

Guidelines for Participation at the 2022 Annual Delegate Meeting

All in-person participants must have registered through the COSA website by May 6, 2022. Online participants must register by May 20, 2022. The cost of registration for “in person” attendees is \$60.00 which includes lunch. The suggested donation for online participation is \$15.00. Only elected delegates from a registered meeting or current board members may receive voting privileges. In order to maintain the integrity of the group conscience, voting and the agenda, we are only able to accommodate “in person” visitors.

Eligible Attendees:

1. Delegates from registered COSA groups
2. Current Board Members
3. Registered Attendees (“In person only”)
 - a. Board nominees
 - b. Presenters of proposals submitted by April 1, 2022
 - 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. 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

All Delegates will have full voting privileges as long as they are registered before May 6, 2022 and are present for both the discussion and vote on a topic. We will review the protocol for participation and voting in the third delegate teleconferences which will be held on Saturday, April 23, 2022 at 3pm EST and on Sunday, April 24, 2022 at 12pm EST. During these meetings and the refresher meetings held on Saturday, May 7, 2022 at 12 pm EST and Sunday, May 22, 2022 at 3pm EST there will be voting practice.

Attendance at one of these meetings is **mandatory** for all delegates who will be participating in The Annual Delegate Meeting.

Voting Materials

Materials will be available on the COSA website both prior to and during the delegate meeting.

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 participant you must:

Register	Register before May 6, 2022 if you are attending in person. Register by May 20th for virtual participation.
Online only	<ul style="list-style-type: none"> ● Download the Zoom application (free, 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.
Voting Practice For all	Attend ONE of the 4 voting practice days: <ul style="list-style-type: none"> · Meeting 3: <ul style="list-style-type: none"> · Saturday, April 23, 2022 at 3 pm EST · Sunday, April 24, 2022 at 12 pm EST · Refresher meetings: <ul style="list-style-type: none"> · Saturday, May 7, 2022 at 3 pm EST · Sunday, May 22, 2022 at 12 pm EST
Meeting info	Meeting information is available by emailing the Delegate Liaison at delegateliaison@cosa-recovery.org

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 Delegate Liaison 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. Minimise 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 rehearsed during the voting practice days.

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