

Guidelines for Participation at COSA Delegate Meetings

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 and are present for both the discussion and vote on a topic.

Voting Materials

Materials are available on the COSA website one month prior to 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.

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>
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.
Video	Please keep your video on as much as possible, but we understand that it may be necessary to turn it off from time to time. At the start of the meeting and after each break, the co-hosts will take attendance. We ask that you either have your video on or message the designated co-host so we know you are present.
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.
Non-voting delegates	<p>Any COSA may attend the meeting in non-voting status. This may include board nominees, those who are presenting proposals, the delegate liaison and mentee, the office worker, and those who are interested in observing the discussion. They must set their display names to “Observer First Name.”</p> <p>Some COSA groups opt to split the delegate meeting between two delegates. These delegates must let the delegate liaison know their plan. They may switch who is voting once per day. The delegate who is not voting may remain in the zoom room, as long as they change their display name to “Observer First Name.”</p> <p>During votes, non-voting delegates will be moved to the waiting room.</p>

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