

ISO of COSA Annual Delegate Checklist and Responsibilities for 2021

If you would like your meeting to be represented at this year's *ISO of COSA Annual Delegate Meeting*, it is critical for your meeting to find a Delegate with the skills, serenity, and wisdom to best represent the group conscience of your local COSA meeting. You will need to begin the process as soon as possible.

What do we do at the Annual Delegate Meeting?

- Vote on the International Service Organization (ISO) of COSA's annual budget
- Vote on new literature (if any)
- Hear proposals from Delegates/Board Members (if any)
- Elect new Board Members (they oversee the business of the ISO of COSA)
- Discuss the ISO of COSA business of the past year detailed in the Annual Report

The following checklist is offered to help guide your meeting and your Delegate through the process.

- **Delegate Sobriety Requirements:** It is suggested that Delegates have a minimum of one year in the COSA program. If all of the group members who plan to represent your meeting and attend have less than one year, a group conscience decision may waive that requirement.
- **Delegate Meeting Participation and Voting:** While our Annual Delegate Meeting is (usually) open to any COSA to sit and listen, only one registered Delegate per group or Intergroup will have voting privileges. While one person can represent more than one group, that Delegate will have only one vote (please inform your meetings).
- **Delegate Business Items/Forms:** If you would like to recommend and present a change or new request to the ISO at the Annual Delegate Meeting you must complete a Delegate Business Form, and it must be received by ISO **no later than April 1, 2021**.
- **Delegate Registration:** The Annual Delegate Meeting Registration will be free this year and start on April 14, 2021, at the same time as regular Convention Registration. Delegate registrations must be received by the ISO **no later than May 23, 2021**.

If you have any questions about the Annual Delegate Meeting registration, please contact the Delegate Liaison at delegateliason@cosa-recovery.org

See below for an overview and timeline of the Annual Delegate Checklist and Responsibilities.

ISO of COSA Annual Delegate Checklist and Responsibilities for 2021

Who	What	When						
Your local COSA meeting	All groups are encouraged to have a year-round Delegate from their local meetings to be of service at this year's Annual Delegate Meeting in May. Some meetings set aside Seventh Tradition collections for a "Delegate Fund" to help defray the added expense a Delegate may have in attending the Annual Meeting.	ASAP						
Your local COSA Meeting	<ul style="list-style-type: none"> • Make this Delegate Checklist and Responsibilities available for COSA members to review. • Seek Group Conscience at your meeting to select a Delegate if you have not already done so. 	ASAP						
Your Delegate	<p style="text-align: center;">Attend Delegate Video Conferences</p> <p>Meetings last approximately one hour and will be held via video conference on Zoom using your computer, tablet, or smartphone. The Zoom app is free to download. If you are not able to use Zoom, you can call in using the number and meeting ID provided online.</p> <p>The meetings help each delegate understand what occurs before, during, and after our Annual Delegate Meeting. Delegates also learn from the experience, strength and hope shared by other delegates.</p> <p>Meeting link: https://us02web.zoom.us/j/88925303710 Password: Delegate</p> <p style="text-align: center;">Delegate meeting #1 of 3</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 20px;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <p style="text-align: center;"><u>Monday, March 8, 2021</u> 5:00 p.m. Pacific / 6:00 p.m. Mountain / 7:00 p.m. Central / 8:00 p.m. Eastern / 1:00 a.m. GMT (next day) Meeting link</p> </td> <td style="width: 10%; text-align: center; vertical-align: middle;">OR</td> <td style="width: 40%; padding: 5px; vertical-align: top;"> <p style="text-align: center;"><u>Saturday, March 13, 2021</u> 9:00 a.m. Pacific / 10:00 a.m. Mountain / 11:00 a.m. Central / 12:00 p.m. Eastern / 5:00 p.m. GMT Meeting link</p> </td> </tr> </table> <p style="text-align: center;">Delegate meeting #2 of 3</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <p style="text-align: center;"><u>Wednesday, April 7, 2021</u> 5:00 p.m. Pacific / 6:00 p.m. Mountain / 7:00 p.m. Central / 8:00 p.m. Eastern / 1:00 a.m. GMT (next day) Meeting link</p> </td> <td style="width: 10%; text-align: center; vertical-align: middle;">OR</td> <td style="width: 40%; padding: 5px; vertical-align: top;"> <p style="text-align: center;"><u>Sunday, April 11, 2021</u> 9:00 a.m. Pacific / 10:00 a.m. Mountain / 11:00 a.m. Central / 12:00 p.m. Eastern / 5:00 p.m. GMT Meeting link</p> </td> </tr> </table>	<p style="text-align: center;"><u>Monday, March 8, 2021</u> 5:00 p.m. Pacific / 6:00 p.m. Mountain / 7:00 p.m. Central / 8:00 p.m. Eastern / 1:00 a.m. GMT (next day) Meeting link</p>	OR	<p style="text-align: center;"><u>Saturday, March 13, 2021</u> 9:00 a.m. Pacific / 10:00 a.m. Mountain / 11:00 a.m. Central / 12:00 p.m. Eastern / 5:00 p.m. GMT Meeting link</p>	<p style="text-align: center;"><u>Wednesday, April 7, 2021</u> 5:00 p.m. Pacific / 6:00 p.m. Mountain / 7:00 p.m. Central / 8:00 p.m. Eastern / 1:00 a.m. GMT (next day) Meeting link</p>	OR	<p style="text-align: center;"><u>Sunday, April 11, 2021</u> 9:00 a.m. Pacific / 10:00 a.m. Mountain / 11:00 a.m. Central / 12:00 p.m. Eastern / 5:00 p.m. GMT Meeting link</p>	March- May 2021
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	<p style="text-align: center;">Delegate meeting #3 of 3</p> <table border="1" style="margin: auto;"> <tr> <td data-bbox="358 310 821 554"> <p style="text-align: center;"><u>Thursday, April 22, 2021</u> 5:00 p.m. Pacific / 6:00 p.m. Mountain / 7:00 p.m. Central / 8:00 p.m. Eastern / 1:00 a.m. GMT (next day) Meeting link</p> </td> <td data-bbox="821 310 899 554" style="text-align: center; vertical-align: middle;">OR</td> <td data-bbox="899 310 1346 554"> <p style="text-align: center;"><u>Saturday, April 24, 2021</u> 9:00 a.m. Pacific / 10:00 a.m. Mountain / 11:00 a.m. Central / 12:00 p.m. Eastern / 5:00 p.m. GMT Meeting link</p> </td> </tr> </table> <p style="text-align: center;">Optional REFRESHER meeting</p> <table border="1" style="margin: auto;"> <tr> <td data-bbox="358 699 821 942"> <p style="text-align: center;"><u>Saturday, May 8, 2021</u> 5:00 p.m. Pacific / 6:00 p.m. Mountain / 7:00 p.m. Central / 8:00 p.m. Eastern / 1:00 a.m. GMT (next day) Meeting link</p> </td> <td data-bbox="821 699 899 942" style="text-align: center; vertical-align: middle;">OR</td> <td data-bbox="899 699 1346 942"> <p style="text-align: center;"><u>Sunday, May 23, 2021</u> 9:00 a.m. Pacific / 10:00 a.m. Mountain / 11:00 a.m. Central / 12:00 p.m. Eastern / 5:00 p.m. GMT Meeting link</p> </td> </tr> </table>	<p style="text-align: center;"><u>Thursday, April 22, 2021</u> 5:00 p.m. Pacific / 6:00 p.m. Mountain / 7:00 p.m. Central / 8:00 p.m. Eastern / 1:00 a.m. GMT (next day) Meeting link</p>	OR	<p style="text-align: center;"><u>Saturday, April 24, 2021</u> 9:00 a.m. Pacific / 10:00 a.m. Mountain / 11:00 a.m. Central / 12:00 p.m. Eastern / 5:00 p.m. GMT Meeting link</p>	<p style="text-align: center;"><u>Saturday, May 8, 2021</u> 5:00 p.m. Pacific / 6:00 p.m. Mountain / 7:00 p.m. Central / 8:00 p.m. Eastern / 1:00 a.m. GMT (next day) Meeting link</p>	OR	<p style="text-align: center;"><u>Sunday, May 23, 2021</u> 9:00 a.m. Pacific / 10:00 a.m. Mountain / 11:00 a.m. Central / 12:00 p.m. Eastern / 5:00 p.m. GMT Meeting link</p>	
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<p>Your local COSA meeting & Your Delegate</p>	<p style="text-align: center;">Complete a <i>Delegate Business Item Form</i> (available on the website) for any business items that you would like your Delegate to address on behalf of your group. E-mail form to delegateliason@cosa-recovery.org</p> <p style="text-align: center;">Must be received by the ISO no later than April 1, 2021</p>	<p style="text-align: center;"><u>Deadline</u> April 1, 2021</p>						
<p>Your Delegate</p>	<p style="text-align: center;">Register online here: LINK will be open April 14 - May 23, 2021</p>	<p style="text-align: center;"><u>Deadline</u> May 23, 2021</p>						
<p>Your local COSA meeting & your Delegate</p>	<p style="text-align: center;">Review the proposed ISO of COSA 2021-2022 Budget (downloadable version available online at cosa-recovery.org) Your Delegate should bring any questions or concerns your meeting might have to the Annual Delegate Meeting.</p>	<p style="text-align: center;">April or May 2021</p>						
<p>Your local COSA meeting & your Delegate</p>	<p style="text-align: center;">Take inventory of your group's literature and consider developing a budget for COSA Literature or Convention MP3s that the Delegate may order at the Convention Bookstore (includes free shipping).</p>	<p style="text-align: center;">ASAP April-May 2021</p>						

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Your Delegate	<p>Read and become familiar with the following documents:</p> <ul style="list-style-type: none"> ● <i>ISO of COSA Safe Communications Procedures</i> document ● <i>Delegate Meeting Voting Guide</i> ● <i>Annual Delegate Meeting Rules of Order</i> ● <i>Guidelines for Participation at the Delegate Meeting</i> ● any new documents associated with the Annual Delegate Meeting agenda. <p>All documents are available (via downloadable versions) online at cosa-recovery.org Each of these will be our guide and will be followed at the Annual Delegate Meeting.</p>	March- May 2021
Your Delegate	<p>Attend the Annual Delegate Meeting on the Friday before the convention (May 28) from 9:00 a.m. until 5:00 p.m. Eastern time</p>	Friday May 28, 2021

Please email delegateliaison@cosa-recovery.org with any questions.