



**Eastern Counties Area of Narcotics Anonymous  
Hospitals & Institutions Subcommittee Guidelines**

(Approved October 2017)

**Definition and Purpose**

The H&I subcommittee of Eastern Counties Area Service Committee is a group of men and women, member of Narcotics Anonymous who believe in the concept:

- A. "TO ASSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE FROM THIS DAY FORWARD MAR WE PROVIDE THE NECESSARY SERVICES."

This concept should always be our primary concern. This will insure that when an addict who is housed in a correctional facility, hospital, or recovery house reaches out for recovery, Narcotics Anonymous will be there.

**Functions of the H&I Subcommittee**

- A. To carry the message and to disburse literature to all facilities through our H&I panels.
- B. To conduct a monthly business meeting.

**Committee Meetings**

Regular committee meetings are to be held on the last Saturday of every month at 2:30pm at 8021 Rosecrans Ave. Paramount, CA 90723

Meetings are to extend no longer than 1 hour, unless the time limit is extended by members or time is extended by the facility where meetings are held.

Our 12<sup>th</sup> concept "in keeping with the spiritual nature of Narcotics Anonymous our structure should always be one of service never of government" therefore the model for conducting business at our subcommittee shall be Consensus Based Decision Making.

**Membership**

Any member of NARCOTICS ANONYMOUS with 6 months clean may become a member of Eastern Counties H&I by attending 2 consecutive monthly meetings at which the member is encouraged to ask questions and take notes at the third meeting they may participate in the decision making process.

**Voting and Participation**

Voting members shall meet the following qualifications:

1. Any H&I member may address the committee if recognized by the chairperson. Voting members are Panel Leaders, Panel Coordinators, Chairperson, Vice Chair, and the member who has been at our subcommittee for 3 consecutive meetings.
2. Proposals (motions) may be made by any member of the subcommittee. The member presents the proposal speaks about the intent. We hear both pros and cons. If all are in agreement we reach consensus. If there is no consensus the motion is dead. This based on our 7<sup>th</sup> concept " all members of the service body bear substantial responsibility for that body's decision and should be allowed to fully participate in it's decision making processes" and the 9<sup>th</sup> concept " all elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making processes."
3. Panel Coordinators and members of H&I subcommittee cannot miss more than 2 consecutive monthly meetings and must maintain at least 4 business meetings a year.

### Officers

A service board of officers shall consist of a chairperson, a vice chairperson, and secretary. Any subcommittee officer or member who relapses will automatically be removed from the subcommittee. Any subcommittee officer is removed after missing two month H&I subcommittee meetings.

In the case of resignation, the vice chairperson shall automatically assume the chair position. If the vice chairperson cannot or will not assume the chair position, the area vice chairperson will act as H&I chairperson until the position is filled. In the event of resignation by the secretary, the position shall be held open for a period of one month or until a willing member from the fellowship is found to serve in the position.

### Qualifications and Duties of Officers

- A. **H&I Chairperson** should have at least 3 years uninterrupted clean time, plus a minimum of 1 year activity in H&I work. The chairperson shall be affirmed by the ASC at its annual meeting in April for a term of one year. Responsibilities include:
  1. Bring before the general meeting of the subcommittee matters that should be acted upon by the subcommittee.
  2. Carry our policies and orders for the subcommittee.
  3. Attend the ASC meetings.
  4. Attend regional H&I subcommittee meetings.
  5. Any motion made at the ASC committee meeting by the H&I chairperson shall be agreed upon group conscience of the H&I subcommittee as a whole.
  6. Shall meet with the administration of institutions to establish new panels. In the interest of cooperation will work with PR when necessary.
- B. **H&I Vice chairperson** should have at least 2 years uninterrupted clean time and 1 year experience in H&I work. Responsibilities include:
  1. Assume the responsibilities of the chairperson in the event of the chair's absence.
  2. Shall coordinate the service of all Narcotics Anonymous panels under the direction of the H&I chairperson.
  3. Shall be responsible for coordinating all H&I Ad Hoc committees.
  4. Shall represent Eastern Counties Area H&I at Regional H&I committee in the absence of the chairperson.
  5. In case the chair resigns the vice chair shall call a special election to elect a new chairperson. Upon vote of confidence assume all responsibilities of the chairperson until term is complete.

- C. **H&I Secretary** should have at least 1 year clean time. Responsibilities include:
1. Record minutes of all subcommittee meetings.
  2. Copy and distributes those minutes
  3. Keeps records of all subcommittee members telephone numbers.
  4. Keeps copies of all hospital, institutional and recovery house guidelines, rules and regulations.
- D. **H&I Panel Coordinators** should have at least 2 years clean time, plus at least 1 year involvement in the H&I subcommittee. Responsibilities include:
1. Instructs panel leaders in facilities requirements, regulations and general rules covering H&I meetings/presentations (panels).
  2. Maintains regular contact with the panel leaders
  3. Keeps an open line of communication with the facility.
  4. Calls upon the officers and general subcommittee membership for any necessary assistance.
- E. **H&I Panel leader** should have at least 1 year clean time and six months activity in H&I work. Responsibilities include:
1. Invite panel members to the H&I meeting/presentation (panel), and in general do all the things necessary to conduct the meeting/panel.
  2. Communicate regularly with the panel coordinator or vice chairperson informing them of any problems with the meeting/panel.
  3. Make a report on the H&I meeting/panel to give at the H&I subcommittee meeting.
  4. Obtain any supplies that are running low for the meeting/panel. (Literature, books, ips.)
- F. **H&I Panel Speakers** should have at least six months clean time and a willingness to serve. They shall be qualified and assigned by the H&I panel leaders and be cleared by the facilities whenever necessary. Requirements:
1. Be familiar with the H&I meeting/presentation (panel) format.
  2. Be familiar with the subcommittee and facility rules.
  3. Be able to share a clear and concise Narcotics Anonymous message of recovery.
- G. **H&I Speaker Coordinator** shall be voted in by this committee for a commitment of 1 year. Should have at least 1 year clean time and 6 months H&I experience. Responsibilities include:
1. Compiles and updates speaker list.
  2. Makes lists available at the monthly subcommittee meeting.
  3. Supply volunteers with names and phone numbers of panel leaders and coordinators.
- H. **H&I Literature Coordinator** should have 1 year uninterrupted clean time and 6 months H&I experience. Responsibilities include:
1. Shall keep record of all financial obligations of literature supplies and present a written report at each monthly H&I committee meeting for inclusion of minutes.
  2. Shall maintain a reasonable supply of literature and disburse to panel leaders at the regular monthly H&I committee meeting.
  3. At each monthly meeting shall present a written summary of all literature inventories to H&I committee,
  4. Shall stamp all literature and books with EASTERN COUNTIES H&I stamp.
  5. Literature shall be stored at TBD

**General Information** (Reprinted from the H&I handbook pgs. 82-83)

- A. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
- B. Any member not conforming to these requirements or any others which might be added later, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I subcommittee assignments.
- C. No Narcotics Anonymous meeting/presentation (panel) regularly conducted under the auspices of the H&I subcommittee shall be held in any facility, except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
- D. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital; not with any judge, doctor, probation, or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.
- E. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
- F. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by authorities of all facilities, and strongly discouraged by the H&I subcommittee.
- G. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility and possible the approval of their judicial officer, if applicable.
- H. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
- I. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will have full knowledge of their responsibilities in connection with their individual commitments.
- J. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message-our experience, strength, and hope. H&I speakers should try to get residents involved with the meeting/presentation(panel) through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.