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ISO of COSA Agenda Item Form For Delegate Business

Directions:

- Use one form per subject.
- You must complete the entire form for your agenda item to be considered.
- You may submit this form to the board any time of year for consideration, but it **must be received by the International Service Organization of COSA no later than April 9, 2025** for it to be considered for discussion at the Biannual Delegate Meeting.
- Email your completed form to delegateliaison@cosa-recovery.org and chair@cosa-recovery.org.
- Please note: a representative must attend the Biannual Delegate Meeting to present this proposal if it secures a spot on the agenda. If no representative is present at the meeting the agenda item will not be considered.
- If a meeting is submitting the agenda item, please provide the meeting number. You will find this number on cosa-recovery.org under Meetings.
- If you have questions about how to fill out this form, please email delegateliaison@cosa-recovery.org.



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ISO of COSA Agenda Item Form for Delegate Business

Name of Meeting/Group/Individual proposing Business Item:
(Please provide meeting number if applicable)

The COSA Literature Committee

Contact Person/Person Who Will Present Item at Biannual Delegate Meeting: (Please Provide Name, Email, & Phone Number)

Sandy S., sandsyroad@yahoo.com, 949-702-1302

Proposed Motion:
(Be precise; one sentence, if possible)

Re-establish fixed dates for the Biannual Delegate Meetings.

Explanation of Issues and/or Purpose of Item: Fixed dates would restore the Literature Committee's ability to deliver proposed new literature to the fellowship at a steady rate and in a timely manner. To comply with the COSA bylaws, the Literature Committee must have completed all phases of literature development and post the final version of the proposed material on the COSA website at least thirty days before the delegate meeting at which a vote is held.

However, without fixed dates, the variable delegate meetings have been a moving target that challenges the committee to meet their internal planning and delivery timelines, accurately project and allocate committee resources, and **most importantly**, provide adequate time for the fellowship to review and collaborate on the proposed materials prior to the delegate meeting.

The benefits would extend to the delegates themselves. Having the advantage of set dates would allow them to better plan for their service, give adequate time for their groups to review the materials and topics for voting, and achieve the most thorough group conscience on all delegate agenda items.

We also see this proposed motion as beneficial for the Budget and Finance Committee, which faces similar timing requirements and challenges.

How this Proposal Might Be Carried Out: Considering holidays and religious observations, and that the delegates voted the meetings shall be held on a Saturday and a Sunday, we suggest the first Saturday in May and the first Sunday in November as the fixed dates.

(Consider volunteer hours, volunteer or paid skills needed to implement) This could be a one-time setup, and replicated thereafter as needed. We estimate approximately two hours of time for the Delegate Liaison and the board to coordinate implementation and approximately thirty minutes for the Technology Committee to post.