or displaying one of our many posters. Our monthly PI Connection calls provide a wealth of ideas for book and literature placement.

A PRESENTATION TO PROFESSIONALS [Link](#)

Seconded

Motion passes unanimously

Motion 70: to amend to remove the words LGBTQ+

Seconded

Motion passes unanimously.

Motion 71: Insert new language on page 7 of the WSCCC Guidelines after CONVENTION STEERING COMMITTEE section.

SELECTION OF CAWS CONVENTION CHAIRPERSON

Once the convention hosting area/region has been selected at the World Service Conference, the hosting area/region shall, within 3 (three) months, submit a minimum of (two) (preferably three) candidates for Convention Chairperson, with resumes and recommendations, to the WSCCC. A Selection Board consisting of the WSCCC Chair, Vice-Chair, Secretary(s), and Hosting Area Trustee will schedule a meeting to be attended by the candidates and any other members wishing to attend.

1. Only WSCCC Selection Board members will have a vote.
2. Candidates will be notified by the WSCCC Chair once the decision has been made.

CHAIRPERSON

SOBRIETY REQUIREMENT: Five years continuous sobriety.

PAST SERVICE WORK REQUIRED: Prior experience on a C.A. convention committee. QUALIFICATIONS: Strong leadership skills.

CHAIRPERSONS DUTIES:

1. Within ninety (90) days of appointment, the WS Convention Chairperson shall submit a minimum of two (2) candidates with resumes along with recommendations for ~~officers of the Steering Committee consisting of Vice-Chairperson, Secretary, Treasurer, Program Chair and Hotel/Events Venue Liaison to the Selection Board consisting of the WSCCC Chair, Vice-Chair, Secretary(s) and the Regional Trustee.~~ Verification of approval by above-mentioned board will be done within forty five (45) days of submittal. Any positions rejected or replacements needed must be resubmitted to the above-mentioned Selection Board, within sixty (60) days for approval. This last procedure should be repeated until all positions are filled. ***each of the Convention Steering Committee officer positions to the WSCCC. These positions are:***

- a. ***Vice-Chairperson***
- b. ***Secretary***
- c. ***Treasurer***
- d. ***Program Chair***
- e. ***Hotel/Events Venue Liaison.***

- 2. A meeting will be scheduled by the selection board consisting of the WSCCC Chair, Vice-Chair, Secretary(s), CAWS Convention Chairperson, and Hosting Area Trustee. This meeting may also be attended by any member.**
- 3. The WSCCC Selection Board shall, within 45 days, notify the Convention Chairperson of their selections. If any candidates are rejected, or replacements are needed, resumes must be resubmitted to the WSCCC within sixty (60) days for approval. This last procedure shall be repeated until all positions are filled.**

Seconded

Motion passes unanimously.

Motion 72: Insert new language on page 55 of the WSCCC Guidelines before section titled BIDDING GUIDELINES AT CONFERENCE:

SUGGESTED BID COMMITTEE STRUCTURE

- 1. Chairperson**
 - a. The Chairperson oversees the entire bidding process, ensuring that all procedures are followed correctly, and timelines are met. The Chairperson is also responsible for setting meetings and maintaining order during discussions.**
 - b. Responsibilities:**
 - **Schedule and chairs committee meetings.**
 - **Coordinate with other committee members to ensure tasks are completed.**
 - **Serve as the primary point of contact for bidders alongside the “Hotel Liaison”**
 - **Helps the committee to follow the WSCCC Guidelines.**
- 2. Vice-Chairperson**
 - a. The Vice-Chairperson assists the Chairperson and fills in for the Chairperson if they are unavailable.**
 - b. Responsibilities:**
 - **Support the Chairperson in their duties.**

- **Assume the Chairperson's responsibilities in their absence.**
- **Help coordinate committee activities and communication.**

3. Secretary

a. **The Secretary is responsible for all documentation related to the Bid Committee.**

b. **Responsibilities:**

- **Record minutes of all committee meetings.**
- **Maintain records of all bids received.**
- **Ensure that all necessary documents are properly filed and accessible.**

4. Hotel/Venue Liaison

a. **The Hotel/Venue Liaison is responsible for searching out hotel locations and collecting bids for the World Convention.**

b. **Responsibilities:**

- **Collects bids from hotels in the local area including, but not limited to, room night cost, capacity, food and beverage, meeting spaces, amenities, and activities in the area as well as distances to major travel hubs.**

5. Special Events Chair

a. **The Special events chair is responsible for finding unique events that would be possible at a World Convention to include in the bid.**

b. **Responsibilities:**

- **collecting activity ideas, costs, and relevant travel information for anyone submitted, with a mind towards accessibility and cost.**

Seconded

Motion 73: Majority vote to who will host 2028 World convention.

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

All those in favour of SOCA Toronto
All those in favour of Scotland
Scotland held the majority vote.

Motion 74: for Scotland to host the 2028 World Convention.
Motion passes with significant unanimity
Congratulations Scotland.

Motion 75: To approve the AMENDED Conference Approved FY'2024 Budget. (Attachment 1).

Review FY'2024 BUDGET vs. ACTUALS financial report with PROPOSED AMENDMENTS. This report compares the Actual Income and Expenses (YTD) in a comparison with the 2023 Conference Approved FY'2024 Budget and proposes Amendments for the Budget through the end of FY'24. Review the YTD Balance Sheet (Attachment 2).

This also serves as a Treasurer's report of CAWSO for FY'2024, as of 8/30/2024 (On or about the Reporting Date).

NOTE: The reports provided in the Pre-Conference report will be updated at the Conference.

Seconded

Motion passes with substantial unanimity.

Motion 76: To approve the Proposed budget for FY'2025 (Attachment 2)

Present the Proposed FY'2025 CAWS annual budget. This Budget is based upon the reported needs of all standing committees, the WSBT, and CAWSO.

Seconded

Motion passes with substantial unanimity.

Motion 77: To approve the addition of new section to the CA Financial Guidelines entitled **Internal Committee Guidelines.** (Attachment 4)

Seconded

Motion passes unanimously

Motion 78 : To approve the addition of new section to the CA Financial Guidelines entitled **WSC Fund Raising Guidelines.** (Attachment 5)

Seconded

Motion passes unanimously.

Motion 79: To approve the revised organogram on page 13 of 2023 WSM (See attachment 1).

Seconded

Motion passes with substantial unanimity

Motion 80: to insert and remove language pg. 72 of the 2024 WSM

WSO Board of Directors Interview Process

~~Directors of the World Service Office Board (WSOB) to be interviewed by the World Service~~

~~Board of Trustee's (WSBT):~~

- ~~1. The WSOB Chairperson~~
- ~~1. The WSOB Treasurer~~
- ~~1. The WSO Paid Director(s)~~

~~Directors of the World Service Office Board (WSOB) to be interviewed by the current World Service Office Board:~~

~~1. All Directors other than the WSOB Chair, WSOB Treasurer and WSO Paid Director(s).~~

All Directors, except for Paid Director s, will be interviewed first by the World Service Office Board (WSOB); any viable candidates will be used to create a slate of candidates. This slate, along with the WSOB's recommendation, shall be forwarded to the World Service Board of Trustees (WSBT). The WSBT will then conduct additional candidate interviews, at the WSBT's discretion, and make the final selection. It is suggested that the WSBT take the WSOB's recommendation into serious consideration; however, the final election will be at the discretion of the WSBT.

- 1. Chairperson**
- 2. Treasurer**
- 3. Director(s)-At-Large**
- 4. Director of Conventions and Conferences**

Paid Directors of the WSOB, as required, will be interviewed by the WSOB Chairperson, and other WSOB Members at the WSOB Chair's discretion. Viable hiring candidates, along with the WSOB Chair's recommendation, shall be forwarded to the World Service Board of Trustees (WSBT). The WSBT will then make the final selection. It is suggested that the WSBT take the WSOB Chair's recommendation into serious consideration; however, the final hiring will be at the discretion of the WSBT.

2024 World Service Conference of Cocaine Anonymous
Summary of Motions

1. **Director of Operations (DOO)**

• **Director of Resources and Project Development (DRPD)**

The WSOB, at their discretion, may elect members to the position of Vice-Chair or Secretary so long as they come from existing members of the WSOB previously elected by the WSBT. Any election to the Chair, Treasurer, or Director of Conventions and Conferences by an existing WSOB Member must be made by the WSBT.

Seconded

Motion passes with minor opposition

Motion 81: to adjourn the 2024 conference.

Seconded

Motion passes unanimously.