

## **ISO of COSA Annual Delegate Checklist and Responsibilities for 2022**

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 (who oversee the business of the ISO of COSA)
- Discuss the ISO of COSA's 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 have less than one year in COSA, a group conscience decision may waive that requirement.
  
- **Delegate Meeting Participation and Voting:** While our Annual Delegate Meeting usually is open to any COSA to sit and listen, only one registered delegate per group/meeting 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, 2022.**
  
- **Delegate Registration:** This year, the Annual Delegate Meeting Registration cost will be \$60.00 for each delegate attending in person (including lunch) and there is a suggested donation of \$15.00 for those attending virtually. Registration will start at the same time as regular convention registration. Delegate registrations must be received by the ISO no later than May 15, 2022.

If you have any questions about the Annual Delegate Meeting registration, please contact the Delegate Liaison at [delegateliaison@cosa-recovery.org](mailto:delegateliaison@cosa-recovery.org)

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

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"> <li>• Make this Delegate Checklist and Responsibilities available for COSA members to review.</li> <li>• Seek group conscience at your meeting to select a delegate if you have not already done so.</li> </ul>	ASAP			
Your delegate	<p style="text-align: center;"><b>Attend Delegate Pre-Convention Videoconferences</b></p> <p>These meetings last approximately one hour and will be held via videoconference 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 by the Delegate Liaison.</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>All sign in information for the delegate meetings is available by emailing the Delegate Liaison at <a href="mailto:delegateliaison@cosa-recovery.org">delegateliaison@cosa-recovery.org</a></p> <p style="text-align: center;"><b>Delegate meeting #1 of 3</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p><b><u>Saturday, March 5, 2022</u></b>  12:00 p.m. Pacific /  1:00 p.m. Mountain /  2:00 p.m. Central /  3:00 p.m. Eastern /  8:00 p.m. GMT</p> </td> <td style="width: 5%; text-align: center; vertical-align: middle;"> <b>O R</b> </td> <td style="width: 45%; text-align: center; vertical-align: top;"> <p><b><u>Sunday, March 6, 2022</u></b>  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</p> </td> </tr> </table> <p style="text-align: center;"><b>Delegate meeting #2 of 3</b></p>	<p><b><u>Saturday, March 5, 2022</u></b>  12:00 p.m. Pacific /  1:00 p.m. Mountain /  2:00 p.m. Central /  3:00 p.m. Eastern /  8:00 p.m. GMT</p>	<b>O R</b>	<p><b><u>Sunday, March 6, 2022</u></b>  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</p>	March- May 2022
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<p>Your local COSA meeting &amp; your delegate</p>	<p>Complete a <i>delegate <a href="#">Business Item Form</a></i> (available on the website) for any business items that you would like your Delegate to address on behalf of your group. Email form to <a href="mailto:delegateliaison@cosa-recovery.org">delegateliaison@cosa-recovery.org</a></p> <p><b>Must be received by the ISO no later than April 1, 2022</b></p>	<p><b><u>Deadline</u></b>        April 1, 2022</p>									

Your delegate	<b>Registration is now open.</b>	<u>Deadline</u> <u>May 15,</u> <u>2022</u>
Your local COSA meeting & your delegate	Review the proposed ISO of COSA 2022-2023 Budget (downloadable version available online at <a href="http://cosa-recovery.org">cosa-recovery.org</a> ) Your delegate should bring any questions or concerns your meeting might have to the Annual Delegate Meeting.	April or May 2022
Your local COSA meeting & your delegate	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 online Convention Bookstore.	ASAP April- May 2022
Your delegate	Read and become familiar with the following documents: <ul style="list-style-type: none"> <li>• <i>ISO of COSA Safe Communications Procedures</i> document</li> <li>• <i>Delegate Meeting Voting Guide</i></li> <li>• <i>Annual Delegate Meeting Rules of Order</i></li> <li>• <i>Guidelines for Participation at the Delegate Meeting</i></li> <li>• any new documents associated with the Annual Delegate Meeting agenda.</li> </ul> All documents are available (via downloadable versions) online at <a href="http://cosa-recovery.org">cosa-recovery.org</a> Each of these will be our guide and will be followed at the Annual Delegate Meeting.	March- May 2022
Your delegate	Attend the Annual Delegate Meeting on the Friday before the convention (May 27, 2022 from 9:00 a.m. until 5:00 p.m. Eastern time)	Friday May 27, 2022