

Guidelines for Participation at the VIRTUAL Annual Delegate Meeting 2021

All participants via video conference must have registered through the COSA website by May 23, 2021. Only elected delegates from a registered meeting or current board members may receive voting privileges. In order to maintain the integrity of the group conscious voting and the manageability of the agenda, we are unable to accommodate visitors this year.

Eligible Attendees:

1. Delegates from registered COSA groups (registered voting members)
2. Current Board Members (registered voting members)
3. Registered Attendees (registered non-voting members)
 - a. Board nominees
 - b. Presenters of proposals submitted by April 1, 2021
 - c. Delegate liaison and mentee

Rules for attendance:

- Must respect ISO of COSA Safe Communication Procedures
- Must respect the Decision-making model for discussion and voting

Non-Voting Registered Attendees:

- Will not be allowed to vote. Materials will be available online ahead of time.
- If time allows, non-voting registered attendees may speak once all voting members have had an opportunity to do so.
- The decision regarding time is at the discretion of the Facilitator or Board Chair.

Voting privilege

Delegates who participate via video conference will have full voting privileges as long as they are registered before May 23rd, 2021 and are present for both the discussion and vote on a topic. We will discuss the protocol on how to participate and vote on the test days.

Voting Materials

Materials will be available on the COSA website ahead of time to allow for sufficient time to review. If you have any questions, please email the Delegate Liaison at:

delegateliaison@cosa-recovery.org

Right of Decision

We are committed to providing those in attendance with a voice. However, it is important that time constraints are respected. We empower the Facilitator and the Board Chair to make decisions about what time will permit. This means that they have the right of decision regarding what will best serve the meeting, whether it be removing agenda items so that all in attendance may speak, or asking for a group conscience regarding the best course of action.

As a virtual participant you must:

Register	Register before May 23rd, 2021
Tech	<ul style="list-style-type: none">- Download the Zoom application (easy to do).- Have the equipment necessary (PC, laptop, tablet, or smartphone with the Zoom app downloaded, and a functioning camera and microphone).- Your equipment must be functional on the test day.
Test Day	Attend ONE of the 4 voting test days: <ul style="list-style-type: none">o Meeting 3:<ul style="list-style-type: none">▪ Thursday, April 22, 2021 at 8pm EST▪ Saturday, April 24, 2021 at 12pm ESTo Refresher meetings:<ul style="list-style-type: none">▪ Saturday, May 8, 2021 at 12pm EST▪ Sunday, May 23, 2021 at 12pm EST
Meeting info	Meeting info for all delegate meetings: <ul style="list-style-type: none">▪ Zoom link: https://us02web.zoom.us/j/88925303710▪ Meeting ID: 889 2530 3710▪ Password: Delegate

Virtual Safety Guidelines

Arrival	We ask that all delegates arrive 5 minutes prior to the start of the meeting
Signing in	<ul style="list-style-type: none">- Display the name you registered with (first name and last initial).- Display the registered meeting you are representing (location and code). You can look up your meeting code at cosa-recovery.org- If you are not attending as a delegate, please indicate your title. <p><u>For example:</u> Jane D, Santa Rosa CA-27 Joe D, Board Member</p>
Attire	Certain attire may be triggering for others. Practice consideration and dress accordingly.
Attention	Stay attentive. Avoid cell phone use/texting. Minimize distracting movements, eating etc.
Anonymity	Meetings are private and anonymous. We make sure that we are the only person others in the meeting can see and that meeting participants are only visible to us. Consider using ear buds if another person nearby is able to hear anything.

Audio	Remain muted at all times unless requested to unmute by the speaker or by a trusted servant tracking those who wish to exercise their right of voice during timed sharing.
Video	Please keep your video on. If your video must be turned off, please message the co-host in a private chat to maintain the safety in our meeting. Communicate any barriers at the beginning of the meeting. For example, if your location has people or activities going on, the host/co-host may have to suddenly stop your video.
Messaging	To keep the meeting manageable and focused, please refrain from making comments to “everyone” in the chat. Instead, please message the appropriate people through a private chat to indicate you wish to speak or have a question. This will be explained and practiced during the test days.

If you have any questions, please email delegateliaison@cosa-recovery.org