



# EASTERN COUNTIES HOSPITALS & INSTITUTIONS SUBCOMMITTEE OF NARCOTICS ANONYMOUS

[Revised on 01/08/2022] [Amended on 05/22/2022]

## **I. DEFINITION & PURPOSE:**

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

*"To assure that No Addict in a hospital or institution seeking recovery need dire without having had a chance to find a better way of life from this day forward may we provide the necessary services."*

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

## **II. FUNCTION OF THE H&I SUBCOMMITTEE:**

To carry the message and to disburse literature to all facilities through our H&I Panels.  
To conduct at least a monthly business meeting.

## **III. COMMITTEE MEETINGS:**

Regular committee meetings are to be held on a monthly basis regularly, unless unusual circumstances may arise (i.e., pandemic, natural disasters, or unprecedented situations), if unable to meet in person the H&I subcommittee shall choose a platform of their liking and conduct business as determined by a group conscience. Regular committee meetings are to be held, till further notice via  
Zoom Platform: I.D #84340378125 | Password: *clean*

Meetings are to be extended 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 12th 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 one where we utilize a Consensus Based Decision Making Process.

## **IV. MEMBERSHIP:**

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

## **V. VOTING & PARTICIPATION:**

Voting members shall meet the following qualifications:

1. Any H&I member may address the committee if recognized by the chairperson.
2. Voting members are H&I Chairperson, H&I Vice Chairperson, H&I Panel Coordinators, H&I Panel Leaders, H&I Panel Speaker Coordinators and the NA Member who has been at our subcommittee for *three-consecutive* meetings.

3. Proposals (Motions) may be brought to the floor by any member of the subcommittee. The member presents the proposal and speaks about the intent. We hear both pros and cons. If all in agreement, then a consensus is reached. If there is no consensus reached the motion is dead.
  - a. This based on our 7th Concept of Narcotics Anonymous, *"All members of the service body bear substantial responsibility for that bodies decision and should be allowed to fully participate in its decision-making process"* and the 9<sup>th</sup> Concept of Narcotics Anonymous, *"All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes."*
4. Members of H&I subcommittee cannot miss more than *two-consecutive* subcommittee meetings and it is highly suggested for H&I members to attend monthly area business meetings.

## **VI. OFFICERS:**

1. A service board of officers shall consist of a H&I Chairperson, a H&I Vice Chairperson, and a H&I Secretary.
2. Any subcommittee officer or member who relapsed will automatically be removed from the subcommittee.
3. Any subcommittee officer is removed after missing two monthly H&I subcommittee meetings unless the subcommittee members agree through a group conscience to reestablish the subcommittee officer or member. This is true in cases of illness or extraordinary circumstances that do not allow these subcommittee officers or members from continuing to be of service.
4. In the case of resignation, the H&I Vice Chairperson shall automatically assume the H&I Chairperson position and assume the responsibilities that come with that position. If the H&I Vice Chairperson cannot or will not assume the H&I Chairperson position, the E.C.A.S.C.N.A Vice chairperson will act as H&I Chairperson until the position is filled.
5. In the event the H&I Secretary resigns, the position shall be held open for the period of one month or until a willing member from the fellowship agrees to fill the position or until a temporary replacement is found.

## **VII. QUALIFICATIONS & DUTIES OF ELECTED OFFICERS:**

### **A. H&I CHAIRPERSON:**

Should have at least 3 years of uninterrupted clean time, plus a minimum of one year of being active in H&I work. The H&I Chairperson shall be affirmed by the E.C.A.S.C.N.A at its annual meeting in April for a term of one year. Responsibilities include:

1. Bring before the general meeting of subcommittee matters that should be acted upon by the subcommittee.
2. Carry-out Policies and Orders for the subcommittee.
3. Attend the ASC meetings [E.C.A.S.C.N.A].
4. Attend Southern California Regional H&I Subcommittee Monthly Meetings.
5. Any motion made at the ASC committee meeting by the H&I Chairperson shall be agreed upon by group conscience of the H&I subcommittee as a whole.
6. Chairperson shall meet with the Administration of Institutions to create and establish new panels. In the interest of cooperation, the Chairperson shall work with Public Relations when and/or necessary.

**B. H&I VICE-CHAIRPERSON:**

Should have at least two years of uninterrupted clean time and one year of H&I service experience. Responsibilities include:

1. Assume the responsibilities of the H&I Chairperson in the H&I Chairperson'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 Southern California Regional H&I Committee in the absence of the H&I Chairperson.
5. In case the H&I Chairperson resigns the H&I Vice Chairperson shall call a Special Election to elect a new H&I Chairperson. Upon vote of confidence the H&I Vice Chairperson shall assume all responsibilities of the H&I Chairperson until the current term is complete.

**C. H&I SECRETARY:**

Should have at least one year of clean time. Responsibilities include:

1. Record minutes of all subcommittee meetings.
2. Copy and distribute those minutes.
3. Keep records of all subcommittee member and telephone numbers.
4. Keep copies of all hospital, institutional and recovery house guidelines, rules and regulations.

**D. H&I PANEL COORDINATORS:**

Should have at least two years clean time, plus at least one year of H&I experience. Responsibilities include:

1. Instructs H&I Panel Leaders about facility requirements, regulations and general rules and covering H&I meetings/presentations (panels).
2. Maintains regular contact with the H&I Panel Leaders.
3. Keeps an open line of communication with all facilities.
4. Calls upon the officers and general subcommittee membership for any necessary assistance.

**E. H&I PANEL LEADERS:**

Should have at least one-year clean time and six months H&I experience. 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 H&I Panel Coordinator or H&I 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 (i.e., literature, books, informational pamphlets and etc.).

**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 one-year commitment. Individual should have one year of clean time and six months of H&I experience. Responsibilities include:

1. Compiles and updates H&I 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 one-year uninterrupted clean time requirement and six months H&I experience. Responsibilities include:

1. Shall keep records of all financial obligations of literature supplies and present a written report at each monthly H&I committee meeting for inclusion in minutes.
2. Shall maintain a reasonable supply of literature and disburse to H&I Panel Leaders at regular monthly H&I Subcommittee Meetings or by making reasonable accommodations with the H&I Literature Coordinator.
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 in an adequate location where H&I Literature Coordinator can have easy accessibility.

## VIII. GENERAL INFORMATION: *[REPRINTED from the H&I HANDBOOK pages 82-]*

1. 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.
2. Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any H&I subcommittee assignments.
3. No Narcotics Anonymous meeting 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.
4. 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, nor 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.

5. Length of time clean required by each facility is to be rigidly upheld by all H&I Panel Leaders.  
*[Hospitals & Institutions Handbook 83]*
6. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I Subcommittee.
7. 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, if applicable.
8. 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.
9. 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 be in full knowledge of their responsibilities in connection with their individual assignments.
10. 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 H&I meeting/presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.

## **IX. DONATIONS:**

Donations are an outside issue. If you want to donate to a particular house, please obtain the appropriate information from H&I Chairperson, H&I Vice Chairperson or H&I Panel Coordinator so you can contact the house directly.

## **X. H & I ZOOM PLATFORM MEETINGS:**

Video conferencing app web-based video conferencing.

If in person, subcommittee meetings are not feasible. All meetings shall be held in the same frequency unless otherwise voted by the committee members.

All members of the subcommittee are required to attend unless special arrangements have been made with the H&I Chairperson, which will be then responsible to decimate all information pertinent to the individual position or the pertaining group.

All meetings shall be anonymous unless otherwise agreed upon the group via group conscience.

In the context of using, “Anonymous” means we will not record our meetings in video, audio, text, or by any other means unless voted upon the group as a whole.