Cocaine Anonymous World Service Manual

2022 Edition
Reflecting actions from the 2021 World Service Conference

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This Manual is intended to provide guidance for our activity in a spiritual program of recovery. Except for Cocaine Anonymous World Service Conference Charter and the Bylaws of Cocaine Anonymous World Services, Inc., legal matters dealing with logos and the name "Cocaine Anonymous" and procedures for elections and participation at the WSC, suggestions are just that and decisions by individuals, groups, districts and areas should be considered within the context of our Twelve Steps, Traditions and Concepts. We should remember that each group is autonomous and that the group conscience is the guiding principle. We hope that you will remember when reviewing this document that this Manual is a compilation of our shared experiences, good and bad. If you have any questions or concerns about its contents, please contact your Regional Trustee.

SECTION I:
Cocaine Anonymous And Our Service Structure

ACRONYMS USED IN THE WORLD SERVICE MANUAL

ASB	Area Service Board
ASC	Area Service Committee
C.A. or CA	Cocaine Anonymous
CATW	Celebrate Around the World
CAWS	Cocaine Anonymous World Service
CAWSO	Cocaine Anonymous World Service Office
CPC	Cooperation with the Professional Community
DSC	District Service Committee
DSR	District Service Representative
GSR	Group Service Representative
HFC	Hope, Faith and Courage
H&I	Hospitals and Institutions
IT	Information Technology
LCF	Literature, Chips and Formats
PI	Public Information
S&B	Structure and Bylaws
TAL	Trustee at Large
TEC	Trustee Election Committee
TNC	Trustee Negotiation Committee
WSBT	World Service Board of Trustees
WSC	World Service Conference
WSCCC	World Service Conference Convention Committee
WSCD	World Service Conference Delegate
WSCITC	World Service Conference Information Technology Committee
WSM	World Service Manual
WSO	World Service Office
WSOT	World Service Office Trustee
WSOB	World Service Office Board
WST	World Service Trustee

A DEFINITION OF "COCAINE ANONYMOUS"

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

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

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

* *Reprinted and adapted with permission of A.A. Grapevine, Inc.*

THE TWELVE STEPS OF COCAINE ANONYMOUS

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

The Twelve Steps are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps does not mean AA is affiliated with this program. AA is a program of recovery from alcoholism. Use of the Steps in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise.[1]

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

THE TWELVE TRADITIONS OF COCAINE ANONYMOUS

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

The Twelve Traditions are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Traditions does not mean AA is affiliated with this program. AA is a program of recovery from alcoholism. Use of the Traditions in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise[2]..

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

THE TWELVE CONCEPTS

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

boards, staffs and consultants. Therefore, the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are related to each other, the special rights and duties of our staffs and consultants, together with a proper basis for the financial compensation of these special workers will always be matters for serious care and concern.

12. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the C.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Cocaine Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Cocaine Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

**The Twelve Concepts are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Concepts does not mean that A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Concepts in connection with program and activities, which are patterned after A.A. but which address other problems, does not imply otherwise..*[3]

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

THE IMPORTANCE OF "ANONYMITY"

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

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

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

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

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

THE STRUCTURE OF COCAINE ANONYMOUS

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

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

The main service body of the Fellowship is C.A. World Services, which is centered at the World Service Office at 21720 S Wilmington Ave. Suite 304 Long Beach, California 90810, where employees and service volunteers maintain communications with local Groups and with persons outside the Fellowship who turn to C.A. for information on the program of recovery. C.A. Conference-approved literature and chips are prepared, published and distributed through this office.

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

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

The principal of consistent rotation of responsibility is followed by all C.A. service positions. The spirit of rotation is a vital principle within our service structure which allows for non-successive terms on all service positions. This enables more members to experience the true nature of service. Positions in the Service Structure are rotated according to a vote of the Service Structure. Representatives to the local service organization are voted on at the Service Structure level according to a schedule defined by each Service Structure. Officers of the service organization are elected based on the group conscience of that organization.

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

SERVICE STRUCTURE OF COCAINE ANONYMOUS (CHART)

STATEMENT OF POLICY

Who may use the name "COCAINE ANONYMOUS," the block letters "CA," the official COCAINE ANONYMOUS LOGO* (hereinafter "logo"), future variations of the logo, the book titles: "A QUIET PEACE", "HOPE, FAITH & COURAGE II," "HOPE, FAITH & COURAGE: STORIES FROM THE FELLOWSHIP OF COCAINE ANONYMOUS," and the motto "WE'RE HERE AND WE'RE FREE:"

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

B. A C.A. District/Area has the ability to delegate the use of the C.A. name and/or logo on memorabilia. Proper discussion at the Area/District service committee meeting shall be part of the process.

C. Cocaine Anonymous World Service Office, Inc. (a California corporation) and Cocaine Anonymous World Services, Inc. (a California corporation).

D. To avoid implied affiliation, when referencing the name Cocaine Anonymous, the block letter CA, the official Cocaine Anonymous logo (hereinafter logo), future variations of the logo, and the motto 'We're Here and We're Free', on publications such as flyers, newsletters, directories, the following disclaimer should be used: "In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution." Avoid using designs that incorporate external organizations, graphics, and logos, trademarks when producing fellowship flyers or memorabilia

E. Any media (printed, electronic, or otherwise) to be made available by the group, district, or area, to the fellowship, shall have prior approval from the respective service body. For this purpose, the respective service body is the Area/District Service Committee to which you are aligned or the World Service Office for groups that are not in an Area/District.

F. The service body granting the use of the C.A. logo shall be responsible for ensuring that the proper C.A. logo, with applicable trademarks as shown below, is used on printed materials and memorabilia. Avoid using designs that incorporate external organizations, graphics, and logos, trademarks when producing fellowship flyers or memorabilia.

G. The Cocaine Anonymous brand guide adopted at WSC 2021 defines the following for creating C.A. brand identity:
   - Brand color is our deep green as known from the Hope, Faith and Courage books: Pantone 3292C / RGB 0 89 79 / HEX/HTML: #00594F / CMYK 100 0 56 56.
   - Brand fonts are Open Sans and Open Sans Condensed.

H. When incorporating, no individual or entity may use the name "Cocaine Anonymous" alone or within the corporation name for incorporation purposes.

No other individual or entity may use the name "COCAINE ANONYMOUS", the block letters "CA," the official COCAINE ANONYMOUS LOGO* (hereinafter "logo"), future variations of the logo, the book title "HOPE, FAITH & COURAGE: STORIES FROM THE FELLOWSHIP OF COCAINE ANONYMOUS, HOPE, FAITH & COURAGE VOLUME II: Stories and Literature from the Fellowship of Cocaine Anonymous, and/or the motto "WE'RE HERE AND WE'RE FREE" without the written permission of the Cocaine Anonymous World Service Board of Trustees.

Cocaine Anonymous groups, meetings and service committees should only use, display, distribute or sell the following literature and materials: the WSC Approved Literature set forth in the Appendix, the books "ALCOHOLICS ANONYMOUS," "TWELVE STEPS AND TWELVE TRADITIONS," and "The A.A. Service Manual, combined with the 12 Concepts For World Service," and Cocaine Anonymous World Service, Region, Area, District and group/ meeting approved flyers, meeting directories and other materials displaying the C.A. logo as described above.

Either of the Cocaine Anonymous logos must be used in their entirety as shown below. The first official logo includes the inner circle of the logo that contains the artistic "CA", the outer circle which contains the text "HOPE FAITH COURAGE" or any C.A. WSC approved translation thereof and the registered trademark symbol outside the outer circle. The other official logo includes the inner circle of the logo that contains the artistic text "CA", the outer circle which contains the text "HOPE FAITH COURAGE" or any C.A. WSC approved translation thereof and the registered trademark symbol. No other text or design element may touch, overlap or show through behind the logo other than a solid color. The block letters "CA" may only be used alone when they bear no resemblance to the inner circle type style of the official logo.

COCAINE ANONYMOUS AND CO-ANON

The relationship between the fellowships of Cocaine Anonymous and Co-Anon is a special one. As the disease of addiction affects many, our recovery process inherently affects many as well. Yet the Twelve Traditions, the General Service Boards and Service Conferences of both fellowships suggest that remaining "separate" makes each more effective. The policy of "co-operation but not affiliation" is recognized as important in maintaining separate fellowships. Consistent with that premise, Cocaine Anonymous provides the following position regarding the relationship with Co-Anon:

"While being mindful of the impact of our disease on those who care about us and the support we receive from them, we in Cocaine Anonymous are guided by our Sixth Tradition. As such, we must ensure that our desire to cooperate with Co-Anon in thought, action and spirit does not result in affiliation, either outright or implied."

DEFINITION OF A COCAINE ANONYMOUS "GROUP"

Two or more C.A. members meeting regularly to share their experience, strength and hope with each other, may call themselves a Cocaine Anonymous Group when:

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

THE C.A. GROUP

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

The importance of the Group, what it constitutes and its functions cannot be stressed enough. Maintenance of our recovery depends on the sharing of our experience, strength and hope with each other, thus helping us to identify and understand the nature of our disease. A group typically meets at a regular time each week. Those that meet multiple times in a week are known as multi-meeting groups.

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

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

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

Sometime during the meeting, there is usually a period for C.A. related announcements of interest to the meeting. A collection is taken to cover rent, literature and chips, refreshments and

contributions to the District, Area and World Service Office as per the 7th Tradition. Many groups hold a business meeting monthly or at other intervals to discuss such items as: group finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc. It is suggested that records be kept of group business meeting decisions. Each group is autonomous, and the group conscience decides how business meetings may be conducted.

Those attending meetings are reminded that any opinions or interpretations they may hear are solely those of the speaker or participant involved. All members are free to interpret the recovery program in their own terms, but none can speak for the local Group or C.A. as a whole. Any group that wishes to become a C.A. group may reach out to their local District/Area to be added to their area directory or register the group with C.A. World Services.

THE C.A. HOME GROUP

A Home Group may be defined as a meeting a member regularly attends. The Home Group provides an opportunity to begin to be of service. Experience shows a Home Group is one of the vital components to continuous sobriety. In a Home Group members can participate in the business meeting and are able to cast their vote as a part of the group conscience.

MEETING/GROUP TYPES:

OPEN: Attended by C.A. members, their families, friends and other interested people.
CLOSED: Attendance is limited to C.A. members and those with a desire to stop using cocaine and all other mind-altering substances.

MEETING/GROUP STYLES:

STEP STUDY: Participants study and discuss the Twelve Steps with the Group.

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

PARTICIPATION: Participants discuss their experience, strength and hope with the meeting/group one member at a time.

SPEAKER: One or more C.A. members share their personal experience, strength and hope with the meeting/group at length.

H&I MEETINGS: H&I meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local C.A. members through the H &I committee. H&I meetings are basically beginner's meetings; with the chairperson of each meeting providing the speakers. They are not usually listed in the area or world directory; and they do not observe the 7th Tradition. Certain

facilities may require H&I participants to be subject to sobriety requirements, dress and conduct codes.

ONLINE MEETINGS: 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.

GROUP SERVANTS

"For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern." OUR SECOND TRADITION

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

GROUP SERVICE REPRESENTATIVE (GSR)

Suggested sobriety time: One year
Term: One year

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

It should be understood that a GSR does not require Group approval to vote on matters affecting the Group or C.A. as a whole, although it is the GSR responsibility to vote mindful of the group conscience. (See Concept 3). A good GSR is familiar with the C.A. World Service Manual and the Twelve Concepts of World Services. If the GSR cannot attend, an Alternate should attend. The person elected GSR should be trusted with the Group vote. Before accepting a nomination for GSR, the nominee must consider the level of commitment as well as the sacrifice of time involved.

Duties and Responsibilities:
1. Sees that the Traditions are followed within the Group.
2. Attends all appropriate business meetings.
3. Conducts communication between the Group, District and Area.
4. Reads/reviews communications from the District, Area and World Service.

ALTERNATE GSR

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

SECRETARY

Suggested sobriety time: Six Months
Term: One year

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

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

GROUP TREASURER QUALIFICATIONS

Suggested sobriety time: One Year
Suggested prior service time: Six Months
Term: One Year
Gainfully employed and/or financially solvent.

Duties and Responsibilities:
1. Keeps an accurate bookkeeping system. (See the "Group Treasurer's Record" form located in the Financial Guidelines for Groups, Districts & Areas of Cocaine Anonymous. Pages 6-8)
2. When applicable, maintains Group bank account(s) with checks requiring two signatures.
3. Gives financial reports to the Group regularly.
4. Pays all Group expenses.
5. Passes on contributions to the District/Area and/or the World Service Office.
6. Collects and documents 7th Tradition money.
7. Collects and documents the H&I money (if H&I cans are passed at that meeting), and passes the H&I money onto the District or Area Treasurer, distinguished as H&I money.

GROUP PI LIAISON

Suggested sobriety time: 1 year continuous sobriety
Term: 1 year

The purpose of the Group PI Liaison is to attend their local PI committee meeting, collect C.A .literature / posters and distribute these locally.

The Group PI Liaison is the one who will carry the information between their group and their local PI committee.

Duties and Responsibilities:

1. Familiarize yourself with PI guidelines and C.A.'s 12 traditions
2. Act as a liaison between your group and your local PI committee
3. Actively support your group by placing literature / posters in your meeting venue / local area on regular basis
4. Keep group members informed of upcoming PI activities and opportunities for service.

DESCRIPTION OF A DISTRICT AND DISTRICT SERVICE COMMITTEE

PREFACE

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

DISTRICT

A District is a geographical unit within an Area containing a number of groups within a close proximity, which find it necessary to unify. A District has the primary function of the unification of its groups by keeping in frequent contact with them, learning their problems and sharing ways to contribute to their growth and well-being. It is suggested that ten (10) or more groups comprise a District and that each ten (10) groups or part thereof elect a District Service Representative to sit on the Area Service Committee. When districting or re-districting, approval of the groups within each current or proposed District is essential. The proposed districting or re-districting should be approved by the Area Service Committee. As the number of groups within a District increases, the District should either split into two Districts or elect more District Service Representatives from such groups to the Area Service Committee.

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

The most important function is to serve the needs of the local meetings. If a meeting has a situation it cannot handle, it can come to the District Service Committee. The active participation of each GSR is essential for a successful DSC.

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

Possible Voting Members:
Officers of the DSC, Group Service Representatives, Alternate Group Service Representatives (optional); and other trusted servants.

Voting Procedures: Determined by District:
Voting examples can be found in the WSM WSC Parliamentary Procedure Guidelines.

OFFICERS OF THE DSC

The District should elect officers yearly, which include:

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

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

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

DISTRICT SERVICE OFFICERS DUTIES AND QUALIFICATIONS

CHAIRPERSON

a. Two years continuous sobriety.
b. One year commitment.
c. Six months of active service in C.A.
d. Arranges agenda.
e. Presides over monthly meetings.
f. Only votes in case of a tie.
g. Assumes the responsibilities of coordinating all activities within the District.
h. Encourages trusted servants to chair various committees.

VICE-CHAIRPERSON

a. One year continuous sobriety.
b. One year commitment.
c. Six months of active service in C.A.
d. Coordinates all committee functions.
e. In absence of Chairperson, performs the duties of Chairperson.
f. Chairperson of one standing committee.

SECRETARY

a. One year continuous sobriety.
b. One year commitment.
c. Six months of active service in C.A.
d. Keeps accurate minutes of each meeting.
e. Handles correspondence and maintains business records of the District.

TREASURER

a. Two years continuous sobriety.
b. One year commitment.
c. One year of active service in C.A.
d. Gainfully employed and/or financially stable.
e. Receives and deposits contributions from meetings and special events.
f. Keeps an accurate bookkeeping system.
g. Maintains bank account(s) with checks requiring two (2) signatures.
h. Gives regular financial report with a copy of the District Bank Statement (account numbers blacked out)
i. Timely filings with regulatory agencies (e.g. state and local taxes, nonprofit corporation forms).
j. Pays all expenses.
k. Passes on contributions to the Area and World Service according to the 70/30 plan.
l. Forwards yearly district reconciliation to the Area Treasurer for the purpose of Area Reports to regulatory agencies.

DISTRICT SERVICE REPRESENTATIVE

a. Two years continuous sobriety.
b. One year commitment.
c. Six months of active service in C.A. including prior service as a Group Service Representative (GSR).
d. Represents a District in the Area Service Committee.
e. Provides communication between the District and the Area.
f. Communicates with other District Service Committee members.
g. Keeps GSR informed about WSC activities.
h. Acquaints GSR with the C.A. World Service Manual, the Twelve Concepts for World Service, and all other WSC-approved service materials.
i. Attends all Area and District Service Committee meetings.
j. Communicates to groups the responsibilities and importance of general service work.

ALTERNATE DISTRICT SERVICE REPRESENTATIVE

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

DESCRIPTION OF AN AREA AND AREA SERVICE COMMITTEE

THE AREA

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

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

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

SUGGESTED AREA FUNCTIONS

1. The Area Service Committee is entrusted with local service board incorporation, if required
2. Coordinates Area telephone services.
3. Distributes and/or sells literature and chips, carries out local translations where required in accordance with the World Service office translation policy and process.
4. Standing Committees include:
    a. Telephone (Helpline)
    b. Hospitals and Institutions
    c. Public Information
    d. Archives
    e. Convention
    f. Chips and Literature
    g. Finance
    h. CPC (Cooperation with Professional Community)
    i. Special Events
    j. Unity
    k. Internet
    l. Translations
5. Maintains and updates a list of all Area meetings.
6. Maintains ongoing communications with the Districts.
7. Maintains ongoing communication with the World Service Office and WSC.
8. Publishes newsletter (subject to review by Regional Trustee).
9. Publishes and distributes Area Meeting Schedules.
10. Elects Delegates to the World Service Conference.
11. Holds Assemblies and/or monthly Service Meetings.
12. Sponsors service days and workshops.
13. Sponsors Area Conventions.
14. Establishes and administers a Central Office, if appropriate.
15. Maintains a bank account.

AREA MEETINGS

Areas may hold two different types of Area Service Meetings:

1. Monthly Area Service Committee Meetings: These are administrative in nature where reports on day-to-day activities and issues are received, reviewed, and if appropriate, acted upon.
2. Annual, Bi-Annual, or Quarterly Assembly Meetings: Because of time and distance, these types of meetings may be held for these activities:

    a. Election of WSC Delegates and Area Officers.
    b. Treasurer's report.
    c. Local Convention report.
    d. WSC Delegate report.
    e. Central Office report, if applicable.
    f. Old business/new business.
    g. Decision of major importance.

POSSIBLE VOTING MEMBERS:

Area Officers, Committee Chairpersons, District Service Representatives, Group Service Representatives and Alternate GSR, WSC Delegates, Advisory Board/Steering Committee members, and other trusted servants.

VOTING PROCEDURES: (DETERMINED BY AREA)

Voting examples can be found in the WSM WSC Parliamentary Procedure Guidelines.

AREA EXPENSES (MAY INCLUDE):

a. Costs for rent and coffee for service meetings
b. Chips and literature inventory
c. Telephone
d. Standing committees (e.g., costs of mailing, copying, etc.)
e. Central office workers
f. Insurance
g. Legal fees, accountant fees, and employee's salary, or sales tax
h. Postage and supplies
i. Delegate expenses to the WSC, and
j. Bank charges

AREA SERVICE COMMITTEE OFFICERS:

Chairperson
Vice-Chairperson
Secretary
Treasurer

AREA SERVICE COMMITTEE OFFICERS DUTIES & QUALIFICATIONS

CHAIRPERSON

a. Two years continuous sobriety.
b. Two year commitment.
c. One year of active service in C.A.
d. Presides over monthly/quarterly meetings and arranges agenda.
e. Assumes responsibilities of coordinating all activities within the Area.
f. Encourages trusted servants to chair various Standing Committees.
g. Only votes in case of a tie.
h. To have all delegates attending the WSC credentialed at minimum 30 days prior to the WSC.

VICE-CHAIRPERSON

a. One year continuous sobriety.
b. Two year commitment.
c. Six months of active service in C.A.
d. In absence of Chairperson performs those duties of Chairperson.
e. Chairperson of one Standing Committee.
f. Coordinates general Committee activities.

SECRETARY

a. One year continuous sobriety.
b. Two year commitment.
c. Six months of active service in C.A.
d. Keeps accurate minutes of each meeting.
e. General communications throughout the Area.
f. Records the number and location of each meeting in the Area.

AREA TREASURER QUALIFICATIONS

a. Three years continuous sobriety.
b. Two year commitment.
c. One year of active service in C.A.
d. Gainfully employed and/or financially stable.
e. Bookkeeping or Accounting experience preferred.
f. Receives and deposits contributions from meetings and special events.
g. Keeps an accurate bookkeeping system.
h. Maintains bank account(s) with checks requiring two (2) signatures.
i. Gives regular financial report with a copy of the Area Bank Statement (with account numbers blacked out).
j. Timely filings with regulatory agencies (e.g. state and local taxes, nonprofit corporation forms). To protect the Area's non-profit status yearly filings are required. It is recommended that these filings be done by an independent accountant.
k. Pays all expenses.
l. Passes on contributions to the Area and World Service.

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

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

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

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

AREA AND DISTRICT COMMITTEES

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

TELEPHONE (HELPLINE): Responsible for the provision of information and assistance to individuals seeking aid by phone, and with the communication of messages received for other committees.

HOSPITALS AND INSTITUTIONS: Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions.

PUBLIC INFORMATION: Responsible for the distribution of literature and information to the public.

ARCHIVES: Responsible for the collection, organization, categorization, copying, preserving, and electronically storing all of Cocaine Anonymous' historically valued documentation and memorabilia.

CHIPS AND LITERATURE: Responsible for the distribution of literature and chips to C.A. Districts, Groups, members and interested institutions.

FINANCE: Responsible for all matters relating to records, finances and expenditures. The committee makes recommendations on all matters pertaining to the administration and operation of finances and expenditures. The Finance Committee shall implement and oversee controls necessary to safeguard the assets of the Fellowship, including employment of a CPA (Certified Public Accountant) to make periodic audits.

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

COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC): Responsible for a unique brand of 12-Step work by carrying the message of recovery to professionals, who in their line of work, may have some sort of supervisory capacity over or direct contact with individuals who may have a problem with cocaine and all other mind altering substances. The committee informs the professional community about C.A.: what we are, where we are and what we can and cannot do to help the addict who still suffers. The committee attempts to establish communication between C.A. members and the professional community to find productive methods of cooperation, not affiliation, within the C.A. traditions.

C.A. UNITY COMMITTEE: Responsible for the communication and outreach among the diverse elements within the Fellowship at all levels, in the interest of carrying the C.A. message. It is also suggested that these committees sponsor annual workshops and other forums to promote C.A. unity.

INFORMATION TECHNOLOGY COMMITTEE: "The purpose of the committee is to serve as a resource for the C.A. service structure in areas of emerging technologies. In addition, we facilitate and assist Areas and Districts in approving their local websites, so that they may have a link directly from the C.A. web properties. The IT Committee, on an ongoing basis, works on adapting available technologies to better carry the message of C.A., while always keeping in mind the Twelve Traditions and Twelve Concepts of C.A., C.A. policies, privacy, and security."

TRANSLATIONS: Responsible for local translation of materials. For C.A. copyright items in accordance with the World Service office translation policy and process.

C.A.'s First Tradition:
"Our common welfare should come first; personal recovery depends upon C.A. unity."

WORLD SERVICE CONFERENCE DELEGATE

The Delegate's Job is a Spiritual One!

1. Conference Delegates are required to have a working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service and the World Services Conference Charter.
2. Prior to the Conference, the Delegate transmits SR-14 material to his or her Area through Area and District Meetings as well as to individual groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of C.A.
3. 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 his or her election, will notify the World Service Office (WSO) in order to be placed on the mailing list and to receive all Conference materials, which require several hours of study.
4. After the Conference, the Delegate transmits the information back to his or her Area through Area and District Meetings as well as to individual Groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of C.A.
5. Delegates shall encourage their Areas to generate funds to help support World Services.
6. Delegates must be prepared to attend District, Area and Regional service meetings. They must understand the issues in their Areas to be better able to present them to the Conference.
7. Delegates cooperate with WSO by providing local meeting schedules and local C.A. information numbers.
8. Delegates provide C.A. leadership by helping to solve local problems involving the C.A. Traditions. In the spirit of this leadership need, it is suggested that, if possible, Delegates and Alternate Delegates not hold any other service commitments at the District or Area level. Further, in the spirit of rotation, wherever possible, Delegates should only serve one term and not consecutive terms.
9. Delegates visit Groups in their Districts/Areas and are sensitive to their needs and reactions. They should learn how the Groups have reacted to Conference reports. Delegates know communication is a two-way street, with information moving in both directions.
10. Delegates serve on a World Service Conference Committee and work closely with Committee members throughout the year. It is the Delegate's responsibility to work closely with other members of their WSC committee to ensure that it is in action throughout the year.
11. Delegates keep Alternate Delegates fully informed so that the Alternate can replace the Delegate in an emergency.
12. Delegates shall help all newly elected WSC Delegates from their Areas by passing on knowledge of WSC procedures.
13. They are also responsible for contacting the Regional Trustee at least once per quarter to provide the Trustee with Area reports and updates.

PROCEDURES FOR DELEGATE/ALTERNATE ELECTION

TO THE COCAINE ANONYMOUS WORLD SERVICE CONFERENCE

1. Delegates and Alternate Delegates are to be elected to the WSC by each Area. Each Area shall have three (3) votes which may be carried by up to three (3) Area Delegates or Alternate Delegate(s), in person or by proxy, as set forth in the Standing Rules for the Cocaine Anonymous World Service Conference. If an Area has more than 75 meetings per week of its groups (excluding H&I), then that Area will be entitled to one additional vote for every fifty (50) meetings per week of its groups (or portion thereof). If an Area has any question concerning the number of votes to which it is entitled, that Area should contact its Regional Trustee or the WSO.

2. The purpose of the Alternate Delegate is to assist the Delegate and to assume the responsibilities of the Delegate when necessary. Suggested requirements and qualifications are the same as those for Delegates. Any Alternate who replaces the Delegate at the WSC will remain on the WSC and Regional mailing list as that Area's delegate for the balance of the unexpired portion of the original Delegate's term until the WSO and the Regional Trustee is informed otherwise by the Area Chairperson. Such an Alternate Delegate succeeding to a Delegate position is eligible to run for election to a full Delegate term.

3. The Area must decide at the Delegate election who is eligible to be a Delegate and who is eligible to vote for the Delegate. It is suggested that the GSR, District Officers, Service Committee Chairpersons, Area Officers, and other members who are involved in C.A. service qualify for election. It is further suggested that Delegates have four years of continuous sobriety.

4. The Delegates and Alternate Delegates are to be elected for a term of four (4) Conferences, within a period of four (4) consecutive years. It is suggested that the spirit of rotation be followed.

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

COCAINE ANONYMOUS REGIONS

ATLANTIC NORTH REGION

Canadian Maritimes Area (New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island), Connecticut Area, Massachusetts Area, New York Area, Northern New England Area (Maine, New Hampshire, Vermont), Eastern Pennsylvania/New Jersey/Delaware Area, Quebec Area, Rhode Island Area, Southern Ontario Area, Washington, D.C. Area

*Maryland, Northern Ontario

ATLANTIC SOUTH REGION

Alabama Area, Arkansas Area, Florida Area, Georgia Area, North Carolina Area, Louisiana Area, Tennessee Area, South Carolina Area, Virginia Area, Peru Area

*Mississippi

MIDWEST REGION

Illinois Area, Indiana Area, Kentucky Area, Manitoba Canada Area, Michigan Area, Minnesota Area, Missouri Area, Nebraska Area, Ohio Area, Wisconsin Area

*Iowa, North Dakota, South Dakota, West Virginia

PACIFIC NORTH REGION

Alaska Area, British Columbia Area, Idaho Area, Northern Alberta Area, Northern California Area, Northern Nevada Area, Oregon/Southwest Washington Area, Southern Alberta Area, Utah Area, Washington Area

*Montana, Wyoming, Saskatchewan

PACIFIC SOUTH REGION

Antelope Valley Area, Hawaii Area, Nevada Area, Online Area, Central California Area, Inland Empire Area, Los Angeles Area, Orange County Area, San Diego Area, San Fernando Valley Area, San Gabriel/Pomona Valley Area, Southern Nevada Area, West Inland Empire Area

SOUTHWEST REGION

Arizona Area, Colorado Area, C.A. of Southern Colorado Area, Kansas Area, New Mexico Area, Oklahoma Area, North Texas Area, Texas Area Service Gulf Coast, South Central Texas Area

MAINLAND EUROPEAN REGION

China Area, Germany Area, Holland Area, Indonesia Area, Spain Area, Sweden Area, Switzerland Area, Russia Area, Denmark Area, Portugal Area

* France

EUROPEAN REGION

Central UK Area, Hong Kong Area, London Area, Scotland Area, South Africa Area, United Kingdom Area, Ireland Area, Thailand Area, Wales Area, West Country Area

* Iran, Malta

*** States/Areas, which have not yet sought recognition as an Area with the WSC.**

DESCRIPTION OF A REGION AND REGIONAL SERVICE ASSEMBLY

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, selection of CAWS Regional, At-Large, 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 31.

An Area requesting a change of Region must be approved by the WSC and must submit a completed "Petition to Change Region". An Area or a group of Areas seeking recognition as a new Region must be approved as such by the WSC and must submit a completed "Petition to Become a Region."

REQUIREMENTS TO CHANGE REGION OR BECOME A REGION

1. Approval in person or in writing of the GSR from Two-Thirds of the groups in the Petitioning Area(s).
2. Two-Thirds approval in person or in writing of all World Service Delegates from the Petitioning Area(s).
3. Submission of a Petition not later than 90 days prior to the World Service Conference and approval thereof.
4. A change of Region or recognition of a new Region will become effective at the end of the World Service Conference at which it was approved.
5. The Petition is subject to the then current deadlines and requirements of SR-14.

REGIONAL CONVENTION

Many regions throughout the year our fellowship hold a regional convention on a rotating basis once a year. In some instances, the regional service assembly is held in conjunction with these conventions, but not always. The region itself established the rotation of the hosting of these conventions and also how the net proceeds are distributed.

REGIONAL SERVICE ASSEMBLY

A Region should hold a Service Assembly at least once per year, preferably five months prior to the annual World Service Conference. The Regional Service Assembly should be hosted by one Area. Attendance is open to all C.A. members; however, voting is exclusive to those members representing the Region: Trustees residing in the Region, WSC Delegates, Alternate Delegate, and Area Chairpersons. Any of these voting members may carry no more than two votes at the Regional Assembly (one proxy pursuant to WSC voting procedures). Voting agenda should include only the selection of Trustee Candidates pursuant to the procedures outlined herein and proposed locations for future Regional Assemblies. It is suggested that the Regional Assembly adopt the C.A. Manual to govern its proceeding and voting process. The Regional Assembly can then make appropriate modifications.

Possible topics of discussion may consist of:

1. Area and District structure.
2. Finance.
3. Various Committees (see Area/District Committees).
4. Tradition breaks.
5. How to carry the message.

Regional Service Assemblies should be presided over by a Chairperson elected from the voting members at the beginning of the Assembly. The Chairperson shall preside for that Assembly only. Voting Delegates', Alternate Delegates', and Area Chairpersons' expenses to the Regional Assembly should be provided exclusively by their local Areas.

It is suggested that the Region, or Regional Service Assembly, not maintain bank accounts or corporate structure; nor should it sponsor social events. It is however, acceptable for one or more Areas within a Region to present social events.

REGIONAL CAUCUS

The Region may hold a Regional Caucus during the WS Convention or at other times necessary to conduct the business of the Region. The Caucus may determine the appropriate voting procedures.

However, during the WSC, each Region shall hold at least one Regional Caucus. It shall be attended by all WSC Delegates, Alternate Delegates, Conference & Committee Officers, and Trustees within the Region. The first order of business is to establish voting qualifications. Those persons who have a vote at the Regional Service Assembly should make this determination. It is suggested that voting shall be open to all of the participants. Another order of business shall be the election of the Delegate to represent the Region in the Trustee Election Committee.

ELECTION OF TRUSTEE CANDIDATES BY REGIONAL ASSEMBLY

The Pacific South Region shall annually elect up to six but not less than four candidates to fill Trustee positions as needed. The remaining five 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 Slate shall be considered as nominees for Regional Trustee for that Region. 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.

Where possible the Region should also elect first and second alternate candidates.

The Trustee from the Region shall maintain continuous contact with the Areas during the election process and monitor the status of candidates in order to act accordingly if a candidate becomes "unqualified" or withdraws from candidacy. If a nominee candidate is not present at the Regional assembly, the candidate shall be contacted and his or her candidacy confirmed within 7 days of the Assembly. The Regional Trustee must submit names of the candidates to the Trustee Election Committee within 15 days after the Regional Assembly.

Regional Assemblies should consider adopting minimum qualifications for trustee candidates and consider references for service work done for entities outside Cocaine Anonymous.

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 in order to be considered.

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

3. 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 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 CANIDATES IN THE PACIFIC SOUTH AND FOUR CANIDATES IN OTHER 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 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 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 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 his/her nomination.

B. MORE THAN THE MAXIMUM NUMBER OF CANDIDATES (MORE THAN 6 CANDIDATES IN PACIFIC SOUTH, MORE THAN 4 CANDIDATES IN OTHER REGIONS):

First Ballot:

Each voting member of the Regional Assembly shall vote by secret ballot for up to the maximum number of candidates allowed on the Region's slate (6 in Pacific South, 4 in other regions).

In all Regions but the Pacific South, the four candidates receiving the highest number of votes shall then be considered in the Second Ballot. If the candidates receiving the fourth and fifth highest votes are tied, then the five candidates receiving the highest vote will be considered in the Second Ballot.

In the Pacific South, the six candidates receiving the highest number of votes shall then be considered in the Second Ballot. If the candidates receiving the sixth and seventh highest votes are tied, then the seven candidates receiving the highest vote will be considered in the Second Ballot.

Second Ballot:

All remaining candidates will be immediately submitted for two-thirds ratification of the voting members present. If number of candidates being considered is equal to or less than the maximum number of candidates allowed on the Region's slate (6 in Pacific South, 4 in other Regions), then the selection process follows the procedures in subsection "A" above. If more than the maximum number of candidates are being considered, and all candidates receive two-thirds affirmative vote, then vote again for all candidates. If all candidates again receive two-thirds affirmative vote then draw the maximum number of names from a hat and leave the choice to a Higher Power.

SECTION II: Cocaine Anonymous World Service

THE STRUCTURE OF WORLD SERVICES

The following three branches of service within C.A. constitute World Services:

WORLD SERVICE CONFERENCE
WORLD SERVICE BOARD OF TRUSTEES
WORLD SERVICE OFFICE

The basic purposes of World Services are:

1. Communication
2. Coordination
3. Information
4. Consensus

The three branches are interrelated and work together to benefit all of C.A. Each branch functions within its own framework and guidelines.

Only at this level of World Services do we find service bodies designed to deal with situations that involve our entire Fellowship. Even though all parts of the service structure affect and are affected by the C.A. Fellowship, it is only at this level that decisions are made that affect C.A. as a whole. A new concept in service is found at this level; the concept of the non-addict servant. The non-addict servant has important professional and/or other valuable skills to benefit the Fellowship as a whole.

WORLD SERVICE CONFERENCE (WSC)

The WSC is the nerve center and voice of our Fellowship. The WSC is the one time each year when all our service branches come together. Unlike all other branches of C.A. service, the WSC is not an entity, it is an event.

At the WSC, the Delegates, the World Service Board of Trustees, and the managers and Directors of the World Service Office meet to discuss ideas and direction for the Fellowship of C.A. as a whole. The WSC can last up to a week; however, the planning and implementation associated with the WSC is a year-round proposition.

The Conference Committee is to provide the planning, organization, logistics, and implementation of the Business Conference to include preparation of the agenda. The Conference Committee will determine the location of the Conference unless otherwise agreed upon by voting Conference members. All World Service Conference contracts must be ratified by the CAWSO Board and executed by two or more board members and/or Trustees.

Each Delegate must be knowledgeable about the needs and feelings of their Area and Region.

From general meetings at the WSC, the Conference divides into various committees where all suggestions, questions, and problems are discussed. These topics include all matters of importance to C.A. as a whole.

Each Delegate serves on a designated Conference Committee of his or her own selection. It is suggested that each Committee contains at least one Trustee. Any member of Cocaine Anonymous may serve and vote on any World Service Conference Committee, however, each Participant is limited to voting in one committee. Non-delegates may serve as Committee officers. It is recommended when electing Committee Chairpersons that the length of their delegate tenure is considered in order to be fiscally responsible to the fellowship and respectful of Conference budgets. Non-Delegate chair expenses must be incorporated into the committee budget and approved by the committee. Then the approved budget is brought to the Conference floor by the Finance Committee as part of the complete World Service budget for approval. All committee budgets need to be submitted to the Finance Committee by 9 am of the last breakout committee work day.

Conference committee guidelines, policies and procedures are submitted to the Conference for approval, included in the Delegates notebooks, and are available to other interested members of the fellowship.

Conference Approved Literature – a full list of Conference approved literature appears in the Appendix to this Manual.

The Conference Committees are:

1. Conference
2. Public Information
3. Convention
4. Literature, Chips and Formats
5. Hospitals and Institutions
6. Structure and Bylaws
7. Finance
8. C.A. Unity
9. Information Technology
10. Archive

The Conference Charter of C.A. World Service is contained in the Appendix.

WSC COMMITTEES STATEMENTS OF PURPOSE

CONFERENCE COMMITTEE:
http://www.ca.org/service/world-service-conference/conference

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
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 at the end of the Conference during which he/she is selected and is completed at the end of the second successive Conference.

PUBLIC INFORMATION COMMITTEE:
http://www.ca.org/service/world-service-conference/wsc-public-information-pi-committee

In all public relations, C.A.'s sole objective is to help the still-suffering addict. Always mindful of the importance of personal anonymity, we believe this can be done by making known to the addict, and to those who may be interested in their problem, our own experience as individuals and as a Fellowship in learning to live without cocaine and all other mind-altering substances.

We believe that our experience should be made available freely to all who express sincere interest. We believe further that all efforts in this field should always reflect our gratitude for the gift of sobriety and our awareness that many outside C.A. are equally concerned with the serious problem of addiction.

The Public Information Committee shall organize an annual Public Information global poster campaign to encourage the fellowship worldwide to become involved in a weeklong event June 1st through the 7th. Order and customize your local posters from PI.CA.ORG.

The Public Information Conference Committee develops, initiates, and plans the means of communication to the public, which is presented to the Conference for Fellowship approval.

CONVENTION COMMITTEE:
http://www.ca.org/serviceworld-service-conference/wsc-convention-committee

The purpose of the World Service Conference Convention Committee is to carry the message to the addict who still suffers and promote enthusiasm and unity within the Fellowship of Cocaine Anonymous and financially support World Service's effort to carry the message to the addict who still suffers.

The purpose of the WSC Convention Committee is to:

1. Provide a World Service Convention for members of Cocaine Anonymous.
2. Create uniform bidding guidelines.
3. Assist the convention (host) city in all aspects of resources and convention information.
4. Provide guidance with budgeting.
5. Create World Service Convention guidelines, structures, and policies.

LITERATURE, CHIPS, AND FORMATS COMMITTEE:
http://www.ca.org/service/world-service-conference/wsc-literature-chips-formats-lcf-committee

The WSC Literature, Chips, and Formats Committee reviews, edits, submits to the WSC for approval, and assists in the publication of WSC approved literature as detailed in the C.A. pamphlet approval process, C.A. pamphlet publication process and C.A. book approval process. All of these processes may be found in the WSC Literature, Chips, and Formats Committee Guidelines. It is our function to facilitate the expression of our Fellowship's hope, faith and courage through the writing of material for distribution.

The literature we deal with is of the following types:

a. The proposed item will expand the inventory of materials adopted by the Fellowship and aids membership in an understanding and application of the Twelve Steps of Cocaine Anonymous and the Twelve Traditions of Cocaine Anonymous.
b. The proposed item carries the message of C.A. to the addict who still suffers.
c. The proposed item supplies valuable information to the professional fields with whom addicts would most likely come in contact.
d. The proposed item clarifies the nature of addiction to the general public and fellowship.

HOSPITALS AND INSTITUTIONS COMMITTEE:
http://www.ca.org/service/world-service-conference/wsc-hospitals-and-institutions-committee-hi

The Hospitals and Institutions Committee provides assistance and guidance to individual Fellowships as well as service Areas that initiate hospital and institutional activity.

STRUCTURE AND BYLAWS COMMITTEE:
http://www.ca.org/service/world-service-conference/wsc-structures-bylaws-committee

To formulate bylaws, guidelines and a structure by which Cocaine Anonymous can operate day-to-day, at Conferences, Regions, Areas and elsewhere around the World. We execute with great diligence, the task of being of maximum service to our fellowship, by introducing new verbiage

into a comprehensive, easy to read, World Service Manual (WSM). This manual will be distributed in the first quarter of the year following our conference, allowing our fellowship to grow and flourish. The committee also maintains Region and Area maps, to be accessible at ca.org.

FINANCE COMMITTEE:
http://www.ca.org/service/world-service-conference/wsc-finance-committe

To develop and implement policies and procedures in all matters concerning the finances of Cocaine Anonymous, including ways and means to generate funds necessary for the continued growth of the fellowship, in accordance with our 12 Traditions.

C.A. UNITY COMMITTEE:
http://www.ca.org/service/world-service-conference/unity-committee

To enhance our communication and international outreach among the diverse elements within the fellowship in the interest of carrying the C.A. message and to promote C.A. unity. To also oversee the "Celebrate Around the World" fund-raiser.

INFORMATION TECHNOLOGY COMMITTEE:
http://www.ca.org/service/world-service-conference/wsc-information-technology-committee-it

The purpose of the committee is to serve as a resource for the C.A. service structure in areas of emerging technologies. In addition, we facilitate and assist Areas and Districts in approving their local websites, so that they may have a link directly from the C.A. web properties. The IT Committee, on an ongoing basis, works on adapting available technologies to better carry the message of C.A., while always keeping in mind the Twelve Traditions and Twelve Concepts of C.A., C.A. policies, privacy, and security.

ARCHIVE COMMITTEE:
http://www.ca.org/service/world-service-conference/archives

The purpose of the WSC Archive Committee is to collect, organize, categorize, copy, preserve and electronically store Cocaine Anonymous' historically valued documents, printed materials and historical items.

a. Collecting pertinent information created by all standing committees while at Conference; the recording and digitizing of those documents based on the Archival Guidelines, and making those recordings and digital files available to the Conference Committee for following year Conference use.
b. Contacting members of the fellowship who may have memorabilia or archived documents they wish to loan or donate to the Cocaine Anonymous World Service Organization for the purpose of creating a complete C.A. Archive.
c. To implement when necessary industry practiced archive solutions so that the newest or most effective types of archival preservation techniques can be utilized in the pending Archival Guidelines.
d. The storage of all physical information and memorabilia.

e. The WSC Archive Committee will act as the primary facilitator for all archive related committees, ensuring that the pending Archival Guidelines are being used properly and effectively. The WSC Archive Committee will act as the liaison directly with the World Service Office to ensure mutual oversight of the archive and make available for any committee use archives or memorabilia required for special events, meetings or special needs.

WSC COMMITTEE OFFICERS DUTIES, QUALIFICATIONS & SELECTION

Every Committee should nominate and select their own officers each year at conference prior to submitting their closing reports to the Conference Committee to become effective after the gavel falls at end of conference.

WSC COMMITTEE CHAIRPERSON

a. Preside over all Committee meetings.
b. Appoint subcommittees and designate subcommittee chairs as needed.
c. Prepare Committee Agenda.
d. Delegate Committee business at Regional levels.
e. Oversee all Committee budgeting matters.
f. Interact with other WSC Committees, the Trustees and WSO.
g. Prior service of at least one year on a WSC Committee.
h. First term is a maximum of two years at the committee discretion, limited to one-year term thereafter.
i. A chairperson shall serve no more than three terms.
j. The Chairperson is responsible to submit a quarterly report for their committees, to the trustee assigned to that committee.

COMMITTEE VICE-CHAIRPERSON

a. Becomes Chairperson and assumes all Chairperson responsibilities, for balance of Chair term in event of Chairperson vacancy.
b. Prior service of at least one year on a WSC Committee.
c. In absence of Chairperson, performs chairperson duties.
d. Serves a one-year term.

COMMITTEE CO-SECRETARIES

a. Keeps accurate minutes of each meeting of the WSC Committee.
b. General communications throughout the year with the WSC Committee.
c. Serves a one-year term.

CONFERENCE OFFICERS

1. There shall be four Conference Officers: Chairperson, Vice Chairperson-Parliamentarian and two Co-Secretaries.
2. The term of a Conference Officer shall be for a period of two Conferences. Conference Officers may be elected to serve a total of three terms for that particular office. Effective at the WSC 2004, the election of Conference Co-Secretary shall be staggered, with the intent that only one co-secretary rotates out at each Conference.
3. In the event that a Conference Officer is unable or unwilling to perform his/her duties, the Conference Committee shall take a vote of confidence. If the outcome of the vote determines that the committee no longer has confidence, the Conference shall then move to elect a replacement from the Conference as the first substantive order of business after the vacancy occurs, such replacement to be elected to a full term. If the replacement Conference Officer is a current Delegate, their vote shall be given to an Alternate Delegate from that Area, or if there is no Alternate Delegate in attendance, the vote will be transferred to the Delegate

selected by that Area Delegation. Delegates who are the sole representative from an Area are not eligible for emergency Conference Officer elections.

4. In the event that Conference Chairperson is unable or unwilling to perform his/her duties the Conference Committee shall take a vote of confidence. If the outcome of the vote determines that the committee no longer has confidence, then the Vice-Chairperson-Parliamentarian will serve as Conference Chairperson until a permanent Conference Chairperson can be elected by the Conference. In the event that Conference Vice-Chairperson is unable or unwilling to serve as temporary Chairperson, then the most senior Conference Secretary will serve as Conference Chairperson until a permanent Conference Chairperson can be elected to a full term.
5. Conference Officers and Delegates who are elected Conference Officers shall be reimbursed for their expenses in the same manner as the Board of Trustees.
6. Qualifications and duties of Conference Officers shall include:

CONFERENCE CHAIRPERSON

Minimum Qualifications:

a. Voting experience at a World Service Conference.
b. 4 years continuous sobriety.
c. Service oriented background.
d. Willingness to serve.
e. A thorough working knowledge of the Twelve Concepts of Service, Twelve Traditions, Conference Charter and Bylaws, Conference Standing Rules, Robert's Rules of Order and Parliamentary Procedure.
f. Previous leadership/chairperson experience.

Recommended Qualifications:

a. Wisdom and patience.
b. Even-tempered and calm.
c. Willingness to let people be wrong.

Description of Duties:

a. Chair the general sessions of the World Service Conference to include:
    1. Determine the delegate order for discussion.
    2. Preside over all voting.
    3. Announce the outcome of votes.
    4. Read all motions before presentation on the Floor.
    5. Announce the sequence of business to be presented.
    6. Recognize members who are entitled to address the Floor.
    7. Limit or control debate as necessary.
    8. Rule motions out of order when necessary.
    9. Protect the assembly from frivolous motions.
    10. Enforce rules relating to debate, order and decorum.
    11. Expedite business while protecting member's rights.
    12. Decide all questions of order.
    13. Respond to questions of factual information regarding business.
    14. Call recesses when necessary.
    15. Adjourn the meeting.
b. Serve as a member of the Conference Committee.
c. Accept and review Delegate Credentials, Proxies, and New Area Petitions.

d. Organize and conduct the New Delegate Orientation.
e. Visit other committees to support committee presentation of motions.
f. Prepare and review the Conference agenda.
g. Review and edit the minutes of previous Conferences.

CONFERENCE VICE-CHAIR/PARLIAMENTARIAN

Minimum Qualifications:
a. Voting experience at a World Service Conference.
b. Four-years continuous sobriety.
c. Service oriented background and willingness to serve.
d. A thorough working knowledge of the Twelve Concepts of Service, Twelve Traditions, Conference Charter and Bylaws, Conference Standing Rules, Robert's Rules of Order and Parliamentary Procedure.
e. Have read the minutes of the two previous Conferences.
f. Have read and understand the World Service Manual.
g. Knowledgeable in parliamentary strategies.

Recommended Qualifications:
a. Wisdom and patience.
b. Even-tempered and calm.
c. Willingness to let people be wrong.
d. Previous experience as a parliamentarian highly desirable.
e. Ability to gently instruct delegates as to proper procedure.
f. Ability to work closely with Chairperson.

Description of Duties:
a. Chair the general sessions of the World Service Conference in the Chairperson's absence.
b. Participate in the New Delegate Orientation.
c. Serve as member of the Conference Committee.
d. Advise the Chairperson in all matters relating to the Twelve Concepts of Service, Twelve Traditions, Conference Charter and Bylaws, Conference Standing Rules, Robert's Rules of Order, Parliamentary Procedure and relevant previous Conference actions.
e. Assist the Chairperson in all matters relating to:
    1. Conducting and counting votes.
    2. Points of Order and Points of Information.
    3. Procedure on the Conference Floor.
f. In the event that Conference Chairperson is unable to perform his/her duties, serve as Conference Chairperson until a permanent Conference Chairperson can be elected by the Conference.
g. Vice-Chair/Parliamentarian is to review all sub–committee reports prior to printing and presenting them on the Conference floor.

CONFERENCE CO-SECRETARIES

Minimum Qualifications:
a. Two-years continuous sobriety.
b. Service oriented background and willingness to serve.
c. Ability to touch-type.
d. Computer literacy including business standard PC, spread sheets, word processing and presentation software.

Description of Duties:

a. Serve as member of the Conference Committee.
b. Jointly produce a record of Conference activities as they occur.
c. Jointly present proposed minutes of the previous day's sessions.
d. Jointly draft a Conference Report.
e. Jointly provide secretarial services including but not limited to developing a daily seating chart and producing a Delegate Address List.

STANDING RULES FOR THE C.A. WORLD SERVICE CONFERENCE

1. Only elected Conference Delegates, Trustees, World Service Office Directors, World Service Director, Non-Delegate Conference Committee Chairpersons and Alternate Delegates carrying a vote may make and discuss motions on the Conference floor and may vote on all motions and resolutions brought to the Conference floor.

2. Other non-voting individuals may make and discuss motions on the Conference floor at the discretion of the Conference Chairperson.

3. Each voting member is responsible for attending all Conference sessions and must be physically present on the Conference floor to vote. There will be no absentee voting. Voting methods may include the use of wireless based voting devices, unless otherwise directed by the Conference Chairperson.

4. Conference Delegates who leave, for any reason, after Roll Call for a particular session lose their vote during their absence. There will be no assumption of votes by their Delegates from the same Area.

5.
   a. To be credentialed and carry votes at the WSC, the chair of the body you are representing must submit complete names, complete mailing addresses, email addresses, phone numbers, and number of votes being carried must be submitted in writing to the World Service Office 30 days prior to the World Service Conference.

   b. If, prior to the WSC, an elected Delegate or elected Alternate Delegate replaces a duly designated Delegate, pursuant to subparagraph 5(a), a written Certificate of Transfer form shall be submitted to the Conference Chair by the beginning of the WSC. The Chairperson of the Area shall submit a written Certification of Transfer form to the Conference Chairperson by the beginning of the WSC.

   c. A Delegate or Alternate Delegate may proxy one vote to another Conference Delegate or Alternate Delegate from the same Area or another Area within the same Region. An Area that is otherwise not represented at the Conference may proxy a maximum of one vote to a Conference Delegate or Alternate Delegate from another Area within the same Region. No Delegate or Alternate Delegate can carry more than a total of two votes at the Conference.

   d. A Trustee may proxy his/her one vote to another Trustee, and a member of the WSOB may also proxy his/her one vote to another member of the WSOB. Proxies in this instance shall be applicable for the day or days when the Trustee or WSOB member will not be in attendance on the conference floor. No Trustee/WSOB can carry more than a total of two votes on the conference floor. (The WST and WSOT are members of the WSBT under this provision.)

6. All Designated Voting Members must be registered with the World Service Office 30 days prior to each Conference to be certified as a voting member. Reasonable exceptions to the above may be made, for good cause, by the Conference Chairperson.

7. There may be up to three Conference Sessions (Morning, Afternoon and Evening) in the Conference Day. Conference Sessions begin with roll call and end with an adjournment.

8. The quorum shall be defined to be two-thirds of the Conference votes present at Roll Call for that particular Conference Session.

9. A quorum must be present for any voting. In the absence of a quorum, the Conference may continue with Committee Reports, Trustee Reports, WSO Director Reports and discussion of issues. There will be no motions (except a Motion to Adjourn) or any item requiring a vote brought to the Conference Floor.

10. All Main Motions will be submitted in writing and electronic format to the Conference Chairperson, using bold type for added language and strikethrough for removed language, and will become effective at the end of the WSC, unless otherwise specified.

11. All main motions must be presented in the format requested by the Conference Chairperson. The Conference Floor must be presented a copy of all main motions.

12. Main Motions shall be read to the Conference before voting. The tally shall be announced for all counted votes upon request from the Conference floor. Referrals or Item's that did not result in Motions, that are tabled until next year, items the committee will continue working on through the year, that are referred to other committees; World Service Office, or Board of Trustees need not be read into the report, however questions may be asked about any part of a committee's report.

13. Any motion made at the Conference which changes the WSC structure or a WSC committee structure or which has a significant effect upon the World Service Conference, a World Service Committee, the World Service Manual or C.A. as a whole must be referred to the appropriate committee prior to consideration.

14. Any motion that has a significant effect on the World Service Conference including but not limited to WSC bids, literature changes, petitions etc. that is to be reviewed by the Delegates for possible consideration by the Conference must be received by the WSO at least 90 days before the WSC so that all Delegates can receive and review the motions at least 60 days prior to the Conference.

15. All voting members arriving after the roll totals and quorum are announced at the end of a Roll Call, for a particular session, may not vote during that session, but may speak and make motions.

16. MINUTES OF WORLD SERVICE CONFERENCE. The World Service Office will oversee the preparation of daily summaries and a summary of motions for Conference sessions, providing them to the Conference Committee no later than 90 days following the Conference. The Conference Committee is to prepare and deliver the aforementioned documents to the World Service Office, for distribution to the delegates or C.A. members as requested. Also, the WSO will make available, upon request, a copy of the audio recordings no later than 150 days after the close of the Conference. Whenever WSC guidelines or other materials are to be distributed to the fellowship, it is the responsibility of the Trustee assigned at the time such materials are approved to review the materials for accuracy, following approval by the

relevant WSC committee, and forward them to the WSO for distribution. This approval shall only occur after receipt and prompt comparison of the current Conference documents namely; the daily summaries and the summary of motions by the applicable WSC Committee.

17. AGENDA OF WORLD SERVICE CONFERENCE
    a. Delegates are to submit proposed agenda items 120 days prior to each Conference.
    b. Agenda is to be distributed to all Delegates and interested parties at least 60 days prior to the Conference.
    c. Each agenda is to contain the following items:

        i. Serenity Prayer
        ii. We Can Recover
        iii. Twelve Traditions
        iv. Roll call
        v. Approval of minutes
        vi. Trustee's report
        vii. Officer's report
        viii. Committee reports (all Conference Committees)
        ix. Trustee Nominee Ratification/Approval
        x. Old business
        xi. New business
        xii. Elections as needed
        xiii. Election of next Conference Officers as necessary
        xiv. Selection of next Conference location
        xv. Closing prayer

18. The Conference will be held annually and the duration of the Conference will be for a period of not less than three days.

19. H&I panel meetings do not meet the requirement of a C.A. meeting and therefore do not count towards meeting totals for the purpose of Delegate apportionment.

20. World Service Committee budgets submitted to the Conference floor for approval shall include their subcommittee budgets.

21. Materials to be distributed to the fellowship by World Service Conference Committees shall be approved on the Conference floor prior to distribution with the exception of financial budgets.

22. Each Conference shall select a C.A. World Service (CAWS) convention host area for the CAWS convention to be held in the fourth year following such Conference. Each year a minimum of two bids for the CAWS Convention should be presented to the Conference for consideration. If two bids are not received, The Conference may approve a single bid. If a single bid is not approved, the host for CAWS convention for the proposed year will be left vacant until the next Conference. If qualified bids are not received or no host is selected at the next Conference, the CAWS convention for that year will be turned over to the World Service Office and World Service Office Board to plan and execute.

REFERRALS

In-Conference Referral

An "In-Conference" referral is any referral received within 90 days prior to the Conference or that is handed in at the start of the Conference, prior to the announced cutoff time at the current WSC (usually the close of the second day's Conference session or as the Conference Chair announces). As a function of the WSC Conference Committee, the Committee members will enter all referrals on a master list for tracking purposes and then distribute them to the appropriate WSC committee for action. Each WSC Committee addresses its referrals as that Committee sees fit; however, the Committee is guided in this process by the Standing Rules for the C.A. World Service Conference. With each referral, the Conference Committee that the referral is addressed to may: bring a motion to the Conference floor for approval; keep the referral in Committee for further work or research; refer the referral to another WSC Committee or service board, or decide that the referral is not currently in the best interest of C.A. to pursue at that present time and therefore no action is to be taken. If there is a decision to take no action, the WSC Committee must give a detailed reasoned response in the referral. It is important that each Committee respond to each referral each year. In-Conference referrals also include referrals from a previous Conference by one other WSC Committee or service board to the WSC Committee who will be then asked to consider the referral for action and response.

Post Conference Referral

A referral that is handed in at the Conference, past the "cutoff time" mentioned above and prior to the close of the Conference is considered a "Post-Conference" referral. Again as a function of the WSC Conference Committee, these referrals are collected, logged to a master list for tracking purposes and then distributed to the appropriate WSC Committee Chairs as soon as practicable following the Conference. These referrals are addressed by the appropriate WSC Committee in much the same fashion as an "In-Conference" referral; however, any resulting action(s) will take place at the subsequent WSC. All World Service Conference Committees are encouraged to work throughout the year on their "Post Conference" referrals so that they are free to address and respond to all new "In-Conference" referrals, plus any "Pre-Conference" referrals at the Conference the following year.

Pre-Conference Referral

A "Pre-Conference" referral is any referral submitted following the close of the WSC, but prior to 90 days before the next WSC. These referrals are generally received by the WSC Conference Committee throughout the year. These referrals are logged by the WSC Conference Committee on a master list and then distributed to the appropriate Conference Committees. The master list is prepared by the WSC Conference Committee Chair for tracking purposes and distribution to all Conference attendees.

Special Note: All Conference referrals are now submitted on-line through the applicable on-line Conference portal.

PROCESS TO POLL ALL C.A. GROUPS
AS PER CONFERENCE CHARTER / ARTICLE 3

1. Upon authorization by a 2/3rds vote of the World Service Conference (WSC), the Structure and Bylaws Committee (S&B) shall prepare a ballot describing any such change to the 12 Traditions of C.A., the 12 Steps of C.A. or Article 10 of the Charter, along with such arguments for and against that it deems proper, along with instructions for Areas and Groups, and present these to the World Service Board of Trustees (WSBT).

2. The WSBT will review this material and may return it to S&B for revision.

3. Upon WSBT approval, the ballot question and all related materials will be submitted to the next WSC for final approval by a 2/3rds vote. This submittal must conform to the Standing Rules of the WSC.

4. Upon WSC approval, the ballots will be disseminated by a Delegate mailing from the World Service Office (WSO) to all known Areas in such a time and manner that every Group therein could expect to have 6 months to consider the requested changes.

5. Groups not yet within an Area, but known to the WSO, shall be sent a ballot directly.

6. Areas (or Districts) shall disseminate a ballot to each and every Group therein, previously validating each ballot with the Area Chair's signature.

7. Groups shall return their ballots as per the instructions provided.

8. Upon the conclusion of the voting period, the WSO will tabulate the votes, resolve any ballot defects by contacting the Area's Delegates or Chair, and report the vote totals, along with the estimated Group response rate, to the WSC S&B Committee and the WSBT. Abstentions received do not affect the percentages for and against but are reported in the response rate.

9. Should 3/4ths of the ballots returned, not counting Abstentions, be in the affirmative, the question, along with the vote counts and estimated percentage the Groups responding will be presented to the WSC for final approval. The WSC may, but is not required to, consider the percentage response rate in its deliberations.

10. A final 2/3rd ratification vote by the WSC causes the change to be put into effect.

WORLD SERVICE BOARD OF TRUSTEES—DESCRIPTION

The World Services Board of Trustees (WSBT) has the broadest scope of any branch of our service structure. The responsibility of this Board is to help deal with anything that affects C.A. as a whole, either internally or externally. All things that may endanger the existence of our Fellowship or limit our growth are of concern to WSBT.

The WSBT does NOT govern. Its nature is that of custodian only, providing guidance. The WSBT may consist of both addicts and non-addicts as may be needed for professional areas of expertise and to broaden our perspective. Its members are known as Trustees. The only interest of the Trustees is to serve the best interest of our Fellowship. They are given such authority by and through the World Service Conference.

The WSBT, like the World Service Office, functions as an entity apart from the program. All actions by the WSBT are guided by the Traditions.

The World Service Office is responsible to the WSBT. In order to perform their various functions, the WSBT utilizes a subcommittee system.

The World Service Trustee is the primary signatory of all contracts negotiated by the Trustee Negotiation Committee.

RESPONSIBILITIES OF THE WSBT SUBCOMMITTEES

These committees are composed of Trustees, Fellowship members, and if needed, a non-addict. Members are selected on a "what they have to offer" basis. Internal structure of the WSBT is different from the rest of the service branches. The Trustees do not represent; they serve.

1. FINANCE
Participates in the review and oversight of all WSO financial matters; ensures compliance with existing guidelines and budgets of C.A. World Services.

2. LEGAL
On an 'as needed' basis, this committee investigates the legal implications of any business of C.A. World Services. This includes, but is not exclusive, to copyright, royalty and vendor licenses agreements. It is suggested that at least one member of this committee have some knowledge of legal matters.

3. WORLD SERVICE CONFERENCE
This committee, working with the WSO and the World Service Conference Committee, researches future venues for holding the World Service Conference. Also is responsible for bids and contract negotiations in collaboration with the Trustee Negotiating Committee. It is suggested that the World Service Trustee and the Pacific South Trustee sit on this committee. Note: this committee is only active every two years.

4. TRUSTEE NEGOTIATION
To assist the World Service Trustee by serving as a group conscience in the review of all contracts negotiated on behalf of Cocaine Anonymous, involving the amount of $500 USD or greater prior to engagement on the part of Cocaine Anonymous. A contract is defined as any signed document between Cocaine Anonymous and any other person(s) or business (es), that indicates a commitment of services or goods between the two defined entities.

5. TRUSTEE ELECTION
This committee coordinates and oversees the Trustee Election process. See Trustee Election Committee Guidelines for addition information.

6. LONG TERM PLANNING
To plan and guide the future of Cocaine Anonymous to insure that the addict that still suffers can receive the message of recovery. This committee is not limited in participation by current WSBT members and it is suggested that former Trustees be included in this committee.

7. ORIENTATION
To assist new members of the World Service Board of Trustees regarding the current matters being worked on by the WSBT, review the roles, responsibilities and guidelines for spending and subcommittee projects, board participation and meeting preparation and to serve as a point of contact for any questions regarding their new role as a member of the WSBT.

8. NEWSGRAM
To review all articles of the NewsGram for tradition violations prior to publication and distribution to the C.A. Fellowship. Work with the WSO, NewsGram Editor, Regional Trustees and designated NewsGram coordinators within the regions to generate articles, poems, anecdotes, etc. for the NewsGram. Topics should include those about; Steps, Traditions, and Concepts, C.A. Finances, Long Term Planning objectives, etc. It is suggested that the WSBT provide one article per quarter for submission to the NewsGram in addition to the Trustee Corner.

9. OUTREACH
To work with past members of the WSBT to elicit, on an as-needed basis, their assistance and experience, strength and hope on any of a variety of issues affecting C.A., including, without limitation, soliciting input from the fellowship as a whole on surveys, literature projects, fellowship growth, etc.

10. INTERNATIONAL STRUCTURE AND DEVELOPMENT
To examine structure trademarks, expansion, development, language issues across our fellowship internationally.

The Officers of the WSBT are:
Chairperson
Vice-Chairperson
Secretary

THE WORLD SERVICE BOARD OF TRUSTEES SERVICE STRUCTURE

PURPOSE: To ensure the continuation and growth of C.A.

FUNCTIONS:

a. To deal with matters, both inside and outside the Fellowship, which affect the continuation of C.A. growth.
b. The guardians of the Twelve Traditions.
c. To actively seek and encourage ways of carrying the message of recovery to the addict who still suffers.

MEMBERSHIP:

All Trustees serve the fellowship as a whole. The number of Trustees serving at any time is limited to a maximum of 12 active Trustees serving the World Service Conference. At least three-quarters are to be addict Trustees.

There are five types of Trustees: (1) World Service Trustee; (2) Regional Trustee; (3) World Service Office Trustee; (4) Trustee-at-Large; and (5) Non-Addict Trustee.

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 Trustee: World Service Trustees are from an area within 125 miles of the World Service Office in California.

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.

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

The WSBT may consist of the following:

Regional Trustee	8
World Service Trustee	1
World Service Office Trustee	1
Trustee-at-Large	2
Non-Addict Trustee	1

QUALIFICATIONS

Qualifications of Addict Trustees:

1. Willingness to serve.
2. A commitment to service as shown by experience; working as a member of other C.A. service committees; and contributions to the continuation and growth of the Fellowship.
3. The time and resources necessary for active trusteeship.
4. A minimum of eight years of continuous abstinence from cocaine and all other mind-altering substances at the time of the election to the Regional slate.
5. A good working knowledge of the Twelve Traditions.
6. Has to have served as a voting member or committee chair at a prior WSC.
7. A working knowledge of the 12 Concepts and the Conference Charter.

Qualifications of Non-Addict Trustees:

1. Willingness to serve.
2. The time and resources necessary for active Trusteeship.
3. A knowledge of the Twelve Traditions.
4. A good understanding of the disease of addiction and the Twelve Step Program of Recovery.

WSBT MEETINGS

1. The Trustees shall hold regular meetings up to four times per year at the discretion of the WSBT.
2. Additional special meetings are held upon 60 percent of WSBT approval, whenever needed. Trustees will be notified by the Chairperson.
3. Attendance of at least 60 percent of the Trustees constitutes a quorum.
4. Each Trustee is expected to attend three out of four regular meetings. A Trustee who is unable to attend may be asked to resign.
5. Minutes are kept of all meetings.
6. A copy of the minutes is sent to:
   a. Each Trustee;
   b. The World Service Office;
   c. Each Delegate and Area central office;
   d. All Conference committee chairpersons;
   e. All Conference officers.

The WSBT is an advisory board rather than a directive board. It is their responsibility to offer guidance to members, Groups, and service committees in matters concerning the Traditions or matters, which affect C.A. as a whole.

The Trustees do not have the authority to control C.A. or to change the nature of the Fellowship. Our Second Concept ensures that major policy decisions can only be made by the group conscience of the World Service Conference.

TRUSTEE NOMINEE SELECTION AND ELECTION PROCESS AND TRUSTEE TERM

VACANCY, REPLACEMENT, AND TERM

All Trustee positions shall be selected during the regular Trustee elections at the WS Conference, using the slate approved at that Conference. The term of such Trustee positions shall commence immediately following the close of the WSC at which that position is filled, and shall end at the close of the fourth successive WSC. The WSO Trustee term shall end at the close of the second successive WSC. No Regional Trustee, Trustee at Large, Non-Addict Trustee, or World Service Trustee shall serve two terms. The WSO Trustee may serve two consecutive two-year terms.

In the event of a Trustee vacancy for any reason, an individual elected to fill the position shall fulfill a full trustee term. In the interim following a vacancy and prior to a new election, any vacant Trustee position(s) may be filled by any existing Trustee as selected by the WSBT.

REGIONAL SLATE

The Regional Slate of Trustee candidates shall be those candidates elected at the Regional Assembly but not yet submitted to WSC for ratification. If a Region has followed the Regional Election process and has not submitted any slate, or if no candidates on the submitted slate are selected by the TEC, then no Trustee shall be chosen from that Region that year, and the WSBT will assign an existing Trustee to fulfill the duties of that position until the next Conference, when this process begins again. The Approved Slate of candidates expires when the WSC adjourns.

CONFERENCE APPROVED SLATE

The candidates nominated from each Region shall be submitted to WSC for ratification by two-thirds vote of the WSC, except in the case where written notice is received from a potential Trustee candidate that the said candidate is withdrawing from the election process. Upon receiving such notice, the TEC Chair shall notify the Regional Trustee (or the WSOB Chair in case of the WSOT) and request that said candidates name be removed from the slate prior to such slate being presented to the conference floor for ratification. All candidates who complete the WSC ratification process successfully shall then be considered the Conference Approved Slate of Trustee candidates. This approved slate expires when the WSC adjourns.

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.

TRUSTEE ELECTION COMMITTEE

Final selection of a Trustee shall be made by a Trustee Election Committee consisting of the following: Full Board of Trustees and One WSC Delegate from each Region (currently eight).

All Trustees, except the WSO Trustee, shall be selected from the Conference Approved Slate pursuant to the procedures outlined in this Manual. The WSO Trustee shall be selected from the candidates selected by the WSO Board not already a Trustee. In order to be elected Trustee, a candidate must receive a vote of two-thirds of the Trustee Election Committee.

Duties, Responsibilities and Qualifications of WSC Delegates Serving on the Trustee Election Committee:

1. One current WSC Delegate from each Region shall be selected to serve as Trustee Election Delegate by a Regional caucus conducted at the WSC. An alternate shall also be selected.
2. It is recommended that each Delegate have previous WSC experience.
3. During the Delegate's term on this committee, that Delegate may not be included in any slate of nominee candidates.
4. During the Delegates term on this committee, a Delegate may not serve as a WSC Committee Chair.
5. A Delegate's term on this committee shall commence the day following the WSC and continue until the closing of the following WSC.
6. A Delegate serving the final year of his or her term at the WSC is not eligible for this position.
7. If a Delegate cannot fulfill his or her term for any reason, the Region must replace the Delegate for the balance of the term.

TRUSTEE SELECTION AND ELECTIONS PROCESS SUMMARY

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 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.
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.

World Service Office Trustee:

1. All past and present volunteer Directors not already a Trustee may be considered as candidates for any World Service Office Trustee vacancy.
2. Candidates are nominated for WSOB Trustee and a minimum of two candidates shall be elected by majority vote of the WSOB. The candidates are then submitted to the Trustee Election Committee for qualification. If two candidates are not elected, the WSOB has failed to select a slate.
3. In the event a Standing WSOT is not ratified through the ratification process for Trustee, yet has been submitted for slate consideration/ratification, the TEC Chair will notify the WSOB Chair and request that the candidate be removed from the slate.
4. The Trustee Election Committee will submit the candidates to the World Service Conference for ratification by two-thirds vote of the WSC. The Trustee Election Committee will make its selection from the candidates ratified by two-thirds vote of the WSC.
5. In the event a standing WSOB director is not ratified through the ratification process for director, yet has been submitted for the slate/consideration/ratification, the TEC Chair will notify the WSOB Chair and request that the candidate be removed from the slate.

Trustee-at- Large:

1. At the Regional meeting, up to four nominees will be elected for the position of Regional Trustee.
2. The two Regional nominees receiving the highest number of votes at the various Regional Assembly shall be considered the Region's nominees for Trustee-At-Large.
3. The two candidates will be submitted to the Trustee Election Committee for qualification.
4. The Trustee Election Committee will submit the candidates to the World Service Conference for ratification by two-thirds vote of the WSC.
5. The Trustee Election Committee will make its selection from the Conference Approved slate.

Non-Addict Trustee:

1. One or more nominee candidates may be submitted from each Area within a Region.
2. At the various Regional meetings, nominees will be elected.
3. The candidates will be submitted to the Trustee Election¬ Committee for qualification.
4. The Trustee Election Committee will submit the candidates to the World Service Conference for ratification by two-thirds vote of the WSC.
5. The Trustee Election Committee will make its selection from the Conference Approved Slate.

TRUSTEE ELECTION COMMITTEE

GUIDELINES FOR THE ELECTION PROCESS

Procedures for all Trustee elections by the Trustee Election Committee

All members of the TEC must either be present for each interview or listen to the recording of any interview for which they are not present. If a TEC member misses more than two questions of an interview, that member will be required to listen to the recording of that interview in order to participate on the vote for that trustee position. If, for some reason, a member of the TEC is unable to be present for a candidate interview and/or listen to the recorded interview, then that TEC member shall not participate in the election for that slate. All service resumes should be submitted on the approved service resume form.

1. The TEC Chairperson shall conduct the elections and also be eligible to cast a vote on each ballot. The TEC Chairperson may also participate in the discussion phases of the election process.

2. Discussion of the candidates.

3. All voting will be done by secret ballot. TEC members have the choice of either voting for one candidate or voting for none of the candidates. Abstentions will not be considered a vote, and the election will be affirmed by two-thirds of the voting members.

4. FIRST BALLOT: If a candidate receives 2/3 of the vote, that candidate is the elected Trustee. If not, proceed.

5. Discussion of the candidates.

6. SECOND BALLOT: Run-off between the top two (2) vote-receiving candidates. (If, on the first ballot, there is a tie among the candidates, all candidates receiving the top two (2) amounts of votes will be included in the run-off. For example, if A receives six 6 votes, B receives three (3) votes, C receives three (3) votes, and D receives two (2) votes, the run-off includes A, B, and C). If a candidate receives 2/3 of the vote, that person is the elected Trustee. If no candidate receives 2/3 of the vote, then continue.

7. Discussion of the candidates.

8. THIRD BALLOT: Run-off between the top two (2) vote-receiving candidates (same procedure as second ballot). If a candidate receives 2/3 of the vote, that person is the elected Trustee. If no candidate receives 2/3 vote, then continue.

9. Discussion of the candidates.

10. FOURTH BALLOT: If no candidate receives 2/3 vote on the first three (3) ballots, the top vote-receiving candidate is put up for 2/3 ratification vote. For ratification purposes, TEC members have the choice of either voting "yes" or "no"; abstentions will not be considered a vote. If that candidate receives the required 2/3 vote, then that person is the elected Trustee. If not, the same procedure will take place with the 2nd top vote-receiving candidate.

11. If neither candidate receives the required 2/3 ratification vote, the position will remain open until the next Conference. The members of the Board of Trustees will assume the duties of that position.

12. Once the candidate has been selected, it is the responsibility of the TEC Chairperson to first notify those candidates that are not selected for the position that they were not selected. After all candidates not chosen have been notified, the TEC Chair will inform the chosen candidate. After all candidates have been notified, the new trustee will be announced to the Conference floor.

WORLD SERVICE OFFICE (WSO)

The WSO is the main contact and distribution point of C.A. Its main purpose is to maintain contact with members, Groups, Districts, and Areas. Contact is sustained through correspondence, newsletters, e-mail, the website www.ca.org, and representatives within our service structure.

WSO offers services to:
1. New Groups
2. Existing Groups with special problems
3. Institutional Groups
4. International Groups
5. National meeting services
6. International meeting services
7. Loners (isolated people)
8. Conventions
9. Conference Committees
10. On-line C.A. Groups

The World Service Office Board ("CAWSO Board") is responsible to the World Service Board of Trustees ("WSBT") and acts upon directives from the World Service Conference ("WSC"). Each of the board positions approved by the WSC has a voice and a vote at the Conference. The CAWSO Board is subject to and must abide by the Twelve Traditions.

The WSO has volunteer committees that correspond to WSC committees that service the diverse needs of the WSO and the fellowship as a whole.

Except for the Director of Resources & Project Development, the Director of Operations and Trustees, qualifications to be selected as a WSO Director shall include membership on a WSO committee, or prior Area or District service committee.

The CAWSO Board shall not exceed eleven directors. The CAWSO Board shall consist of the following:

Chairperson
Vice-Chairperson
Secretary
Treasurer
Director(s)-At-Large
Director of Conventions and Conferences
World Service Trustee
World Service Office Trustee
Paid Directors

World Service Office 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
2. The WSOB Treasurer
3. 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).

World Service Office Volunteers Interview Process
Volunteers of the World Service Office to be interviewed by the current World Service Office Board:
1. The NewsGram Editor
2. The Web servant
3. Archives

Process of the Candidate Interview:

1. Except for the Paid Director, the potential candidate must have attended at least two WSOB meetings prior to submitting their resume to either the WSBT or the WSOB.
2. Except for the Paid Director, complete a service resume and submit it to the Chair of the applicable interviewing board.
3. Chair of the interviewing Board to set time of the interview.
4. Chair of the interviewing Board to introduce the process of the questions to the candidate.
5. Chair of the interviewing Board shall contact candidates not selected during the process and advise them of the outcome prior to notifying the candidate chosen.
6. The list of interview questions for the candidates shall remain confidential.

The Board of Directors of CAWSO shall be elected as follows:

1. All Directors, other than the Paid Director or Trustee Directors, will be elected by the Board of Trustees after consideration of the specific qualifications of each prospective Director.
2. The Paid Director, being a Director automatically after employment, will be installed by the CAWSO Board of Directors at the first meeting of the Board after the hiring of the Paid Director.
3. Trustee Directors will be elected in accordance with Trustee election procedures contained elsewhere in this manual and become a Director of CAWSO immediately upon the beginning of their term of office.

Quorum of any meeting of CAWSO will consist of a simple majority (51%) of all currently filled Director positions.

CAWSO BOARD QUALIFICATIONS AND RESPONSIBILITIES

CHAIRPERSON

1. Elected by vote of the Board of Trustees from one of the existing Directors, excluding Paid Director, World Service Office Trustee and World Service Trustee.
2. Overall administration and coordination of all WSO activities.
3. Develops candidates for future openings of the Board of Directors and forwards all qualifying service resumes to the Board of Trustees after a ratifying vote by the existing Board of Directors.
4. Directly responsible for supervising the office personnel; all tasks the office workers perform should be coordinated through the Chairperson.
5. Chairs the WSO board meetings.
6. Sets the Agenda for the Board Meetings.
7. Sits on a WSC committee.

VICE-CHAIRPERSON

1. Assists the Chairperson.
2. Chairs WSO board meeting when the chair is not present.
3. Sits on a WSC committee.
4. Administrates the coordination of the Conference with the WSC Conference Committee.

SECRETARY

1. Maintain records of all proceedings of the WSO Board meetings (Minutes).
2. Maintain files of all committee reports.
3. Make minutes and records available to CAWSO Board and WSBT. Make minutes available to Delegates via Delegate mailing.
4. Maintain record book(s) in which the bylaws, special rules of order, standing rules, and minutes are entered with any amendments to these documents properly recorded and to have the record book(s) on hand at every meeting.
5. Provide the Chairperson minutes of the previous Board meeting at least 2 days prior to the next scheduled meeting, in order that the Chairperson can prepare an Agenda.
6. In the absence of the chairperson and the vice-chairperson, call the meeting to order and preside until the immediate election of a Chairperson.
7. Sits on a committee of the WSC.

TREASURER

1. Should have prior Area or District, service committee Treasurer experience or professional experience in the fields of finance or accounting.
2. Responsible for supervising all financial matters at the WSO including:
   a. Accounts payable
   b. Accounts receivable
   c. All bank accounts
   d. Coordinates negotiations with vendors
   e. Contacts outside accounting firms
   f. Supervises all tax filings
   g. Prepare the next year's proposed WSO Budget
3. Chairperson of the WSO Finance/Spending committee.
4. Supervises policies regarding financial matters.

5. Has prepared by outside firm of Certified Public Accountants annual financial statements for CAWSO Board and WSBT in time to be 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.
6. Sits on WSC Finance Committee.

DIRECTOR

1. Should have publication or communications experience.
2. Coordinates the various WSO committees.
3. Sits on a committee of the WSC.

DIRECTOR OF CONVENTIONS AND CONFERENCES

1. Provide contract assistance in bidding, negotiating and then administering the respective hotel contracts for the CAWS conventions each year as the successful bids are awarded to the various host cities.
2. Work closely with the host cities in crafting and then circulating requests for proposal (RFPs) to obtain bids for hotels, as well as for equipment and vendor goods and services as appropriate.
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 / speakers / staff / host city members; review and approval of all banquet event orders (BEOs) in conjunction with the Trustee Negotiating Committee 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 the contracts for review by the TNC.
7. Serves as an active member of both the world service conference convention committee and the World Service Conference 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 Chair.

DIRECTOR OF OPERATIONS

1. Duties/job description of the WSO Director of Operations shall be determined by the CAWSO Board and administered through the 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."

The WSO Trustee shall not concurrently serve as Chairperson of the CAWSO Board except on a temporary basis, not to exceed 120 days. The WSO 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" shall not include paid Directors, 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:

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

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

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

The WSO and the CAWSO Board 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 WSO 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 is required for approval of expenditure and must be obtained after an informed discussion.

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

COCAINE ANONYMOUS WORLD SERVICE CONFERENCE CHARTER

1. Purpose: The World Service Conference of Cocaine Anonymous is the guardian of the world services and of the Twelve Steps and Twelve Traditions of Cocaine Anonymous. The Conference shall be a service body only, never a government for Cocaine Anonymous.

2. Composition of World Service Conference: The World Service Conference shall be composed of Area Delegates, the World Service Board of Trustees, Directors of the World Service Office, staff members of the World Service Office, and any other members of the Fellowship who wish to attend.

3. Conference Relation to C.A.: The Conference will act for C.A. in the perpetuation and guidance of its world services, and it will also be the vehicle by which the C.A. movement can express its view upon all matters of vital C.A. policy and all hazardous deviations from C.A. Tradition. Delegates should be free to vote as their conscience dictates; they should also be free to decide what questions should be taken to the Group level, whether for information, discussion, or their own direct instruction.

   But no change in Article 10 of the Charter or in the Twelve Traditions of C.A., or in the Twelve Steps of C.A. may be made except by first asking the consent of the known C.A. Groups of the world. [This would include all C.A. Groups known to the recognized Areas around the world.] These Groups shall be suitably notified of any proposal for change and shall be allowed no less than six months for consideration thereof. And before any such Conference action can be taken, there must first be received in writing within the time allotted the consent of at least three-fourths of all those Groups who respond to such a proposal (not counting abstentions)

4. Delegate Elections: Area Delegate elections are held by Area service committee meetings or assemblies composed of elected General Service Representatives of all C.A. Groups desiring to participate, District Officers, Area Officers, Service Committee Chairpersons, and other members who are involved in C.A. service. Area Delegate elections may be held as needed 120 days prior to the next World Service Conference.

5. Term of Office of Delegates: The Area Delegates are to be elected for a term of four (4) Conferences. It is suggested that the spirit of rotation be followed. (WSC Amendment, 1996)

6. Annual Meeting: The Conference will meet at least once a year unless otherwise agreed upon by voting Conference members. Special meetings may be called as necessary by voting Conference members. The Conference may also render advisory opinions at any time by mail or telephone poll in aid of the World Service Board of Trustees or its related services.

7. The World Service Board of Trustees: Composition, Jurisdiction and Responsibilities: The World Service Board of Trustees of Cocaine Anonymous shall be an incorporated trusteeship, composed of addicts and non-addicts whose successors are elected by the Trustee Election Committee, these choices being subject, however, to the approval of the Conference. The World Service Board of Trustees is the chief service arm of the Conference and is essentially custodial in its character. (WSC Amendment, 1992)

Except for decisions upon matters of policy, finance, or C.A. Tradition, liable seriously to affect C.A. as a whole, the World Service Board of Trustees has entire freedom of action in the routine conduct of the policy and business affairs of the C.A. service corporations and may name suitable committees and elect Directors to its subsidiary corporate service entities in pursuance of this purpose.

Except in great emergency, neither the World Service Board of Trustees nor any of its related services ought ever to take any action liable greatly to affect C.A. as a whole without first consulting the Conference.

8. The World Service Conference: Its General Procedures: The Conference will hear the financial and policy reports of the World Service Board of Trustees and its related corporate services. The Conference will advise the Trustees, Directors, and staff members upon all matters presented as affecting C.A. as a whole, engage in debate, appoint necessary committees, and pass suitable resolutions by a two-thirds majority of voting members present for the advice or direction of the World Service Board of Trustees and its related services.

   The World Service Conference Charter, the Bylaws of Cocaine Anonymous World Services, Inc., and the World Service Conference Standing Rules, or any amendments thereto, should always be subject to the approval of the World Service Conference by a two-thirds vote of all its voting Conference members present.

   The Conference may also discuss and recommend appropriate action respecting serious deviations from C.A. Tradition or harmful misuse of the name "Cocaine Anonymous."

   The Conference may draft any needed Bylaws and will name its own officers and committees by any method of its own choosing.

   The Conference at the close of each yearly session will draft a report of its proceedings, to be supplied to all Delegates and committee members; and also a condensation thereof, which will be sent to C.A. Areas throughout the world.

9. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the C.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Cocaine Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Cocaine Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

   (Effective November 15, 1987; Passed by the Fourth WSC)

BYLAWS OF COCAINE ANONYMOUS WORLD SERVICES, INC.

The Board of Directors of Cocaine Anonymous World Services, Inc. (hereinafter referred to as the "World Service Board" or "W.S.B.") has but one purpose — that of serving the Fellowship of Cocaine Anonymous. It is in effect an agency created and designated by the World Service Conference of Cocaine Anonymous to maintain services for those who seek, through Cocaine Anonymous, the means for arresting the disease of addiction through the application to their own lives, in whole or in part, of the Twelve Steps which constitute the recovery program upon which the Fellowship of Cocaine Anonymous is founded. These Twelve Steps are as follows:

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

(Reprinted and adapted with permission of A.A. World Services, Inc.).[4]

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

The World Service Board claims no proprietary right in the recovery program, for these Twelve Steps, as all spiritual truths, may now be regarded as available to all mankind. However, because these Twelve Steps have proven to constitute an effective spiritual basis for life which, if followed, arrests the disease of addiction, the World Service Board asserts the negative right of preventing, so far as it may be within its power so to do, any modification, alteration or extension of these Twelve Steps, except at the instance of the Fellowship of Cocaine Anonymous in keeping with the Charter of the World Service Conference of Cocaine Anonymous as the same may from time to time be amended (hereinafter referred to as the "Charter").

Members of the World Service Conference of Cocaine Anonymous are hereinafter referred to as "Conference Delegates."

The World Service Board in its deliberations and decisions shall be guided by the Twelve Traditions of Cocaine Anonymous, hereinafter referred to as the "Traditions" which are as follows:

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

(Reprinted and adapted with permission of A.A. World Services, Inc.).[5]

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

The World Service Board shall use its best efforts to insure that these Twelve Traditions are maintained, for it is regarded by the Fellowship of Cocaine Anonymous as the custodian of these Traditions and, accordingly, it shall not itself nor, so far as it is within its power so to do, permit others to modify, alter, or amplify these Traditions, except in keeping with the provisions of the Charter.

The World Service Board also shall be guided by the spirit of the Twelve Concepts of Cocaine Anonymous, hereinafter referred to as the "Concepts" which are as follows:

1. The final responsibility and the ultimate authority for C.A. world services should always reside in the collective conscience of our whole Fellowship.

2. The C.A. Groups delegate to the World Service Conference the complete authority for the active maintenance of our world services and thereby make the Conference — excepting for any change in the Twelve Traditions — the actual voice and the effective conscience for our whole Fellowship.

3. As a traditional means of creating and maintaining a clearly defined working relation between the Groups, the Conference, the World Service Board of Trustees and its service corporation, staffs, and committees, and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of World Service with a traditional "Right of Decision."

4. Throughout our Conference structure, we ought to maintain at all responsible levels a traditional "Right of Participation," taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.

5. Throughout our World Service structure, a traditional "Right of Appeal" ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.

6. On behalf of C.A. as a whole, our World Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the World Service Board of Cocaine Anonymous.

7. The Conference recognizes that the Charter and the Bylaws of the World Service Board are legal instruments; that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Cocaine Anonymous. It is further understood that the Conference Charter itself is not a legal document; that it relies instead upon the force of tradition and the power of the C.A. purse for its final effectiveness.

8. The Trustees of the World Service Board act in two primary capacities: (a) With respect to the larger matters of overall policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) But with respect to our separately incorporated and constantly active services, the relation of the Trustees is mainly that of custodial oversight which they exercise through their ability to elect all Directors of these entities.

9. Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.

10. Every service responsibility should be matched by an equal service authority — the scope of such authority to be always well defined, whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.

11. While the Trustees hold final responsibility for C.A.'s world service administration, they should always have the assistance of the best possible standing committees and service boards, staffs and consultants. Therefore, the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are related to each other, the special rights and duties of our staffs and consultants, together with a proper basis for the financial compensation of these special workers will always be matters for serious care and concern.

12. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the C.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that the sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Cocaine Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Cocaine Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

(Adapted with permission of Alcoholics Anonymous World Services, Inc.).[6]

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

In some instances, the Concepts refer to practices or customs, which may change with the passage of time. The World Service Board should make allowances for such changes in observing the spirit of the Concepts.

The Directors of the World Service Board shall consist of the World Service Board of Trustees. Each Trustee shall automatically become a Director upon qualifying as a Trustee and shall automatically cease to be a Director upon ceasing to be a Trustee of the World Service Board.

As a condition of election as a Director and election as a Trustee of the World Service Board, each person shall, before qualifying to serve as a Director and Trustee, execute an appropriate instrument addressed to the World Service Board of Cocaine Anonymous, stating that he or she agrees to comply with and be bound by all the terms and provisions of these Bylaws.

The Certificate of Incorporation of Cocaine Anonymous World Service, Inc. divides Director Trustees into two categories: non-addicts and addicts.

Non-addict Director Trustees shall be persons who are not and have not been afflicted by the disease of drug addiction and who express a profound faith in the recovery program upon which the Fellowship of Cocaine Anonymous is founded.

An addict Director Trustee is a member of the Fellowship of Cocaine Anonymous who has arrested their addiction and is living so far as they find is possible within the Twelve Steps, which constitute the recovery program.

In the event that any Director Trustee shall resign, or shall die or not be ratified, the Trustee Election Committee shall elect a new Director Trustee at the regular Trustee elections at the next World Service Conference. Notwithstanding the foregoing, Director Trustees are expected, subject to the laws of the State of California and to these Bylaws, at the request of the World Service Conference of Cocaine Anonymous to resign their trusteeship and directorship even though their terms of office as Director Trustees may not have expired.

All Director Trustees shall be ratified by secret ballot no less than once per year at a quarterly meeting of the WSBT. Such a ratification vote can be called at any of the WSBT quarterly meetings by a simple majority vote. Trustee ratification requires a 2/3-majority vote by the WSBT. If a trustee is not ratified the WSBT shall ask for the trustee's immediate resignation. If the trustee is not ratified and does not resign within 48 hours of such request the WSBT shall immediately vote by secret ballot on whether to remove said trustee. IT IS SUGGESTED THAT CONSIDERATION OF THE VOTE FOR REMOVAL SHALL INCLUDE THE RIGHT TO BE PRESENT AND AN OPPORTUNITY TO BE AFFORDED TRADITIONAL RIGHTS OF APPEAL. Trustee removal requires a 2/3-majority vote by the WSBT. If there is not a 2/3 majority in favor of removal, the trustee remains on the WSBT. In the event that any trustee shall resign, die, or be removed, the Trustee Election Committee shall elect a new trustee at the regular trustee elections at the next WS conference.

The Board of Trustees shall have all the powers provided for in these Bylaws and those that are vested in a Board of Directors under the laws of the State of California.

The Board of Trustees may by general resolution delegate to committees or to officers of the World Service Board such powers, as they deem appropriate in the service of the purposes to which the World Service Board is dedicated.

The members of the Board, subject to the laws of the State of California, are expected to exercise the powers vested in them by law in a manner consistent with the faith that permeates and guides the Fellowship of Cocaine anonymous, inspired by the Twelve Steps of Cocaine Anonymous, in accordance with the Twelve Traditions and the Conference Charter of Cocaine Anonymous.

Other than the right to participate in the disposition thereof during the period of directorship, no Director Trustee shall have any right, title, or interest in the property or assets of the World Service Board and his or her right to vote or otherwise participate in the disposition of property of the World Service shall cease on the termination of their membership and their ceasing to be a Trustee.

The World Service Board may set up new corporate bodies to serve the purpose of Cocaine Anonymous, provided the World Service Board shall own all the capital stock of such corporate bodies, and its structure shall be in keeping with that of the World Service Board of Cocaine Anonymous. Manifestly, the World Service Board is expected to refrain from forming any new corporate body if a majority of the Conference Delegates shall disapprove of its formation.

In order that the World Service Board may more effectively serve the purposes for which it is formed, the Board of Director Trustees shall at its annual meeting, or at any other meeting, if a vacancy shall occur, elect a President, Vice President, Secretary, a Treasurer and any other officers they may deem necessary.

The President shall have those duties generally attributable by law and custom to a President under the laws of the State of California, with such other greater or lesser duties as may from time to time be determined by the World Service Board of Trustees.

The Vice President shall perform the duties of the President in the event of his or her absence or disability.

The Secretary and Treasurer shall similarly perform those duties generally attributed by law and custom to such offices.

All meetings of the Director Trustees shall take place in the city and county of Los Angeles, unless at a meeting of the Board, the Director Trustees shall decide to hold a future meeting or meetings outside the city of Los Angeles. The actual place and time of day of each meeting shall be determined by the President.

At least 10-days notice of the time and place of all meetings shall be given by mail signed by the President, or, at his or her request, by the Secretary. The President, at the time of the mailing of notices, shall determine the order in which matters shall be dealt with at all meetings, and he or she, or a majority of the Directors present at any meeting may decide to modify such order.

Whenever, in the judgment of one-third of the Director Trustees present at a meeting, a decision to take any action involves a matter of principal or basic policy and in the judgment of at least one-third of the Director Trustees a delay in arriving at a decision will not adversely affect the Fellowship of Cocaine Anonymous, the matter shall be submitted to a mail vote of Conference Delegates, and if a majority of the Conference Delegates votes against the taking of such action, then the Board of Directors will be expected to refrain from deciding to take such action.

Whenever a mail vote is taken of Conference Delegates, at least two-week notice shall be given, and the vote shall be determined in keeping with an analysis of such vote by the President and Secretary, or in their absence, by the Vice President and Treasurer, at the end of such two-week period. An announcement of the result of such vote shall thereupon be mailed by the Secretary or Treasurer to Conference Delegates and to Director Trustees.

At all meetings of Director Trustees, two-fifths of the Director Trustees shall be sufficient to constitute a quorum for the conduct of the affairs of the World Service Board, and the vote of a majority of the Trustees present at any meeting at which there is a quorum shall, except as otherwise may be provided by these Bylaws or by statute, constitute a decision of the membership of the Board of Directors, as the case may be. If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting to a time to be fixed by those present, without further notice to any absent Directors.

No Director of the World Service Board shall at any time have any right, title, or interest in and to the funds or property of Cocaine Anonymous World Services, Inc.

The Articles of Incorporation of Cocaine Anonymous World Services, Inc. and these Bylaws may be amended by the affirmative vote of 75 percent of all members of the Board of Directors. However, in keeping with the spirit and principles of the Fellowship of Cocaine Anonymous, the Board is expected, although not legally required, to submit any amendment or amendments of the Articles of Incorporation and of these Bylaws to Conference Delegates, either by mail or at the annual meeting of the World Service Conference of Cocaine Anonymous. If the Board of Directors may determine, and if a majority of such Delegates disapprove of such amendment or amendments, the Director Trustees are expected to refrain from proceeding therewith. Where, however, an amendment or amendments are submitted to Conference Delegates and are not disapproved as foresaid, the amendment or amendments shall require the affirmative vote of only a majority of the members of the Board of Directors present at a meeting of the World Service Board.

WSC PARLIAMENTARY PROCEDURE GUIDELINES

(Adapted from Robert's Rules of Order)

The purpose of parliamentary procedure is "...to permit a majority to accomplish its ultimate purpose within a reasonable period of time but only after allowing the minority reasonable opportunity to express its views on the question at issue."

- Lehr Fess, Former Parliamentarian, U.S. House of Representatives

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

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

RECOGNITION

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

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

MAIN MOTIONS

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

FRIENDLY AMENDMENT

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

AMEND

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

LAY ON THE TABLE

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

REFER TO COMMITTEE

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

CLOSE (OR LIMIT) DEBATE

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

WITHDRAW THE CURRENT MOTION

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

RECONSIDER

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

RESCIND (PASSED MOTION)

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

SUSPEND THE RULES

This Motion must be qualified by stating why the rules should be suspended, i.e. to consider a motion out of order of the agenda or accepted procedure. Suspending the rules may not be used to bypass the charter or bylaws, but may be used to suspend the effect of standing rules or previous motions This motion is not debatable; it requires a second and must be passed by 2/3 majority. It is in effect only until the reason for suspension is resolved.

OBJECTION TO CONSIDERATION

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

APPEAL FROM DECISION

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

REQUESTS AND INQUIRIES

1. Parliamentary Inquiry- A member who has a question regarding parliamentary procedures, rules of order, and items in the World Service Manual or parliamentary strategies may make a parliamentary inquiry of the chair. Without being recognized by the chair, a member may rise saying "Madame/Mr.

2. Chairperson, I have a parliamentary inquiry". The question must be related to the business at hand and asks for the opinion of the chair. It is not a ruling of the chair and cannot be appealed. If a motion is made despite the chair's opinion, and the chair then rules the motion out of order, that ruling may be appealed.

3. Point of Order- A member who feels that the parliamentary procedure is out of order may rise saying "Madame/Mr. Chairperson, I rise to a point of order!" When the chairperson asks for his/her point, (s)he states where a motion is out of order, where a parliamentary procedure is incorrect, where a proposed motion violates the charter, a previously enacted bylaw, a standing rule or a motion. The Chairperson immediately rules on the validity of the point, subject only to appeals.

4. Point of Information- A "Point of Information" is a request for information about a motion or the suspected impact of a motion being considered.

MOTION TO ADJOURN (RECESS)

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

EXAMPLE: I move we recess until 1 PM for lunch.
EXAMPLE: I move we recess for 15 minutes to get coffee.
RULES FOR VOTES ON MOTIONS

QUORUM

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

PASS/FAIL

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

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

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

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

METHODS: Voting shall be by one of five methods.

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

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

ELECTIONS

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

SECTION III: Appendices

ROBERT'S RULE OF ORDER MOTION CHART

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Main Motions:

These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Incidental Motions:

No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	No	No	No	No	None

Motions that bring a question again before the assembly

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

§ indicates the section from Robert's Rules.

WSC APPROVED LITERATURE, BOOKS, AND GUIDELINES

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

Pamphlets:
. . . And All Other Mind Altering Substances
12 Principles
A Guide to the 12 Steps
A Higher Power
A New High from H& I
Anonymity
Being of Service
C.A for the LGBTQ+ Addict
Cocaine Anonymous Online: Unlimited Seating 24/7/365
Cocaine Anonymous Self-Test
Choosing Your Sponsor
Crack
Do's & Don'ts for 12th-Step Calls for Addicts
Having Fun in Recovery
Newcomer Booklet
Our Common Welfare
Reaching Out to the Deaf and Hard of Hearing
The 7th Tradition
The First 30 Days
The Home Group
The Power of PI
Tips for Staying Clean & Sober
To the Newcomer
Too Young to Recover?
Tools of Recovery
Unity
What is C.A.?
Who is a C.A. Member?
Yes, *You* Can Start a C.A. Meeting

Other Materials:
C.A. Fact File
C.A Infoline Numbers
Reaching Out Card
Suggested Participation Meeting Format
Thus We Grow Card
Traditions Group Inventory

Guidelines and Workbooks

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

ADVISORY OPINIONS

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

August 20, 1989: "THE BOOKS ALCOHOLICS ANONYMOUS AND TWELVE STEPS AND TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS ARE TWO OF OUR MOST VALUABLE TOOLS OF RECOVERY AND AS SUCH, IT IS THE OPINION OF COCAINE ANONYMOUS THAT MEETINGS SHOULD BE ALLOWED TO HAVE THESE BOOKS AVAILABLE TO SUPPORT MEMBERS IN THEIR RECOVERY."

September 4, 2004: "THE BOOK, "A.A. SERVICE MANUAL", COMBINED WITH THE "TWELVE CONCEPTS FOR WORLD SERVICE" IS A VALUABLE TOOL OF RECOVERY IN SERVICE, AND AS SUCH, IT IS THE OPINION OF COCAINE ANONYMOUS THAT MEETINGS AND SERVICE MEETINGS WITHIN THE FELLOWSHIP SHOULD BE ALLOWED TO HAVE THIS BOOK AVAILABLE TO SUPPORT THE MEMBERS IN THEIR RECOVERY."

CHANGES IN THE 2022 WSM

Title Page & Footer: Entered logos as from pi.ca.org; changed 2020 to 2022
Table of Contents: organized WSM in 3 sections
Pg. 14 new language as guidance to avoid using external design materials
Pg. 14 new language for adopted brand guide, brand color and fonts
Pg. 15 entered logos as from pi.org
Pg. 17 introductory sentence edited to speak to group definition
Pg. 17 new language in second paragraph "The C.A. Group" re meetings, multi-meeting groups
Pg. 18 new language, closed meetings also for those with a desire to stop
Pg. 23 district representation for ten (10) groups or part thereof
Pg. 27 translations added as area function
Pg. 31 area standing committee for translations added

Pg. 34f Ohio Area corrected by removing "Western Pennsylvania"; China Area and Indonesia Area added; Wales Area and West Country added

Pg. 36 edits in requirements to change/become a Region to clarify what exactly is 2/3s

Pg. 45f edits in WSC committee statements of purpose, new language for S&B

Pg. 56 ballot process outlined

Pg. 70 "speakers" removed from director of conventions and confernces responsibilities under item 3

Pg. 73 Conference Charter updated

Pg. 92f updated list of literature pamphlets and other materials (Thus We Grow Card)

JAY FINESILVER SERVICE RESUME

April 30, 2020

Address:	7624 South Madison Circle
City, State, Zip:	Littleton, Colorado 80122 USA
Phone numbers:	cell (303) 596-5592
Sobriety date:	September 20, 1988
Email:	finesilver1988@gmail.com

Group Level

From to	Service Commitments
Aug. 90 to Sep. 91	GSR at noon meeting downtown Denver (the Promises Group)
Apr. 92 to Oct. 92	GSR of Monday night meeting at West Pines Treatment Center, Denver

District Level - Denver District

From to	Service Commitments
Jan. 91 to Dec. 91	Denver District Secretary
Jan. 92 to Dec. 92	Denver District Chair
Apr.92 to Dec. 92	Chair/coordinator Denver District phone line committee

Area Level – Colorado Area

From to	Service Commitments
Dec. 91 to Feb. 93	Colorado Area Secretary
Jul. 91 to Mar.92	Vice Chair Area Structure & Bylaws Committee
Mar. 92 to Feb. 94	Chair Area Structure & Bylaws Committee
Jun. 92 to Mar. 93	Vice Chair Colo. Area 1st Annual State Convention Committee
Jun. 93 to Jun. 93	Chair Colo. Area 2nd Annual State Convention Committee
Oct. 94 to Oct. 95	Chair Colo. Area 3rd Annual State Convention Committee
June 92 to Dec. 92	Conformed and revised Area bylaws and incorporation papers
Feb. 94 to Oct. 94	Coordinator of the effort to bring 1997 CA World Service Convention to the Colorado Area

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Sep. 07 to May 09	Chair of the Entertainment Subcommittee and the Transportation Subcommittee of the CAWS 2009 Planning Committee held in Denver in May 2009
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Sep. 11 to Sept. 14	Member of the LCF Meditation Book subcommittee, helped the subcommittee complete a draft of the Meditation Book which was given to LCF at WS Conference 2012
Sep. 13 to Sep. 15	CAWS 2015 Steering Committee Secretary for Las Vegas CA World Service Convention in 2015
Sep. 14 to Sept. 19	Vice Chair (2014) and then Chair (2015-2019) of the World Service Conference Conference Committee which plans/coordinates the World Service Conference each year
Sep. 17 to current	CAWS 2022 Steering Committee Hotel Liaison for Austin CA World Service Convention to be held in May 2022

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CA World Service Conference 2010-2014 Contracts at the Sheraton Four Points LAX
CAWS Convention at the Omni Hotel for CAWS 2009
CAWS Convention at Harrah's Hotel for CAWS 2015
CAWS Convention in Austin at the Hyatt for CAWS 2020
CAWS Convention in New York at the Hyatt for CAWS 2021
CAWS Convention in Atlanta at the Marriott for CAWS 2022
CAWS Conference in LA at the Sheraton Gateway for WSC 2015, 2016, 2017, 2018
CAWS Conference in LA at the Sheraton Gateway for WSC 2019, 2020 and 2021
CAWS Conference in Dallas at the Marriott for WSC 2022 and 2023

Workshop topics presented:

Steps 6 and 7	CA World Convention in New York 2001
Leadership in Recovery	CA Southwest Regional Convention in 2004
Parenting in Recovery	CA World Convention in Memphis in 2005
Steps 1, 2 and 3	CA Southwest Regional Convention in 2005
Steps 8 and 9	CA Southwest Regional in 2006 & CAWS in Denver 2009 (panel)
Traditions/Concepts	several conventions including CA UK and CA Scotland
Love and Service	several conventions and Area meetings including CA Texas Area, CA North Texas Area, CA Colorado Area, CA Scotland and CA UK
Relationships in Recovery	several conventions
Structures and Bylaws	several conventions and area meetings including CA Kansas
Area Inventory	Facilitated one at the CA UK Area meeting in 2006 and at the CA Texas Area in 2004
Emotional Sobriety	CA World in Houston in 2006, CA Scotland in 2007, and CA Missouri 2009 and other locations
Prayer and Meditation	several conventions
12 Principles	several conventions including CA LA in 2010 (panel)
Big Book Study	Two day workshop in California April 2012
Home Group	Scotland 2012 (panel)
The 12 x 12 book	C.A. South Africa November 2019 (panel)

STATEMENT OF WILLINGNESS TO SERVE

I would be greatly honored to be considered for WSOB Board Secretary position. Over my time in service to C.A., I have been blessed to have served our fellowship in many capacities; as a Regional Trustee, WSC Delegate, World Service Conference Vice Chair/Parliamentarian, World Service Conference Conference Committee Chair, CAWS 1997 Convention Chair among others. I also sat on the Steering Committees of CAWS 1997, CAWS 2006, CAWS 2009, CAWS 2015 as well as CAWS 2020. I served for several years on the WSC Convention Committee as well as many years on the WSC Conference Committee and was the first ever Conference Coordinator

over 20 years ago. I currently sit on the CAWS 2022 Steering Committee as the Hotel Liaison. I have served as well in the negotiation of many of the CAWS hotel contracts and the Conference hotel contracts for many years as well.

First, I chaired two Area conventions in Colorado and was the Vice Chair of another. I also was the coordinator for the CAWS 1997 bid committee and was selected and served as the Chair of the CAWS host committee for CAWS 1997. For those two years of planning, I was also a member of the CA WSC Convention Committee and was on the Sub-Committee that helped extensively rewrite the CA WSC Convention Committee Guidelines to take in to account accepting credit cards and increasing the focus on budgets, and service back to the attendees by such features as the Source Table.

After that Convention, in 1998, I was asked by some of the members of the then WSBT to attend the Conference and set up a more formal service position of Conference Coordinator and in that capacity, we formalized many of the processes in place today. I was the initial Conference Coordinator and served in that capacity for four years. When I was rotating out in 2001, I was elected in mid-Conference as the Conference Vice-Chair Parliamentarian for the remainder of that Conference in 2001. I was then elected for that position for two more years at the end of that Conference in 2001. At the 2003 Conference, I was selected as the Southwest Regional Trustee and proudly and humbly served in that capacity for four years. I then rotated out and took a year off from service at the World level and then came back in 2009 to serve again as the WSC Conference Committee Co-Coordinator for two years. That service commitment ended in 2011 at the Conference. I was asked to join the Meditation Book Sub-committee in Fall, 2011, to help finish the Meditation Book. That Book was completed in draft and submitted to LCF for approval at the 2012. I have then served as the Secretary of the Steering Committee for CAWS 2015 in Las Vegas and found my way back to the Conference Committee serving as a member and then Vice Chair and then Chair of that Conference Committee for four wonderful years.

My interest in serving as the Board Secretary stems from my broad experience of chairing two Colorado Area Conventions and as the chair of the host committee for CAWS 1997, and then being involved in the respective steering committees of CAWS 2006 and CAWS 2009 in Denver (please see below for more detail). It also stems from being a Secretary at the District, Area and then Conference Committee level too for S&B and then as the Secretary of the WSBT when I was a Trustee member. Also, I various other capacities, I reviewed and approved the minutes before they were released to the Conference and/to the fellowship itself. Someone has to keep track of what was said and the business discussed, and do it timely and accurately and with love. I understand that dynamic and vital need. I am able to honorably and competently serve in this capacity since I have been blessed to have experienced first hand how all these positions interact and overlap where appropriate. I would be thrilled to serve. I touch type quickly and am at the expert level of both msword and excel and now adobe professional. I also know Formsite which the Conference uses, as well as the Box which I helped set up for the Conference's uses originally when we moved to paperless.

I also have been to every CAWS convention since 1993 except Phoenix in 2000 and Seattle a few years ago, so I have some insight and history of how CAWS conventions have grown in our fellowship and how the evolution of the production, reporting, database, budgetary, finance and evaluation requirements and guidelines have changed over the years as well. I have also see how the WSOB fits into the service structure and equation and have had experience with at least 4

years of board to board meetings also as well as being involved with the WSOB as the host of the CAWS 2015 convention in Las Vegas since there was no host area. I have been now to 28 World Service Conferences as well. I also know about the balance between the spiritual side of our service structure as contrasted to the financial side of being able to take the Convention/Conference earnings for use for CAWSO office expenses and program services for the following year(s). I am comfortable working as part of a board (the WSOB) as was my experience during my four years as a Regional Trustee.

Sometimes we don't talk about it enough, but it has been my experience that what a person does in their job/career may sometimes enhance their ability to serve at various service capacities within C.A. This chance for me to serve is a perfect example, so I have taken the liberty of sharing a little bit of my job and professional background (below) as it relates to serving as the WSOB Secretary.

I have a business and legal background which I have actively been involved with for 40 years now. The last 30 years have been in the financial position as CFO for the companies I have worked for as well as being heavily involved in the legal and business affairs of the companies, which have also included financial planning, tax preparation, insurance, human resources, risk management, business licensure and now some new ventures involving social media, reality television and documentary films. I negotiate, draft, execute and administer all of these contracts and transactions daily for our business and work with other professionals as well. I left my position of 12 years five years ago where I had a staff of between 18 and 25 people who were direct reports to me also. This company had 366 employees which I did all things HR, legal, and administratively for, as well as keeping track of all the company profit/loss statements. I was in charge of all insurance and regulatory matters as well as intellectual property for our companies. I share this related to my ability to manage large undertakings and work with non-profit businesses, using agendas, well planned out meetings, cloud based projects, critical date systems, budgets, projections, risk management and the like, while working hard, doing the next right thing always and while remembering who really is in charge of all of this daily.

Now, I have a consulting practice where I help business owners with their legal, tax, finance, banking, real estate, HR and accounting needs. Half of my clients are in Colorado, a quarter throughout the rest of the US and a quarter international. I am able to work from nearly anywhere in the world at any time, I work mostly out of my home.

I also volunteer in my community outside of recovery and have, over the years, been involved in many non-profit boards both locally and at a state-wide level. For the past fifteen years, I have been on the steering committee of a Denver community non-profit that produces a weekend arts, crafts, food and music festival with over 250,000 people attending each year. I have been in charge of the entire planning and production of all of the entertainment at this festival, involving over 130 acts performing on six stages over the two days with a volunteer staff that I manage of over 50 people. This is a ten month planning process each year.

I also sit on another Denver non-profit which is a foundation which manages the Mayor of Denver's Official Residence. I have been on that board for sixteen years now and am now its secretary and treasurer. Our budget there is $4 million per year. That board meets quarterly but there is significant correspondence with the City as well as many non-profit forms to track and minutes to process. I do all of that proudly on a regular basis.

I would welcome the opportunity to take my prior service experience and apply that and its lessons to serve our fellowship in this capacity. I am willing to commit to attend in person as many WSOB meetings as possible.

I sincerely appreciate the opportunity to be considered for this WSOB Secretary position. I have a long history of service to our C.A. fellowship, know about working hard to serve our fellowship and make a difference, and will gladly serve with all my abilities and focus. Thank you very much for your consideration and God Bless.

JAY FINESILVER SERVICE RESUME

April 30, 2020

Address:	7624 South Madison Circle
City, State, Zip:	Littleton, Colorado 80122 USA
Phone numbers:	cell (303) 596-5592
Sobriety date:	September 20, 1988
Email:	finesilver1988@gmail.com

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CAWS Convention at Harrah's Hotel for CAWS 2015
CAWS Convention in Austin at the Hyatt for CAWS 2020
CAWS Convention in New York at the Hyatt for CAWS 2021
CAWS Convention in Atlanta at the Marriott for CAWS 2022
CAWS Conference in LA at the Sheraton Gateway for WSC 2015, 2016, 2017, 2018
CAWS Conference in LA at the Sheraton Gateway for WSC 2019, 2020 and 2021
CAWS Conference in Dallas at the Marriott for WSC 2022 and 2023

Workshop topics presented:

Steps 6 and 7	CA World Convention in New York 2001
Leadership in Recovery	CA Southwest Regional Convention in 2004
Parenting in Recovery	CA World Convention in Memphis in 2005
Steps 1, 2 and 3	CA Southwest Regional Convention in 2005
Steps 8 and 9	CA Southwest Regional in 2006 & CAWS in Denver 2009 (panel)
Traditions/Concepts	several conventions including CA UK and CA Scotland
Love and Service	several conventions and Area meetings including CA Texas Area, CA North Texas Area, CA Colorado Area, CA Scotland and CA UK
Relationships in Recovery	several conventions
Structures and Bylaws	several conventions and area meetings including CA Kansas
Area Inventory	Facilitated one at the CA UK Area meeting in 2006 and at the CA Texas Area in 2004
Emotional Sobriety	CA World in Houston in 2006, CA Scotland in 2007, and CA Missouri 2009 and other locations
Prayer and Meditation	several conventions
12 Principles	several conventions including CA LA in 2010 (panel)
Big Book Study	Two day workshop in California April 2012
Home Group	Scotland 2012 (panel)
The 12 x 12 book	C.A. South Africa November 2019 (panel)

STATEMENT OF WILLINGNESS TO SERVE

I would be greatly honored to be considered for WSOB Board Secretary position. Over my time in service to C.A., I have been blessed to have served our fellowship in many capacities; as a Regional Trustee, WSC Delegate, World Service Conference Vice Chair/Parliamentarian, World Service Conference Conference Committee Chair, CAWS 1997 Convention Chair among others. I also sat on the Steering Committees of CAWS 1997, CAWS 2006, CAWS 2009, CAWS 2015 as well as CAWS 2020. I served for several years on the WSC Convention Committee as well as many years on the WSC Conference Committee and was the first ever Conference Coordinator

over 20 years ago. I currently sit on the CAWS 2022 Steering Committee as the Hotel Liaison. I have served as well in the negotiation of many of the CAWS hotel contracts and the Conference hotel contracts for many years as well.

First, I chaired two Area conventions in Colorado and was the Vice Chair of another. I also was the coordinator for the CAWS 1997 bid committee and was selected and served as the Chair of the CAWS host committee for CAWS 1997. For those two years of planning, I was also a member of the CA WSC Convention Committee and was on the Sub-Committee that helped extensively rewrite the CA WSC Convention Committee Guidelines to take in to account accepting credit cards and increasing the focus on budgets, and service back to the attendees by such features as the Source Table.

After that Convention, in 1998, I was asked by some of the members of the then WSBT to attend the Conference and set up a more formal service position of Conference Coordinator and in that capacity, we formalized many of the processes in place today. I was the initial Conference Coordinator and served in that capacity for four years. When I was rotating out in 2001, I was elected in mid-Conference as the Conference Vice-Chair Parliamentarian for the remainder of that Conference in 2001. I was then elected for that position for two more years at the end of that Conference in 2001. At the 2003 Conference, I was selected as the Southwest Regional Trustee and proudly and humbly served in that capacity for four years. I then rotated out and took a year off from service at the World level and then came back in 2009 to serve again as the WSC Conference Committee Co-Coordinator for two years. That service commitment ended in 2011 at the Conference. I was asked to join the Meditation Book Sub-committee in Fall, 2011, to help finish the Meditation Book. That Book was completed in draft and submitted to LCF for approval at the 2012. I have then served as the Secretary of the Steering Committee for CAWS 2015 in Las Vegas and found my way back to the Conference Committee serving as a member and then Vice Chair and then Chair of that Conference Committee for four wonderful years.

My interest in serving as the Board Secretary stems from my broad experience of chairing two Colorado Area Conventions and as the chair of the host committee for CAWS 1997, and then being involved in the respective steering committees of CAWS 2006 and CAWS 2009 in Denver (please see below for more detail). It also stems from being a Secretary at the District, Area and then Conference Committee level too for S&B and then as the Secretary of the WSBT when I was a Trustee member. Also, I various other capacities, I reviewed and approved the minutes before they were released to the Conference and/to the fellowship itself. Someone has to keep track of what was said and the business discussed, and do it timely and accurately and with love. I understand that dynamic and vital need. I am able to honorably and competently serve in this capacity since I have been blessed to have experienced first hand how all these positions interact and overlap where appropriate. I would be thrilled to serve. I touch type quickly and am at the expert level of both msword and excel and now adobe professional. I also know Formsite which the Conference uses, as well as the Box which I helped set up for the Conference's uses originally when we moved to paperless.

I also have been to every CAWS convention since 1993 except Phoenix in 2000 and Seattle a few years ago, so I have some insight and history of how CAWS conventions have grown in our fellowship and how the evolution of the production, reporting, database, budgetary, finance and evaluation requirements and guidelines have changed over the years as well. I have also see how the WSOB fits into the service structure and equation and have had experience with at least 4

years of board to board meetings also as well as being involved with the WSOB as the host of the CAWS 2015 convention in Las Vegas since there was no host area. I have been now to 28 World Service Conferences as well. I also know about the balance between the spiritual side of our service structure as contrasted to the financial side of being able to take the Convention/Conference earnings for use for CAWSO office expenses and program services for the following year(s). I am comfortable working as part of a board (the WSOB) as was my experience during my four years as a Regional Trustee.

Sometimes we don't talk about it enough, but it has been my experience that what a person does in their job/career may sometimes enhance their ability to serve at various service capacities within C.A. This chance for me to serve is a perfect example, so I have taken the liberty of sharing a little bit of my job and professional background (below) as it relates to serving as the WSOB Secretary.

I have a business and legal background which I have actively been involved with for 40 years now. The last 30 years have been in the financial position as CFO for the companies I have worked for as well as being heavily involved in the legal and business affairs of the companies, which have also included financial planning, tax preparation, insurance, human resources, risk management, business licensure and now some new ventures involving social media, reality television and documentary films. I negotiate, draft, execute and administer all of these contracts and transactions daily for our business and work with other professionals as well. I left my position of 12 years five years ago where I had a staff of between 18 and 25 people who were direct reports to me also. This company had 366 employees which I did all things HR, legal, and administratively for, as well as keeping track of all the company profit/loss statements. I was in charge of all insurance and regulatory matters as well as intellectual property for our companies. I share this related to my ability to manage large undertakings and work with non-profit businesses, using agendas, well planned out meetings, cloud based projects, critical date systems, budgets, projections, risk management and the like, while working hard, doing the next right thing always and while remembering who really is in charge of all of this daily.

Now, I have a consulting practice where I help business owners with their legal, tax, finance, banking, real estate, HR and accounting needs. Half of my clients are in Colorado, a quarter throughout the rest of the US and a quarter international. I am able to work from nearly anywhere in the world at any time, I work mostly out of my home.

I also volunteer in my community outside of recovery and have, over the years, been involved in many non-profit boards both locally and at a state-wide level. For the past fifteen years, I have been on the steering committee of a Denver community non-profit that produces a weekend arts, crafts, food and music festival with over 250,000 people attending each year. I have been in charge of the entire planning and production of all of the entertainment at this festival, involving over 130 acts performing on six stages over the two days with a volunteer staff that I manage of over 50 people. This is a ten month planning process each year.

I also sit on another Denver non-profit which is a foundation which manages the Mayor of Denver's Official Residence. I have been on that board for sixteen years now and am now its secretary and treasurer. Our budget there is $4 million per year. That board meets quarterly but there is significant correspondence with the City as well as many non-profit forms to track and minutes to process. I do all of that proudly on a regular basis.

I would welcome the opportunity to take my prior service experience and apply that and its lessons to serve our fellowship in this capacity. I am willing to commit to attend in person as many WSOB meetings as possible.

I sincerely appreciate the opportunity to be considered for this WSOB Secretary position. I have a long history of service to our C.A. fellowship, know about working hard to serve our fellowship and make a difference, and will gladly serve with all my abilities and focus. Thank you very much for your consideration and God Bless.