

## ISO of COSA Delegate Checklist and Responsibilities

If you would like your meeting to be represented at the ISO of COSA Biannual 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.

### Delegate Meeting Agenda

The meeting may include any of the following:

- Vote on the International Service Organization (ISO) of COSA's annual budget
- Vote on new literature
- Hear proposals from delegates or board members
- 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

### Voting Attendees:

1. Delegates from registered COSA groups. While one person can represent more than one group, that delegate will have only one vote.
2. Current Board Members. If a board member represents a meeting, that delegate will have only one vote.

### Non-voting Attendees:

Any COSA may attend the meeting in a 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. These individuals must register in order to attend. They must set their display names to "Observer First Name."

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."

### Key Points

- **Delegate Sobriety Requirements:** It is suggested that delegates have a minimum of one year in the COSA program.
- **Delegate Meeting Participation and Voting:** While our Delegate Meeting usually is open to any COSA to observe and listen, only one registered delegate per group/meeting or Intergroup will have voting privileges.
- **Delegate Business Items/Forms:** If you would like to recommend and present a change or new request to the ISO at the Biannual Delegate Meeting, you must complete a Delegate Business Form and **submit it by the deadline**.

- **Technology:** Delegate meetings take place on Zoom. Delegates will need to be able to:
  - Join a Zoom meeting
  - Change their display name
  - Mute and unmute themselves
  - Turn video on and off
  - Vote in polls

For those unfamiliar with Zoom, optional training will be provided by the Delegate Liaison. In addition, the delegate meeting Zoom room will open 30 minutes early for delegates to login and practice. This is intended as a refresher and last minute support, not as a comprehensive training.

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

See below for an overview of responsibilities:

Who	What
Your local COSA meeting	All groups are encouraged to have a year-round delegate from their local meetings to be of service at the Delegate Meeting.
Your local COSA meeting	<p>Make this Delegate Checklist and Responsibilities available for COSA members to review.</p> <p>Seek group conscience at your meeting to select a delegate if you have not already done so.</p>
Your delegate	<p><b>Attend Delegate Videoconferences.</b></p> <p>These meetings last approximately one hour and will be held via Zoom. 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. The meetings help each delegate understand what occurs before, during and after our Biannual Delegate Meeting. Delegates 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>

Your local COSA meeting & your delegate	Complete a Delegate Business Item form (available on the website) for any business items that you would like your delegate to address on behalf of your group. Email the form to <a href="mailto:delegateliaison@cosa-recovery.org">delegateliaison@cosa-recovery.org</a>
Your delegate	<b>Register for the Delegate Meeting</b>
Your delegate	Ensure that you know how to join a Zoom meeting, use the chat function, mute/unmute yourself, and vote in Zoom polls. These will be covered in the training sessions prior to the delegate meeting. It is strongly recommended that delegates attend one of these meetings.
Your local COSA meeting & your delegate	Review business items that will be voted on in the meeting.
Your delegate	Read and become familiar with the voting guide and other information about the meeting procedures. All documents are available (via downloadable versions) online at <a href="https://www.cosa-recovery.org">https://www.cosa-recovery.org</a> .  Each of these will be our guide and will be followed at the Biannual Delegate Meeting.
Your delegate	Attend the Delegate Meeting.