

So Cal Regional Open Board Positions for 2026

The So Cal Board has Multiple opportunities for Service. Please consider volunteering for one of the positions listed below...

Excerpts from the So Cal Bylaws. The Sections Highlighted sections are not a part of the Bylaws.

A. ELIGIBILITY

1. Any member of CoDA in Southern California is eligible to hold office, providing they have one year in CoDA program, a working knowledge of the Twelve Steps and Twelve Traditions and are attending CoDA meetings on a regular basis.
2. Those holding the offices of Chairperson, Delegate, Recording Secretary or Treasurer shall have at least one year of active service at the community or regional level and some experience with SoCalCoDA. It is recommended that all officers meet this requirement. Those holding the office of Immediate Past Chairperson shall have been elected and served as Chairperson in the previous two years.

B. ELECTIONS

Elections will be held at the annual Assembly.

The Chairperson, Recording Secretary, Treasurer, Delegate 1, and Webmaster are to be elected on even-numbered years; the Corresponding Secretary, Delegate 2, Historian, Conference Facilitator, and any other officers are to be elected on odd-numbered years. The Vice Chairperson and Alternate Delegate will be elected annually.

GENERAL DUTIES

1. 1CHAIRPERSON: Prepares the agenda for SoCalCoDA meetings and annual Regional Assemblies, presides over same and serves as member- at-large of all standing and *Ad Hoc* committees. The Webmaster, Chair, Vice-Chair and Treasurer will all share and keep SoCalCoDA's web passwords.(Ratified 2025) Chairperson shall hold the responsibility of the Group Conscious Facilitator (GCF) in the Community Problem Solving Method and thus hold no vote. In the event of a tie the Chairperson may be allowed to break the tie with a reinstated vote. (Proposed Ratification 2026 Assembly)

(2 year)

2. VICE CHAIRPERSON: Presides over SoCalCoDA meetings and Regional Assemblies in the absence of the Chairperson and when requested by the Chair. Serves as member-at-large of all standing and *Ad Hoc* committees. Responsible for making updates to the SoCal Bylaws when a motion is passed by Board group conscience and ratified by the SoCal assembly. This will be done electronically to the then-current version, then forwarded to the webmaster for website updating. In absence of both Chair and Vice Chair, SoCalCoDA meetings and Regional Assemblies shall be presided over in the order that officers are listed in this Article. The Webmaster, Chair, Vice-Chair and Treasurer will all share and keep SoCalCoDA's web passwords.(Ratified 2024) The Vice Chair shall maintain a Policy and Procedure (P&P) document that outlines standard procedures by the Board that are not captured in the ByLaws. The P&P will be uploaded to the website by the Webmaster near the Bylaws. (Ratified 2025) (1 year)
3. IMMEDIATE PAST CHAIRPERSON: Shall perform such duties as may be assigned by the Chairperson or Board of Trusted Servants. Shall serve as Chairperson of the Nominating Committee. This position will be filled by Vanessa as our past Chair. (2 years)
4. TREASURER: Responsible for the receipt, disbursement and proper accounting of all funds for which The Committee has jurisdiction, including but not limited to: Assembly, Regional Conference, Committee sponsored functions and normal operations **Motion to remove this wording in New Business. (except when a separate account has been established - see ARTICLE IX, SECTION A., paragraph 6 below). Maintains proper and accurate records of all receipts and disbursements; prepares and presents a written report of the status of the SoCalCoDA account not less than quarterly and whenever additionally requested by The Committee. Shall ensure that funds are only disbursed for items either approved herein, by The Committee as a whole, or by previous action of The Committee or Regional Assembly. Shall not be authorized as signatory on any bank account held by The Committee. The Webmaster, Chair, Vice-Chair and Treasurer will all share and keep SoCalCoDA's web passwords.(Ratified 2025) (2 years)
5. DELEGATE 1 and DELEGATE 2: Representative to CoDA World Fellowship as directed by the group conscience of the Regional Assembly and The Committee. The responsibilities of the voting delegate will include - attending

SoCalCoDA regularly, soliciting feedback on the

motions to be voted on at the CoDA World Service Conference (CSC), reporting to CSC on the status of the SoCalCoDA fellowship, reporting back to SoCalCoDA on the news, motions, service opportunities and CoDA world culture from CSC. It is suggested that the Delegates and Alternate Delegate have worked all 12 Steps and 12 Traditions with a sponsor or step study group in addition to having 1 year of recovery in CoDA. It is recommended that a DELEGATE serve previously as ALTERNATE DELEGATE. (2 years)

6. ALTERNATE DELEGATE: Attends the CoDA World Fellowship Conference and serves in the absence of either DELEGATE. (1 year)
7. RECORDING SECRETARY: Records and transcribes minutes of all business meetings, and submits coherent copy to CORRESPONDING SECRETARY and CHAIRPERSON within 21 days of a meeting of The Committee. (2 year)
8. CORRESPONDING SECRETARY: Acknowledges the receipt of all 7th tradition donations received from various SoCal meetings, maintains and updates the SoCal CoDA contact list of elected officers and committee members and distributes to all members on the list. Works with the Webmaster to keep email addresses up-to-date on the website. (2 year) ODD but Aaron is in year 3 and must transition out as our Bylaws state no one person can serve in a single position for more than 3 years

No position shall be filled for more than three consecutive years by the same person for any reason.

9. HISTORIAN: Maintains an historical record including: the minutes of every SoCalCoDA meeting and Regional Assembly, Treasurer's reports, sub-committee reports, mailings and other appropriate materials. Accumulates photos, information, memorabilia, etc. relating to SoCalCoDA including events, people, conventions, assemblies, workshops, etc. (2 Year) ODD but this is not currently filled and has been open for the past year.
10. CONFERENCE FACILITATOR: Acts as liaison between SoCalCoDA and the intergroup hosting the Annual Regional Conference. It is recommended that the Conference Facilitator have had previous experience as a conference committee chair. (2 Year) ODD but Robert is in year 3 and must transition out as our Bylaws state no one person can serve in a single position for more than 3 years.

No position shall be filled for more than three consecutive years by the same person for any reason.

11. WEBMASTER: Maintains and updates the SoCal CoDA website and performs CoDA web and email related responsibilities. Sends out periodic emails and assists the Conference Facilitator, Conference Chair and Delegates with technical responsibilities as needed. Maintains the online recordings archive. Shall perform other duties as may be assigned by the Chairperson or group conscience of the Board. The Webmaster will share all website and related passwords with the SoCalCoDA Chair, Vice-Chair and Treasurer. (Ratified 2024) (2 year)

TERMS OF OFFICE

1. Terms shall be for two years, with the exceptions of the Vice Chairperson and Alternate Delegate, which shall each be for one year. A year shall be considered as the time elapsed between meetings of the Annual Assembly.
2. Terms shall commence at the beginning of the following quarterly business meeting session in which elections were held. Outgoing officers are expected to attend to supply information and materials to their successors and cooperate to ensure the smoothest possible transition.
3. Persons filling a vacant office for one year or less may be considered for a subsequent full 2-year term at the completion of the incomplete term.
4. No position shall be filled for more than three consecutive years by the same person for any reason.
5. No person shall serve in any combination of the positions of Chair, Treasurer or Delegate for more than six years continuous service.
6. After one year's absence from the positions of Chair, Treasurer or Delegate, full eligibility for holding office will be reinstated.

B. VACANCIES

1. Vacancies of less than one year (therefore to expire at the next Assembly) may be filled:
 - a. temporarily by appointment of the Chairperson of SoCalCoDA, subject to ratification by The Committee.
 - b. by election of The Committee should the Chair choose not to make an appointment, or should the committee not ratify an appointment by the Chair.
2. If the unexpired term is for more than one year, it may be temporarily filled as above, but an election must be held at the next Assembly to fill the vacancy and complete the unexpired portion of the term.

