Cocaine Anonymous World Service

2026

Conference Committee Guidelines

Reflecting the actions of the 2025 World Service Conference

CONERENCE COMMITTEE GUIDELINES
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STATEMENT OF PURPOSE: From C.A. World Service Manual
(reflecting revisions as 09/06)

The purpose of the WSC Conference Committee is to organize the World Service Conference, which includes:

A) Hotel site selection and negotiation;
B) Preparation of the agenda;
C) Preparation and review of the minutes from each Conference for distribution;
D) Compile the Delegates packets; and
E) Develop policies and procedures for the Conference.

The WSOB and its Board of Directors are responsible for negotiations of contracts related to the Statement of Purpose of the Conference Committee. This includes WSC hotel contracts and taping contracts, which will be coordinated with the Conference Committee.

A subcommittee of the Conference Committee also serves as a Credentials Committee. This committee reviews all petitions to the WSC for Area recognition, as well as the Delegate Credential forms.

A subcommittee of the Conference Committee also serves as a Conference Coordination subcommittee. This subcommittee assists in all aspects of Conference planning. The Conference Coordinator shall chair this subcommittee. The Administrative Coordinator shall serve on this sub-committee. The Conference Coordinator is responsible to the Conference Committee and the Conference as a whole for meeting the requirements of the statement of purpose of the Conference Committee. The Conference Coordinator shall not be a voting member of the Conference. The term of service begins with the end of the Conference during which he/she is selected and ending at the end of the second successive Conference.

WSC CONFERENCE COMMITTEE GENERAL GUIDELINES

1) The annual Conference will be held on dates agreed by the previous Conference, traditionally during August or September, starting midweek and concluding Sunday mid-day.
2) The Conference Committee will present a recommendation for the location and date of the Conference,
3) The Conference committee is to research possible hotel sites, collect 3 competitive bids, perform an on-site inspection **{NEW LANGUAGE} (if required) {NEW LANGUAGE}** and recommend the most beneficial location for the Conference. It is understood that the hotel contracts may need to be negotiated and executed for a multiple year cycle.
4) Final contracts with the selected hotel should be signed a minimum of two years prior to the Conference.
5) All contracts for goods and services are to be made out to Cocaine Anonymous World Service Office, Inc., a California Corporation ("CAWSO"). CAWSO will be the signer

on all contracts entered into by the World Service Conference. Only authorized representatives of CAWSO may sign contracts.

6) These Conference guidelines recognize the responsibilities of the Board of Trustees as more fully described in the bylaws of Cocaine Anonymous World Services, Inc., a California Corporation, ("CAWS") the Twelve Concepts, and the Conference Charter to oversee the activities of CAWSO, including the Conference with respect to finances, traditions and all matters which affect CA as a whole.

7) The WS Conference will be covered by the liability insurance of CAWSO.

8) When possible, all contracts for goods and services should be signed a minimum of three months before the Conference, including, but not limited to audiotaping, audio/visual, information technology, etc.

9) The Conference Committee will use the appropriate platform to conduct business throughout the year.

10) Any revisions or modifications to the Conference approved Conference Committee budget must be submitted to the WSO per the then existing Finance and Conference Guidelines.

11) All services and goods to be used for conducting business at the WS Conference must be selected from the supplier judged to be most beneficial to the Conference through a 3-bid process for expenditures over $500. All World Service Conference contracts are forwarded to the CAWSO Board and executed per the current contract signing protocol.

ADDITIONAL FUNCTIONS OF THE COMMITTEE

Mailings Review Subcommittee

Chair: Conference Committee Chair

Members: Representative of WSBT
Representative of WSOB
Conference Coordinator
Conference Chair

Purpose: To review all conference-related materials submitted by members and committees for dissemination to the World Service Conference members via a regular or special mailing including the SR-14 mailing.

Tasks:

- Review all materials being submitted for distribution for adherence to the C.A. Twelve Concepts and Conference Charter.
- Evaluate those materials which violate the 10th Tradition and the General Warranties contained in the Twelfth Concept without excluding the other Concepts or Traditions from consideration.
- Refer to the Traditions for guidance when reviewing the materials.

- The conference committee will forward mailings materials 1 week before the deadline to the WSO for them to complete their process
- Establish mailing dates for conference-related materials
- Meet and complete review of materials within 14 days prior to the mailing
- For material in question:
    - Discuss any concerns with the author of the material, seeking consensus.
    - If a resolution is reached:
        - Have the author resubmit the material with agreed upon revisions.
    - If no resolution is reached:
        - Vote, by majority, whether to withhold an item or items from a mailing.
        - Advise the author, in writing, why the material was withheld.
        - If the author disagrees, they may appeal the decision of the subcommittee to the full Conference Committee or the WSC as a whole.

<u>Accreditation Subcommittee</u>

Chair: Conference Officer
Members: Conference Coordinator
Conference Committee Chair

Purpose: To ensure that all credentials for Delegates and other voting members of the Conference are correct and remain so throughout the course of the Conference.

Tasks:

- Review submitted credentials for compliance with SR-5
- Review proxies for completeness and accuracy
- Review area petitions for completeness and accuracy
- Review submitted registrations for compliance with SR-6
- Provide current forms for credentialing, registration, proxy and petition

<u>Coordination Subcommittee</u>

Chair: Conference Coordinator
Members: Conference Vice-Coordinator
Conference Referrals Coordinator
WSOB Liaison
Conference Co-Secretaries
Other Committee Members

Purpose: Assists in all aspects of Conference planning

Tasks:

- Manages and maintains the cloud-based storage system, including individual access, file structure and file management.

- Manages and maintains the electronic Conference Registration platform, including development of the forms, managing the database and reconciling the data with credentialed voting members for the Conference Chair.
- Manages and maintains the electronic Conference Accreditation platform, including development of the forms, managing the database and reconciling the data with registered members for the Conference Chair.
- Coordinates all programs which occur for the Conference which includes meal functions, new delegate introductions and workshops, and other functions as applicable.

COMMITTEE MEMBERS:

CONFERENCE COMMITTEE CHAIRPERSON:

Responsibilities:

- Presides over WSC Conference Committee meetings,
- Appoints subcommittees as needed.
- Develops Committee agenda for the work to be done for the upcoming Conference,
- Maintains and encourages contact between committee members
- Oversee all WSC Conference Committee budgeting matters.
- Submits of a quarterly report.
- Provide a timely pass-it-on and orientation

Qualifications:

- Five (5) years continuous sobriety.
- Voting member at **any** previous Conference.
- Must have served on the Conference Committee for at least one year prior to election as Chair.
- Must have working knowledge of the Twelve Steps of Cocaine Anonymous, the Twelve Traditions of Cocaine Anonymous, the Twelve Concepts of Cocaine Anonymous, and the Conference Charter.
- Good organizational skills and strong leadership ability.

Length of commitment: Two (2) Conferences. No person may serve more than two (2) consecutive terms.

CONFERENCE COMMITTEE VICE-CHAIRPERSON:

Responsibilities:

- Assumes duties of Chair if Chair is indisposed or unable to complete commitment,
- Attends all **WSC Conference** committee meetings,
- Chairs at least one (1) subcommittee (when applicable).

Qualifications:

- Four (4) years continuous sobriety,
- Voting member at **a** previous Conference,

- Must have served on the Conference Committee for at least one year prior to election as Vice-Chair,
- Must have working knowledge of the Twelve Steps of Cocaine Anonymous, the Twelve Traditions of Cocaine Anonymous, the Twelve Concepts of Cocaine Anonymous, and the Conference Charter,
- Good organizational skills and strong leadership ability.

Length of commitment: One (1) Conference. No person may serve more than two (2) consecutive terms.

CONFERENCE COMMITTEE SECRETARY:

Responsibilities:

- Records minutes of Conference Committee meetings,
- Distributes minutes of previous meetings, ideally within two weeks, and manages correspondence to the committee,
- Maintains a list of committee members' phone numbers, and e-mail addresses,
- Assists Chairperson with notification of committee members regarding upcoming committee meetings,
- Maintains committee archives,
- Prepares the seating chart at the Conference prior to the start of the first session.

Qualifications:

- Two (2) years continuous sobriety,
- Ability to type,
- Good organizational skills.

Length of Commitment: One (1) Conference.

CONFERENCE COORDINATOR:

Responsibilities:

- Acts as the hotel liaison for the Conference committee, coordinating meeting space within the hotel, including breakout rooms for the committees & regional caucuses, and setting up Conference office, including the catering department, reservations, security, etc.
- The Conference Coordinator will chair and facilitate the Coordination subcommittee.
- Works with the WSO in making all arrangements for copiers, computers and other office equipment to be delivered to the hotel site before the Conference.
- Assists Conference attendees during the Conference, allowing voting members to participate in the proceeding to the fullest extent possible.
- Prepares and distributes information to attending delegates regarding day-to-day changes or information needed.

Qualifications:

- Four (4) years continuous sobriety
- Previous Conference voting member
- Must have served on the Conference Committee at least 1 prior year

- Working knowledge of the Twelve Steps of Cocaine Anonymous, the Twelve Traditions of Cocaine Anonymous and the Twelve Concepts of Cocaine Anonymous and the Conference Charter.
- Good organizational skills
- Previous hotel experience recommended
- Non-voting status at the Conference

Length of commitment: Two (2) Conferences with no more than a one (1) Conference extension.

CONFERENCE VICE-COORDINATOR:

Responsibilities:

- Assists the Conference Coordinator in all of the above activities
- Assumes duties of Coordinator if Coordinator is absent
- Becomes Coordinator and assumes all Coordinator responsibilities, for balance of Coordinator term in event of Coordinator vacancy.
- Attends all WSC Conference committee meetings.
- Coordinates any new delegate orientation and workshops.

Qualifications:

- Four (4) years continuous sobriety
- Previous Conference voting member
- Currently serving on the Conference Committee
- Working knowledge of the Twelve Steps of Cocaine Anonymous, the Twelve Traditions of Cocaine Anonymous, the Twelve Concepts of Cocaine Anonymous and the Conference Charter
- Good organizational skills
- Previous hotel experience recommended

Length of commitment: Two (2) Conferences. No person may serve more than 2 consecutive terms.

CONFERENCE REFERRALS COORDINATOR:

Responsibilities:

- Assists the Conference Coordinator and Vice-Coordinator in all of the above activities and serves on the Conference Coordination Sub-Committee.
- Is responsible for the coordination of all referrals received by the Conference Committees throughout the year, including dissemination of the referrals to the applicable Conference Committees.
- Also responsible for the compilation of all referrals into a working document.

Qualifications:

- Four (4) years continuous sobriety
- Previous conference voting member
- Currently serving or having past experience on the Conference Committee.

- Working knowledge of the Twelve Steps of Cocaine Anonymous, the Twelve Traditions of Cocaine Anonymous, the Twelve Concepts of Cocaine Anonymous and the Conference Charter. Good organizational skills

Length of commitment: 2 (Two) Conferences. No person may serve more than 2 terms.

WSOB LIAISON:

- This position is appointed by the WSOB to serve on the Conference Committee.
- Liaises between the World Service Office ("WSO") and Conference Committee.
- Performs tasks as requested by the Conference Committee Chair, and the Conference Committee Coordinator.
- Supports the Conference Coordinator in coordinating set up of Conference office, including all arrangements for copiers, computers, office equipment and supplies to be delivered to the hotel site before the Conference.
- During the Conference works with the Conference Committee Conference Coordinator to ensure smooth operations following Conference Committee and WSO procedures.
- Serves on the Conference Coordination subcommittee.
- The individual fulfilling this position shall be ratified by a subcommittee consisting of one member of the WSOB, one member of the WSBT (Trustee serving to the committee), the Conference Committee Chair, and the Conference Committee Coordinator. The needs of the Conference and Conference Committee should be taken into consideration in determining the qualifications of this individual.

CONFERENCE OFFICERS:

Responsibilities to Conference Committee:

The World Service Conference officers serve on the Conference Committee to assist in the proper function of the Conference. Some of their duties are as follows:

- WSC Chair and Vice-Chair/Parliamentarian chair the Conference proceedings and the Delegate Orientation prior to the Conference opening.
- WSC Chair formulates the Conference Agenda and submits it for inclusion in Delegate mailings.
- Responsible for the update and circulation of Conference report forms/templates for each committee.

PROPOSAL FOR WORLD SERVICE CONFERENCE VENUES

The Request For Proposal (RFP) Subcommittee forms on an Ad-Hoc basis when Conference Hotel bids are required. This subcommittee disbands when Hotel comparison documents are submitted to the World Service Conference Committee for final review and approval.

The purpose of this subcommittee is to research prospective Conference venues, keeping in mind that the Conference is first and foremost a business meeting. The subcommittee is tasked with researching, developing, and investigating potential host venues to provide the most value to the fellowship as a whole. The subcommittee accomplishes this with C.A. World Services in mind with no preference or bias given to individual Regions, Areas, or Districts. Issues of utmost concern are total actual cost to the fellowship and individual delegates, Fellowship population centers, travel times and time-zone changes, fostering Unity and Fellowship, and encouraging Growth of our Organization as a whole. All Conference bids shall go through the RFP Subcommittee prior to being submitted to the Conference Committee, and the Conference as a whole.

Individual Areas are encouraged to participate in this process. That is best achieved by working with the RFP Subcommittee; however, Areas are free to work independently of the RFP Subcommittee. These bids for Conference venues will still be researched, developed, and investigated by the RFP Subcommittee in the same manner as any other hotel being considered. If it is determined that these Area bids meet the criteria for advancement in the process, the RFP Subcommittee will do so. If it is determined that the bid does not meet the advancement criteria, the RFP Subcommittee will inform the Area that the bid is no longer being considered. These activities are conducted as outlined in the *WSC CONFERENCE COMMITTEE GENERAL GUIDELINES*, Items 2 and 3 of this document.

These are general guidelines and may be modified dependent upon the particular circumstances at the time venues are being reviewed. The basic process and timeline for the RFP Subcommittee is as follows:

1) **At Conference prior to an RFP year, the WSC Conference Committee should include in its Conference Report that next year will be an RFP year and notify all delegates that any area interested in potentially submitting a bid should contact the WSC Conference Committee for further instructions.**

2) **Immediately following the close of Conference 1 year prior to the RFP requirement, the WSC Conference Committee will initiate the RFP Sub-Committee and elect a sub-committee chair.**

3) **It is suggested that the RFP Sub-Committee be formed with members 11 months prior to the next Conference, approximately October 1st of that year cycle. Participation on this Sub-Committee is open to any member of C.A. that wished to participate. It is suggested that the current Conference Coordinator and the WSOB Director of Conferences and Conventions serve on this Sub-Committee. The committee should spend approximately 2 months researching potential venues and developing an**

applicable RFP document for that particular year's needs. These activities should be completed by December 31st of that particular year cycle. If an individual area is interested in submitting a bid for Conference and has decided to work with the RFP Sub-Committee, it is suggested that they join the Sub-Committee during this time.

4) **On approximately January 1st of that year cycle, potential venues should be contacted using a pre-qualification document to establish base level requirements for Conference. Many factors should be taken into consideration at this point; however, it does not need to be a lengthy or detailed document. Careful consideration should be taken for respect of Sub-Committee member and potential venues' valuable time. If a venue is not able to accommodate the initial needs of the Conference, there is no need to send them an RFP.**

5) **At the pre-qualification stage, potential items of consideration are as follows:**

    a. **Hotel Venue Size and Space Accommodation**
    b. **Proximity to international "Hub" airports**
    c. **Proximity to a C.A. Fellowship**
    d. **General experience or Conference/Convention style hotels**

6) **Pre-qualification Proposals from prospective venues should be due back to the Sub-Committee by February 15th of that year cycle. Depending on the number of proposals received that advance to the following stages; the Sub-Committee may decide to continue venue investigation or close prospective venues at that point. If an individual area is interested in submitting a bid for Conference and has decided to work independently of the RFP Sub-Committee, it is suggested that they follow this same procedure. If possible, it is requested these Areas submit their bids to the Sub-Committee at this time to allow for proper review.**

7) **Once all Pre-qualification Proposals have been received, the Sub-Committee will review the offerings to determine a "Short List" of 5 to 10 venue finalists. This number may be more or less depending on responses that cycle year; however, this is the target. At this stage, additional items of consideration are as follows:**

    a. **Room Rental Rates**
    b. **Food & Beverage Requirements**
    c. **Meeting Space rental cost (if applicable)**
    d. **General willingness of the venue to host this event**

8) **Upon completion of the Finalist "Short List", a detailed Request For Proposal (RFP) document will be sent to the targeted venues by approximately March 15th of that year cycle. This detailed RFP will include all pertinent requirements for Conference for the years being bid on. The proposals received back from the venues will become the basis for the Hotel Contract if awarded, so it is important that all information be submitted to, and received back from, the potential venues.**

9) **The final Venue Proposals should be received by the Sub-Committee no later than April 30th of that year cycle. Any Area working on a bid independently of the Sub-Committee must submit their final bid to the sub-Committee no later than April 30th of that year cycle.**

10) **The sub-Committee will review all of the final proposals to reduce the "Short List" to 5. This number may be more or less depending on responses that cycle year; however, this is the target. The "Short List" must have at least 3 potential Bids. At this stage, potential items of consideration are as follows:**

    a. **Room Rental Rates**
    b. **Food & Beverage Requirements**
    c. **Meeting Space rental cost (if applicable)**
    d. **General attendee travel costs to the potential venue**
    e. **Relative location, time of travel and time zone changes for attendees**
    f. **Other potential costs for attendees in the venue host city (ie: cost of living indexes, proximity to food/services, etc)**
    g. **General willingness of the venue to host this event**

11) **The final report of the Sub-Committee is to be presented to the WSC Conference Committee no later than one week prior to the May WSC Conference Committee Meeting (Approximately May 15th) of the year cycle. In the event that there are more than 3 potential bids, the WSC Conference Committee shall determine and vote on the final list of 3 Bids. In the event there are only 3 bids, the WSC Conference Committee shall vote to ratify the list as is.**

12) **The WSC Conference Committee shall include the Final List of 3 Bids with the SR14 package to go out to all delegates of the WSC. The information will then be presented during the WSC Conference Committee Report along with the WSC Conference Committee recommendation. All three bids will then be voted on in a manner determined by the Conference Chair; however, it is suggested that a simple majority vote be used to make the final decision.**

Please contact the WSC Conference Committee if interested in the RFP details at conference@ca.org. It is understood that these are reference documents and may be partially or fully modified by the RFP Sub-Committee or Areas independently submitting bids based on the specific needs of the year cycle.