

Wisconsin Area
Cocaine Anonymous



Area Service Manual

2025 Edition

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A Definition of “Cocaine Anonymous”

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

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

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

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The Twelve Steps of Cocaine Anonymous

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

The Twelve Steps are reprinted 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

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 C.A. membership is a desire to stop drinking.
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 alcoholic who still suffers.
6. An 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.

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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 ensuring 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 ensure 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. purpose 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 their 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.

Cocaine Anonymous and Our Service Structure

The Structure of 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

*11460 N. Cave Creek Road. Suite 12
Phoenix, AZ 85020*

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.

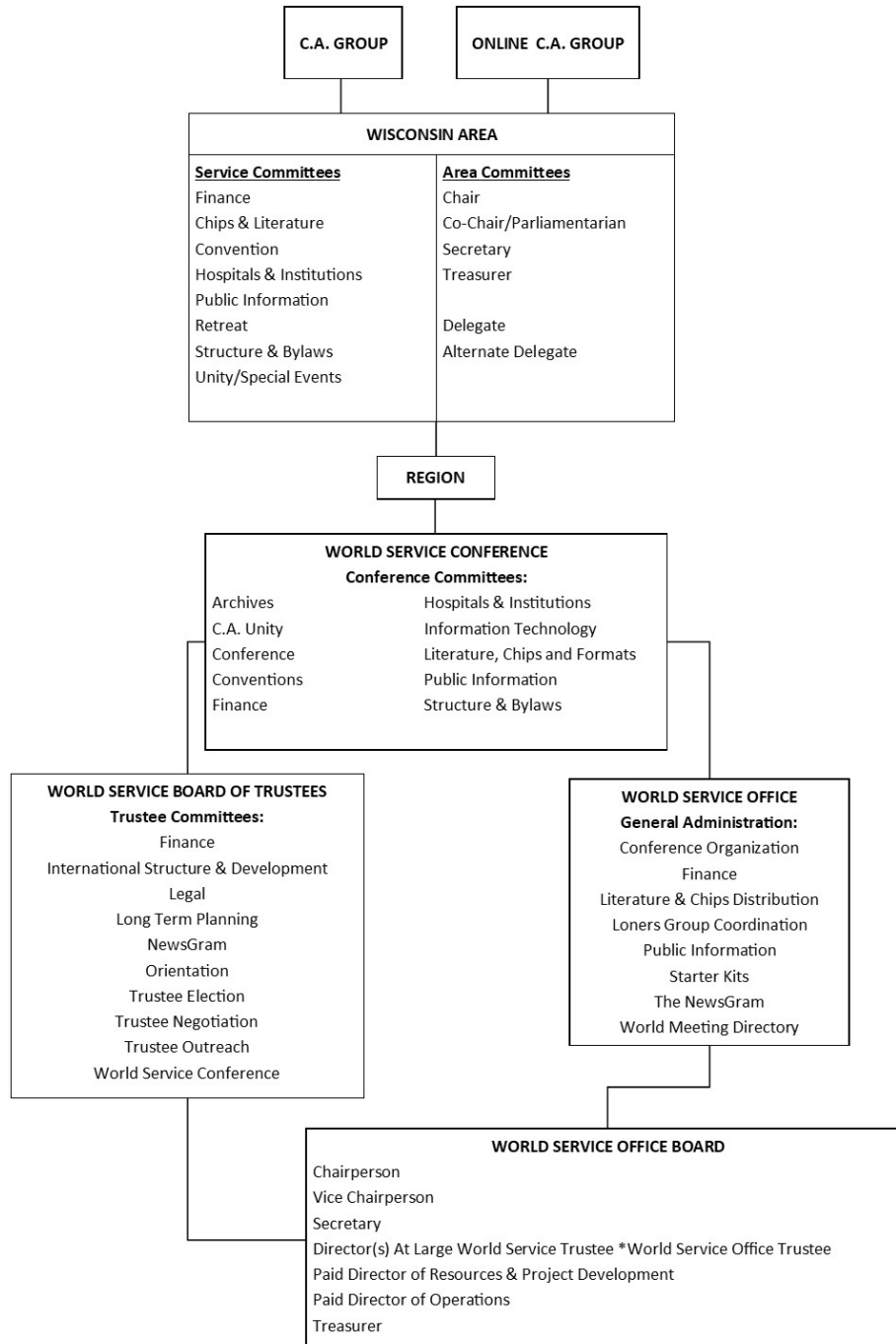
The World Service Office is responsible to the World Service Board of Trustees.

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 nonconsecutive 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.

Wisconsin Area Service Structure Chart



Wisconsin Area Cocaine Anonymous

An Area is usually a geographic unit with defined boundaries. The World Service Conference may also recognize Areas whose boundaries do not fit a geographic description.

The primary function of the Wisconsin Area is to serve the common needs of Cocaine Anonymous in Wisconsin and to facilitate unity. Our purpose is to spread the message of C.A. where C.A. is not known in the area.

The Wisconsin Area serves the combined Cocaine Anonymous Groups in Wisconsin by providing support, guidance, counsel, unifying activities, distributing chips and literature, managing the financial contributions from the fellowship for the Wisconsin Areas, and communicating with the C.A. World Service Office. The Wisconsin Area is to guide and counsel the affairs and services of the Wisconsin Area in the spirit of the Twelve Traditions.

The Wisconsin Area should establish a permanent mailing address and bank account. If the need arises, the Wisconsin Area should establish an Area Central Office. The Wisconsin 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.

Wisconsin Area Service Committee (WASC)

The Wisconsin Area Service Committee (WASC) is the acting body of the Wisconsin Area.

The WASC is entrusted to make decisions affecting the Wisconsin Area as a whole, as long as such decisions do not impose any requirements on any group or individual member of C.A.

The WASC is composed of one GSR from each group in the Wisconsin Area, a chairperson for each of the Area standing committees, any elected Officer for the Area, and the Delegates to the World Service Conference.

The C.A. 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.

Description

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."

Any group of individuals seeking support from the WASC to start a new C.A. group receives the Area's support in the form of a New Meeting Start-Up Kit simply by asking.

Suggested Area Functions

1. Maintain local Fellowship Incorporation.
2. Maintain the C.A. Central office and administering all functions of that office (As required).
3. Distributes new meeting packets to new C.A. meetings upon request.
4. Through standing committees, administer the following services or functions:
 - a) C.A. Hotline (Helpline)
 - b) Hospitals and Institutions.
 - c) Public Information
 - d) Conventions
 - e) Chips and Literature
 - f) Finances
 - g) Unity/ Special Events
 - h) Retreat
 - i) Archive
 - j) Maintain Area meeting directory.
 - k) Maintain an Area Service Manual
 - l) Maintain ongoing communication with the World Service Office, WSC and Midwest Region.
 - m) Publishes newsletters and other appropriate publications, if applicable.
 - n) Maintain up to date Area website.
 - o) Election of Delegates to the World Service Conference.
 - p) Hold monthly Service meetings.

- q) Sponsors service events, workshops, and other Area events.
- r) Sponsors Area Convention.
- s) Maintains bank account and manages Area finances.

Wisconsin Area Service Committee Meeting Guidelines

- All flyers with the CA logo need to be approved by the WASC before they can be handed out to GSR's for distribution.
- Delegates and Alternate Delegates are elected by majority vote from GSRs only.
- Committee reports should be made available to all WASC members monthly. Reports may be printed and/or made available in digital form via the google shared drive.
- The following motions require a 2/3rds margin to determine pass/fail. See 'Rules for Votes and Motions' in the manual for more information.
 - Motion to Close (or Limit) Debate
 - Motion to Suspend the Rules (Charter or Bylaws)
 - Motion to Object to the Consideration.
- A simple majority is defined to be 50% plus 1 of votes cast excluding abstentions. Most motions require only a simple majority.

Financial Matters. The Handling of Money.

1. Money matters are always handled with the oversight of the WASC. Decisions relating to money should always be compatible with the 12 Traditions.
2. 7th Tradition: The 7th Tradition donations from groups may be used at the discretion of the WASC, keeping in mind the 12 Traditions.
3. If at any time the Wisconsin Area treasury contains more money than is needed for two months operating expenses, the WASC members are encouraged to vote on sending the excess to the C.A. World.
4. Lotteries and drawings which are part of a C.A. Area event must be carefully arranged so that they do not violate the traditions. Funds from such events are to be managed as if they were 7th Tradition donations.
5. 50/50 raffles and other drawings require financial reporting as required by state regulations.
6. Records should be kept for all expenses. Receipts should be provided for all expenses and all incoming money. A copy of these receipts is to be retained by the Treasurer.
7. The issuing of checks requires a signature from an authorized signer. (Area Chairperson & Treasurer).
8. Requests to spend Area funds are submitted to the Finance Committee before the upcoming Area meeting. The Finance Committee will review the request and make a recommendation to the Area concerning available funds. If there is no Finance Committee available, the request should be submitted to the Area Treasurer.
9. No member should co-mingle C.A. funds with personal funds; hence a C.A. member should not deposit C.A. funds into their own personal bank account with the intention of transferring the C.A. funds later by means of check/cheque or online transactions.

Travel Expenses. Conference and Assembly

Per Diem: Daily Per Diem is \$75.00 per day. Any monies spent over this amount may or may not be eligible for reimbursement from the Wisconsin Area Service Committee. Receipts for all expenses shall be submitted along with any left-over funds upon commencement of event.

Midwest Assembly expenses include hotel, mile reimbursement (if driving), and basic registration. Special breakfast, lunches and banquet may be paid from the \$75.00 daily per diem. No add-ons will be covered (Dances, souvenirs, etc.).

Vehicle Rentals: The Economy category is to be priority when selecting a vehicle. The number of individuals sharing the vehicle and/or the travel distance may require a larger vehicle outside the Economy category and will be considered. The Requestor is to present three car rental quotes for review before any monies are approved by the WASC for all rentals.

World Service Conference expenses will use the same guidelines as the Midwest Assembly with the known exception that attendee's will be flying rather than driving.

*** All expenses are based on available monies.

Budgets

At the beginning of each calendar year the Finance Committee submits a budget for anticipated expenses and income for the Area in the year. The budget is suggested as a plan for operating and is not at any time binding. It is submitted to the WASC where it is discussed, altered if needed and approved in a final form.

All committees are encouraged to create and submit an annual budget at the beginning of each calendar year.

Earmarked Monies

Various committees and subcommittees from time to time may have a fund that is generated by their activities or set aside for their restricted use by the WASC. All such funds are maintained by the Treasurer and are available to the designated committee upon their request. While all such funds are used at the discretion of the appropriate committee, activity on them is reported in the Area's financial reports.

C.A. groups in the area, may from time to time have a fund set aside for their special activities, and may ask the Area Treasurer to maintain the account for them. While such funds belong to the group, details on their activity are included in the Area's financial reports.

All money managed by WASC and distributed for various events or activities require the submission of a written financial report upon conclusion of the event. Financial reports should include a breakdown of income versus expenses along with receipts for all purchases made with WASC monies. Records should be maintained for all expenses. Receipts should be received for all payouts and provided for all an incoming money. A copy of these receipts is to be submitted to the Treasurer.

Voting Guidelines

Eligible Voting Members: Group Service Representative, Committee Chair/Co-Chair, Area Treasurer, Area Secretary, WSC Delegate.

All members as designated above are voting members except for the Chairperson who votes only in case of a tie.

The WASC may not deny a voting seat to any person who is the GSR selected by any group in the Wisconsin Area. Any C.A. group, which wishes to have a GSR representing them in the WASC, need only send that GSR to the WASC meetings, there being no other membership formality. The alternate GSR for any group or Vice Chairperson for any standing committee qualifies as a member in the absence of the GSR or Chairperson respectively.

Each voting member may have a single vote, even if holding more than one position (such as GSR and committee chair).

Abstentions should not be counted when determining a majority.

A quorum is established at the beginning of a regularly scheduled or pre-announced meeting. A quorum is defined as 2/3 of the voting members present at the beginning of the meeting.

A motion or decision is passed by the WASC by a majority vote of all eligible voters in attendance at the time of voting provided a quorum is present.

The Area Chairperson shall determine the form of voting (i.e., ballot, raising of the hand or voice). A secret ballot vote can be implemented upon the request of any member. Votes are tallied by the Chair and Co-Chair.

With no exception, any rule or guideline passed by the WASC may be changed by any future WASC majority vote, since at any given time the WASC always represents the current CA groups and their members.

Meeting Schedule

Regularly scheduled meetings of the WASC are held on the third Tuesday of every month. Special meetings may be held, if in the opinion of the chairman and one other committee chairperson, they are necessary. However, they must be announced at a regularly scheduled meeting at least 8 days in advance of the special meeting date. (Comment: Allows GSRs to arrange for themselves or an alternate to attend).

New Meeting Starter Kits

A New Meeting Starter Kit is given free of charge to any new C.A. meeting. It is assembled by the Chips and Literature Committee. The kit may be given out by the Chips and Literature Committee without approval of the WASC.

Contents include:

10 Newcomer Chips

5 each of 30-day, 60-day, 90-day, 3 months, 6 months and 9-month chips.

1 each of 1 through 5-year chips.

5 each of the main literature pieces.

1 Big Book of Alcoholics Anonymous

1 Twelve Steps and Twelve Traditions.

Wisconsin Area Service Committee Officers – Qualifications and Duties.

Nomination of Officer or Committee Chairperson

All votes for Area Officers can be nominated by any member of C.A. of Wisconsin and are elected by majority vote of the WASC.

Committee Chairpersons can be nominated by any member of C.A. of Wisconsin and are elected by a majority vote of the WASC.

No less than two months prior to the election of an Officer or Committee Chairperson the WASC will provide requirements for the position in the form of a flyer or announcement. This information is to be distributed amongst the Wisconsin Area fellowship via GSRs and should include a set date when the WASC will be accepting nominations and elected applicants.

Removal of Officer or Committee Chairperson

Any officer or committee chairperson may be removed by a majority vote of the WASC for any reason.

The WASC is cautioned to use the power to remove an officer or committee chairperson for reasons only having to do with their function as servants to the CA area, following the concept of principle not personalities. Suggested reasons for removal may be admitted theft, use of cocaine or any other mind-altering substances, failing to attend Area or committee meetings for 3 consecutive months without providing for an alternate or otherwise failing to fill the designated trusted servant role in a significant way.

Group Service Representative (GSR)

The Group Service Representative (GSR) is the most important position at the Wisconsin Area Service Committee meetings. GSRs are responsible for communication between the Wisconsin Area and each group. They carry the voice of their groups.

Area Responsibilities:

- Attend monthly WASC meetings.
- Carry the group conscience to the WASC.
- Vote on WASC motions
- Report to the group the decisions made by the WASC.
- Announce C.A. events and other C.A. communications from outside the group.

Terms limits or other responsibilities are determined by each individual group.

The GSR has the 'right of decision', meaning that the position does not require Group approval on matters coming before the Area Service Committee or any other Area committee on which the GSR may serve. To be most effective a GSR should be mindful of the group conscience and be familiar with the World Service Manual, the Wisconsin Area Service Manual and the Twelve Traditions.

Area Chairperson

- Two years continuous sobriety.
- Two-year service commitment.
- One year of active service within the Wisconsin Area, as a group trusted servant and/or having been active as a member of the Wisconsin Area Committee.
- Understand and apply Robert's Rules of Order.
- Institutes parliamentary rules and procedures as outlined in Roberts Rules of Order during area meetings.
- Arranges and provides agenda for monthly WASC meetings.
- Presides over monthly WASC meetings.
- Tracks attendance of individual group representatives and Wisconsin area committee chairs.
- Contacts group representatives and Wisconsin area committee chairs that have been absent from WASC more than 3 consecutive months.
- The chairperson is one of 2 people allowed to sign CA checks.
- The chairperson only votes in case of a tie.
- Position is encouraged to avoid expression of any opinions on matters being discussed.
- Attends Regional Service Assembly.

Area Vice-Chairperson/Parliamentarian

- One-year continuous sobriety.
- Two-year service commitment.
- One year of active service within the Wisconsin Area, as a group trusted servant and/or having been active as a member of the Wisconsin Area Committee
- Suggested experience includes one trusted servant position for a CA group for at least 1 year.
- Performs all duties of the chairperson when chairperson is absent from monthly area meeting.
- Understand Robert's Rules of Order.
- Provides guidance on parliamentary rules and procedures as outlined in Roberts Rules of Order.
- Attends Regional Service Assembly if Chair is not able to attend.
- Perform the same duties as the Area Chairperson in the absence of the Area Chairperson.

Area Secretary

- One-year continuous sobriety.
- Two-year service commitment.
- Six-month of active service within the Wisconsin Area, as a group trusted servant and/or having been active as a member of the Wisconsin Area Committee
- Experience with word processing software.
- Experience with cloud based shared drives (google drive).
- Keeps accurate minutes of the WASC meetings.
- Distributes and reads the minutes from the last meeting at the WASC meeting and makes corrections as suggested by the WASC members.

- Uploads monthly area meetings to WASC shared drive.
Handles operating matters for the C.A. central office.
- Ensures the office is clean and orderly.
- Dispensing keys, maintaining list of key holders, and otherwise handling the utilitarian matters of the central office.
- Purchase office supplies. (Toner, paper, etc.)
- Operates in the spirit of the 12 Traditions.
- Submits a financial report for all expenditures including all receipts.
- Maintain Area Storage Locker.

Alternate Area Secretary

- One-year continuous sobriety.
- Two-year service commitment.
- Six-month of active service within the Wisconsin Area, as a group trusted servant and/or having been active as a member of the Wisconsin Area Committee
- Experience with word processing software.
- Experience with cloud based shared drives (google drive).
- Keeps accurate minutes of the WASC meetings.
- Distributes and reads the minutes from the last meeting at the WASC meeting and makes corrections as suggested by the WASC members.
- Uploads monthly area meetings to WASC shared drive.
Handles operating matters for the C.A. central office.
- Ensures the office is clean and orderly.
- Dispensing keys, maintaining list of key holders, and otherwise handling the utilitarian matters of the central office.
- Purchase office supplies. (Toner, paper, etc.)
- Operates in the spirit of the 12 Traditions.
- Submits a financial report for all expenditures including all receipts.
- Perform the same duties as the Area Secretary in the absence of the Area Secretary.

Area Treasurer

- Two-Year continuous sobriety.
- Two-year commitment.
- One year of active service within the Wisconsin Area, as a group trusted servant and/or having been active as a member of the Wisconsin Area Committee.
- Gainfully employed.
- Prior experience handling the treasury responsibilities for a CA group and/or prior life experience bookkeeping or money record keeping functions.
- Tracks and submits all necessary documentation for taxes and lottery earnings as required by state and federal agencies.
- Tracks and pays all debts, including insurance, phone, rent and other expenses for the Wisconsin Area.
- Maintains Wisconsin Area Tax-Exempt and Non-Profit forms and document.
- Attend finance committee meetings.

- Receives financial contributions to the Wisconsin Area and deposits funds into Area checking account.
- Issue checks to WASC authorized persons.
- Passes on contributions to the World Service Office as decided by WASC.
- Maintain records of all incoming and outgoing financial transactions.
- Provides monthly reports to the WASC detailing cash flow and financial status of the Area.

Standing Committees of the Wisconsin Area

- Chips and Literature
- Unity/ Special Events
- Public Information
- Hospitals and Institutions
- Area Convention
- Finance
- Structures and Bylaws
- Retreat
- World Service Delegate and Alternate Delegate

Chips and Literature



<http://www.ca.org/service/world-service-conference/wsc-literature-chipsformats-lcf-committee>

Function

- Provide members, groups, and interested institutions with C.A. chips and literature.

Duties

- Functions in support of the Groups primary purpose Tradition 5.
- The committee orders and sells chips and literature.
- Maintains an inventory to meet any current requests for material.
- Maintain financial records and reports for purchases and sales, providing receipts to the Area Treasurer.
- Supply meeting Starter Kits.

Chairperson

- One-Year continuous sobriety.
- Two-Year service commitment.
- Gainfully employed.
- Attend monthly WASC meetings.

Co-Chair

- One-year continuous sobriety.
- Two-Year service commitment.

- Gainfully employed.
- Perform all required duties in absence of committee chair.

Unity/ Special Event



<https://ca.org/service/world-service-conference/unity-committee/>

Function

- Organize or initiate efforts of communication and outreach among the diverse elements within the Fellowship at all levels.
- May sponsor special events, workshops, and forums to promote C.A. unity.
- Functions in support of Tradition 5, to carry the message to the addict who still suffers and Tradition 7, to be self-supporting through our own contributions and to otherwise carry the message of recovery and service to the members of Cocaine Anonymous.

Duties

- Funding for activities may be obtained from the Area, fees may or may not be charged for events. Proceeds from events are returned to the Area Treasury.
- Specific events suggested for the Committee to organize are 'Celebrate Around the World', 'Holiday Coke-a-thon' and the 'Wisconsin Cocaine Anonymous Anniversary Picnic'.
- The committee is charged with assuring that all events it sponsors do the most toward including the greatest range of CA members.
- Submit financial request form or written motion, stating amount requested and reason for funds to WASC Finance Chair or Treasurer.
- Submit a motion for funds to the WASC for approval.
- Submit all financial receipts along with a written report of expenses and income for each event within 30 days of the event or the following WASC meeting.
- The committee is encouraged to organize events that do not conflict with the 12 Steps and 12 Traditions and promote our primary purpose of carrying the message of C.A.
- All events should be presented to the WASC prior to the event and far enough in advance to allow changes to the event should the WASC have any suggestions for change.

Chairperson

- One-Year continuous sobriety.
- Two-Year service commitment.

Co-Chair

- One-year continuous sobriety.
- Two-Year service commitment.
- Perform all required duties in absence of committee chair.

Public Information



<http://www.ca.org/service/world-service-conference/wsc-public-informationpi-committee>

Function

Responsible for the distribution of literature and information about C.A. to the public.

Duties

- Operates in support of all C.A. Traditions with emphasis on the 11 Tradition. Chief among the purposes of the committee is the safeguarding of the Wisconsin Area from conflicts with the 11th Tradition.
- All public communication from the C.A. Wisconsin Area should be reviewed by the Public Information Committee to allow that committee to serve its function.
- The committee is responsible for outreach and information in the form of literature distribution, non-promotional public information spots, billboards, special informational telephone lines and similar public communication.
- The Public Information Committee is traditionally responsible for managing the C.A. Hotline.
- The committee researches and develops action plans for providing information and submits the plans to the Wisconsin Area Service Committee for approval and funding.
- Submit financial request form or written motion, stating amount requested and reason for funds to WASC Finance Chair or Treasurer.
- Submit a motion for funds to the WASC for approval.
- Submit all financial receipts along with a written report of expenses and income for each event within 30 days of the event or the following WASC meeting.
- Maintain updated meeting directory.

Chairperson

- One-year continuous sobriety.
- Two-Year service commitment.
- The Chairperson should be fully competent in interpreting the 11 Tradition and it is suggested that each nominee for chairperson explain his or her understanding of the 11 Tradition.

Co-Chair

- One-year continuous sobriety.
- Two-Year service commitment.
- Perform all required duties in absence of committee chair.

Hospitals and Institutions



<http://www.ca.org/service/world-service-conference/wsc-hospitals-andinstitutions-committee-hi>

Function

Initiates, coordinates, and enlists support for 12-step work within hospitals and institutions.

Duties

Functions in support of Step 12 and Tradition 5, to carry the message to the addict who still suffers.

Description

- Using funds set aside from Group donations the committee buys literature, chips and materials as needed to be distributed free of charge to H&I teams, institutions, and recovery professionals.
- To help the committee remain focused on their purpose the Area Treasurer keeps records of group donations and expenditures.
- Monthly the treasurer reports to the committee and to the WASC the financial details of the prior month and the current financial status of the H&I fund.
- If money falls short, it is appropriate for the committee to ask the Area Service Committee for approval for additional funds.
- Maintain accurate records of all financial transactions. Produce financial statements upon request.

Chairperson

- One-year continuous sobriety.
- Two-Year service commitment.
- The Chairperson should be fully competent in interpreting the Step 12 and the 5 Tradition.

Co-Chair

- One-year continuous sobriety.
- Two-Year service commitment.
- Perform all required duties in absence of committee chair.

Area Convention

Function

To plan and implement annual area convention.

Duties

Operates in the spirit of the 12 Traditions.

Description

- The Area Convention committee consists of the chairperson, vice chairperson, subcommittee chairpersons and subcommittee vice chairpersons.
- The chairperson is selected in the standard manner as all Area chairpersons.
- The vice chairperson, committee chairpersons, and committee vice chairpersons are selected at the area Convention meetings.
- The only voting members of the committee will be those holding positions.
- All members of the Wisconsin Area are welcome to attend Area Convention planning meetings and express opinions but will not have a vote if no position is held.

- The primary purpose of the Area Convention is to promote Unity and Service in the Area and to celebrate the 12 Traditions in meaningful and significant way.

The Convention committee is divided into the following sub-committees:

- Treasurer
- Hotels
- Speakers and Programs
- Entertainment
- Security
- Decorations
- Hospitality
- Registration
- Hospitals & Institution

Finance



<https://ca.org/service/world-service-conference/wsc-finance-committe/>

Function

Develop financial plans and advise the WASC in financial matters. Monitor and approve expenditures.

Duties

Operates with the 12 Traditions in mind. All non-operating expenditures should be approved by the finance committee.

Description

Submits to the WASC an annual budget and periodically a budget report displaying how income and expenditures compare with budget.

Counsels the WASC on how best to spend monies available with the 12 Traditions in mind.

Structure and Bylaws



<http://www.ca.org/service/world-service-conference/wsc-structures-bylawscommittee>

Function

Develops and maintains an Area Manual. Provides information to C.A. members and committees using the 12 Traditions and Area Traditions as a guide.

Duties

Activities and opinions should have a basis in the 12 Traditions and the Area history.

The position has the function of advisor but does not have any standing authority in the Area.

Description

Reviews motions and service manual updates.
Updates the service manual on a yearly basis.

Chairperson

- Two-year continuous sobriety.
- Two-year service commitment.
- Understanding of the 12 Steps and 12 Traditions

Co-Chair

- One-year continuous sobriety.
- Two-Year service commitment.
- Perform all required duties in absence of committee chair.

Retreat

Function

Plan, implement and oversee bi-yearly recovery retreats.

Duties

- Provide communication between retreat center locations, retreat committee and the WASC.
- Review contracts provided by retreat center.
- Ensure there is adequate space to support a minimum of 40 people, ensuring accommodations that allow separation of genders.
- Ensure meals and food are provided to support those in attendance.
- Manage all expenses required to support the retreat.
- Prepare and distribute flyers and registration forms for retreats.
- Create retreat schedule (workshops & activities)
- Solicit volunteers from the fellowship to lead workshops, activities, and help with various duties required for a successful retreat.
- Collect names of individuals for the 'Retreat Master' position.
- Track incoming registrations and related monies.
- Submit financial request form or written motion, stating amount requested and reason for funds to WASC Finance Chair or Treasurer.
- Maintain accurate records of all financial transactions. Produce financial statements upon request.
- Attend monthly WASC meetings.

Chairperson

- Two years continuous sobriety
- Two-year service commitment
- Gainfully employed.

Co-Chair

- Two years continuous sobriety
- Two-year service commitment
- Gainfully employed.
- Perform all required duties in absence of committee chair.

World Service Conference Delegate

- Five years continuous sobriety.
- One year of active service within the Wisconsin Area, as a group trusted servant and/or having been active as a member of the Wisconsin Area Committee.
- Must be willing to travel.
- The term of a Delegate is defined as a period of time, which contains 4 World Service Conferences.
- The process of selecting a new delegate should start after the 4th conference attended and at the discretion of the Area should include enough time for training prior to the next conference.
- Elected by a vote of the GSRs only after the nomination opportunity has been provided to the Area groups for at least two months.

The Delegate's job is a Spiritual One!

1. Conference Delegates are required to have a working knowledge of the World Service Manual, in particular the Twelve Steps, the Twelve Traditions, The Twelve Concepts, the Standing Rules for the C.A. WSC, and the Conference Charter.
2. Prior to the Conference, the Delegate transmits SR-14 material to their 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 their 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 their 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.
14. Delegates should ensure that they have been credentialed by their Area Chairperson upon election, but no later than 30 days prior to the WSC, providing their full name, email address, phone number, and the number of votes they carry.

Alternate Delegate to the World Service Conference

Suggested requirements:

- Five years continuous sobriety.
- One year of active service within the Wisconsin Area, as a group trusted servant and/or having been active as a member of the Wisconsin Area Committee.
- The alternate delegate must be willing to travel.
- Perform all duties and responsibilities in the absence of the WSC Delegate.
- If a Delegate resigns an Alternate may take their role until a replacement is elected, per approval of the WASC.
- Two-year service commitment.

Procedure 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 two (2) votes which may be carried by up to two (2) 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 25 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). This takes effect after conference 2026 for all existing areas, and after conference 2022 for new areas recognized at WSC. If an Area has any question concerning the number of votes to which it is entitled, that Area should contact its Regional Trustee.
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 conferences. 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.

Region and Regional Assembly

Description

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 starting on page 28.

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 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 World Service Manual 2023 38 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.

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 their 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.

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.

List of C.A. 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, Denmark Area, Germany Area, Greece Area, Holland Area, Indonesia Area, Spain Area, Sweden Area, Switzerland Area, Russia Area, Portugal Area

** Belgium, France, Italy, Poland*

European Region

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

** Iran, Malta*

** States/Countries/Areas which have not yet sought recognition as an Area with the 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
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 World Service Manual 2023 80 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. Chairperson, I have a parliamentary inquiry." The question must be related to the business at hand and asks for the opinion of the chair. It is not a ruling of the chair and cannot be appealed. If a motion is made despite the chair's opinion, and the chair then rules the motion out of order, that ruling may be appealed.
2. Point of Order- A member who feels that the parliamentary procedure is out of order may rise saying "Madame/Mr. Chairperson, I rise to a point of order!" When the chairperson asks for their point, (s)he states where a motion is out of order, where a parliamentary procedure is incorrect, where a proposed motion violates the charter, a previously enacted bylaw, a standing rule or a motion. The Chairperson immediately rules on the validity of the point, subject only to appeals.
3. Point of Information- A "Point of Information" is a request for information about a motion or the suspected impact of a motion being considered.

Motion to Adjourn (Recess)

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

Example: I move we recess until 1 PM for lunch.

Example: I move we recess for 15 minutes to get coffee.

Rules For Votes on Motions

Quorum

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

Pass/Fail

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

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

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

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

Methods: Voting shall be by one of 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.

Robert's Rules 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:	INTERRU PT?	2ND ?	DEBAT E?	AMEN D?	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
§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	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority
	assembly (a main motion)						

Incidental Motions:

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

§	PURPOSE:	YOU SAY:	INTERRU PT?	2ND ?	DEBAT E?	AMEN D?	VOTE ?
§2 3	Enforce rules	Point of Order	Yes	No	No	No	None
§2 4	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§2 5	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§2 6	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§2 7	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§2 9	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§3 3	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§3 3	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