



# EASTERN COUNTIES AREA HOSPITALS & INSTITUTIONS SUBCOMMITTEE OF NARCOTICS ANONYMOUS

[Amended & Approved May 26, 2024]

## I. STATEMENT OF PURPOSE:

*“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.”*

These Guidelines and Procedures, combined with the World Service Conference Hospitals and Institutions Handbook (WSC H&I Handbook), are submitted for the guidance of the H&I membership so that a smooth and consistent program can be maintained for the benefit of addicts confined to hospitals and institutions.

The purpose of Hospitals and Institutions (H&I) Subcommittee of Eastern Counties of Narcotics Anonymous is to carry the Narcotics Anonymous (NA) message of recovery to addicts who do not have independent access to regular NA meetings.

It is our desire to involve as many members of Narcotics Anonymous as possible and to uphold the Twelve Traditions and to incorporate the Twelve Concepts into our H&I service structure.

## II. DEFINITION:

The Hospital & Institutions (H&I) Subcommittee of Eastern Counties Area of Narcotics Anonymous serves the needs by conducting panels and activities that promote the growth, strength, and unity of all H&I efforts within Eastern Counties Area and the fellowship as a whole.

## III. FUNCTION OF THE H&I SUBCOMMITTEE:

- A. Acts as a Subcommittee of the Eastern Counties Area of Narcotics Anonymous to maintain effective communication between the bodies.
- B. Follows the Guidelines contained in the Hospitals & Institutions Handbook and H&I Basics
- C. Conducting monthly business meetings, including any other activities or functions that benefit H&I efforts.
- D. Meet to review these Guidelines and revise them as according to E.C.A.S.C.N.A Guidelines dates.
- E. Is a resource to assist H&I members in their H&I efforts by providing literature, information, and support.
- F. Provides a forum for to share their experience, strength, and hope.
- G. Conducts and/or coordinates direct services to carry the message into facilities that are not served by an Area subcommittee (typically county jails and state prisons.)
- H. Conducts Ad hoc business meetings to address issues that members and/or facilities are experiencing to discuss new methods of H&I work.

## IV. SUBCOMMITTEE MEETING:

- Regular subcommittee meetings are to be held on the 2<sup>nd</sup> Tuesday of each month, at 8:00PM at the Imperial Alano Club, 8021 E. Rosecrans Ave., Paramount, CA 90721 in the small room.
- Meetings are scheduled for 60-90 minutes.
- Parliamentary Rules shall be the format used to conduct the meetings. Anyone may address the subcommittee when recognized by the Chairperson.

## V. MEMBERSHIP:

Any member of Narcotics Anonymous with at least 6 months clean time may become a member during roll call of Eastern Counties Area Hospitals and Institutions of Narcotics Anonymous by attending two-consecutive monthly meetings.

In this time the member is encouraged to ask questions and take notes and at the 3<sup>rd</sup> meeting the member may participate in the decision-making process.

Membership of the Eastern Counties H&I Subcommittee of Narcotics Anonymous shall consist of the Chairperson, Vice Chairperson, Secretary, Literature Coordinator, Panel Coordinators, Panel Leaders, Speaker Coordinator, and Panel Speakers.

NA members-at-large are always welcome.

## VI. VOTING:

Voting members shall meet the following qualifications:

- Voting members are H&I Vice Chairperson, Secretary, H&I Literature Coordinator, 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.
- Any members at large with three-consecutive meetings.
- Each position has one (1) vote.
- A 2/3 majority vote in favor is required for any motion to pass.
- The H&I Chairperson only votes in case of a tie.

## VII. ATTENDANCE:

1. Members of the H&I Executive Body, Literature Coordinator, Panel leaders, Panel Coordinators, Speaker Coordinator who miss two consecutive panels and/or miss two consecutive subcommittee meetings or are unable to carry out their responsibilities, may forfeit their position at the discretion of the H&I Subcommittee.
  - a. Panel leaders and Panel Coordinators who miss two-consecutive meetings or panels will be required to petition the committee for a vote of confidence to retain positions or panel.
2. Any exceptions to these requirements shall be dealt with on a case-by-case basis.
  - b. Any time a panel leader or panel coordinator is going to be absent for any reason he/she will be required to contact the executive body or their panel coordinator.

## VIII. QUALIFICATIONS & DUTIES OF COMMITTEE MEMBERS:

- Any subcommittee officer or member who relapsed will automatically be removed from the subcommittee.
- All Officers are elected for a term of one (1) year and will be eligible for a second term of one year, followed by two years of ineligibility for that position.
- Eligible members for elected positions must be present for nominations and elections. Nominations shall take place in November. Elections shall take place in December for all positions.
- The newly elected Chairperson and Vice-Chairperson of the H&I Committee must be affirmed by the Eastern Counties Area Service Committee of Narcotics Anonymous meeting and take office in the January.

A. H&I CHAIRPERSON:

Should have at least 3-years of uninterrupted clean time, and 1-year of H&I service experience.

Responsibilities include:

1. Facilitates all monthly meetings with a general understanding of parliamentary and/or consensus – based decision making (CBDM) procedure.
2. Shall maintain an Agenda /Procedure of the meeting.
3. Shall make regular reports to the members of H&I on the monthly progress of new projects started or old business completed.
4. Prepares a report for each and represent for both ASC meeting [E.C.A.S.C.N.A] and the So Cal Regional H&I Committee.
5. Coordinates and is responsible for all work done by the SCRSC H&I Committee.
6. Prepares a budget with the subcommittee to be submitted for the *approval* of the ASC [E.C.A.S.C.N.A] for the upcoming year.
7. In coordination with the secretary, the chairperson should maintain the accuracy of the “Request Panel List” monthly.
8. Assists in coordination of new facility panels.
9. Is available to perform quarterly audits of literature and records.
10. Shall work with Public Relations when necessary.

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.

B. H&I VICE-CHAIRPERSON:

Should have at least 2-years of uninterrupted clean time and 1-year of H&I service experience.

Responsibilities include:

1. Assume the responsibilities of the H&I Chairperson in the H&I Chairperson's absence and attends all meetings of the Regional Service Conference regardless.
2. Shall attend all regular H&I Subcommittee monthly meetings.
3. Shall coordinate the service of all Narcotics Anonymous panels under the direction of the H&I Chairperson to ensure smooth operation of the Eastern Counties Hospital & Institutions Subcommittee.
4. Shall be responsible for coordinating all H&I Ad-Hoc committees.
5. Coordinates correspondence with the Literature Coordinator in providing literature when appropriate.
6. Is available to perform quarterly audits of literature and records.

C. H&I SECRETARY:

Should have at least 1-year of uninterrupted clean time and 6 months of H&I service experience.

Responsibilities include:

1. Must have access to a computer and the ability to generate minutes and reports.
2. Record minutes of all subcommittee monthly meetings.
3. Copy and distribute those minutes/agenda.
4. Keep a roll-call sheet of all subcommittee members, members-at-large and telephone numbers.
5. Shall keep a list of all current panels including their contact and locations, days and hours scheduled, panel leaders and panel coordinators, to be updated monthly.
6. Shall be responsible for completing current guideline update

D. H&I LITERATURE COORDINATOR:

Should have 1-year uninterrupted clean time requirement and 6 months H&I experience.

Responsibilities include:

1. Attend the H&I Subcommittee monthly meetings.
2. Shall keep records of all financial obligations of literature supplies and present a written report at each monthly H&I subcommittee meeting for inclusion in minutes.
3. To ensure accountability, a complete record of all transactions must be kept, and a report given at the regular Eastern Counties Area H&I subcommittee monthly meetings. This person should always be aware of the amount of literature being distributed to each panel leader, so the literature request remains prudent, and the subcommittee can fairly distribute the literature without exceeding its budget.
4. At each monthly meeting shall present a written summary of all literature inventories to H&I committee.
5. Literature Budget should not exceed in the amount of \$900.00 yearly.
6. Shall stamp all literature and books with Eastern Counties H&I stamp.
7. Literature distribution is to be based on panel attendance level and literature availability.
8. Two (2) audits should be done with the H&I and H&I Vice chairperson to ensure that the literature outlays are reasonable and accounted for.

E. H&I PANEL COORDINATORS:

Should have at least 2 years clean time, and 1 year of H&I service experience.

Responsibilities include:

1. Shall attend all regular H&I Subcommittee meetings.
2. Instructs H&I Panel Leaders about facility requirements, regulations and general rules covering H&I Monthly meetings.
3. Maintains regular contact with the H&I Panel Leaders.
4. Keeps an open line of communication with all facilities and panel leaders to validate the contact person, location, and panel performance and inform the secretary of any and all changes.
5. Calls upon the officers and general subcommittee membership for any necessary assistance.
6. Shall be responsible for ensuring that a panel is covered and, if necessary, inform the facility if a panel cannot be covered.

F. H&I SPEAKER COORDINATOR:

Should have at least 1-year of uninterrupted clean time and 6 months of H&I service experience.  
Responsibilities include:

1. Shall attend all regular H&I Subcommittee monthly meetings.
2. Compiles and updates the H&I panel speakers list monthly and distributes as needed.
3. Communicate and distribute new list to H&I secretary and panel coordinator monthly.
4. Twice annually will contact each person on the list to verify they are still active speakers.

G. H&I PANEL LEADERS:

Should have at least 1 year of uninterrupted clean time and 6 months H&I service experience.  
Responsibilities include:

1. The panel leader will be responsible for assuring that all panel members are familiar with the Do's and Don'ts in the WSC H&I Handbook and carry a clear NA message.
2. Shall inform all panel members of the rules of the institution and the format for conducting the panel and be familiar with the guidelines and the Do's and Don'ts of the WSC H&I Handbook for conducting panels at specific types of institutions. (Available on Request)
3. Is responsible for making adequate arrangements, including informing the coordinator, to assure the panel is covered appropriately and if they will be unable to attend the H&I Subcommittee meeting.
4. Serves as a liaison between the institution and the panel coordinator to assure that institutional needs are met.
5. Shall order literature while attending all regular H&I Subcommittee monthly meetings.
6. Panel leaders are strongly encouraged to bring panel members to the H&I presentation (panel).
7. Responsible for calling the facility the day of their panel to confirm the panel is expected that day.
8. Communicate regularly with the H&I Panel Coordinator or H&I Vice Chairperson informing them of any problems with the panel, including *cancellation* of their panel.

H. H&I PANEL SPEAKERS:

Should have at least 6 months of uninterrupted 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 presentation (panel) format.
2. Shall carry a clear Narcotics Anonymous message of recovery.
3. Shall adhere to the rules of the institution/facility.
4. Shall always keep in mind that panel speaker is viewed as a representative of Narcotics Anonymous and should conduct accordingly and responsibly.

## **IX. WSLD:**

The Eastern Counties Area Hospital and Institutions of Narcotics Anonymous shall sponsor at least one trusted servant to participate at the annual Western Service-Learning Days (WSLD) as official representative(s) of the Eastern Counties Area Hospital and Institutions of Narcotics Anonymous shall reimburse participants for lodging (double occupancy), transportation (airfare and gasoline), and registration. All other personal expenses are NOT reimbursable.

- A. H&I subcommittee is required to send one executive body member to Western Service-Learning Days (W.S.L.D.) Conference withing notice of 60 – 90 days prior to Eastern Counties Area Service Committee Meeting in regard to (WSLD).
- B. A budget in the amount of \$750 shall not be exceeded.
- C. Financial Receipts will be required in order for reimbursement.
- D. The H&I Subcommittee representative for Eastern Counties will present a proper report of the Western Service-Learning Days programming, topic/discussions and any related content in regard to H&I to the Eastern Counties Hospital & Institutions of Narcotics Anonymous.

## **X. GENERAL INFORMATION:**

1. No Narcotics Anonymous Meeting regularly conducted under the auspices of the Committee shall be held in any institution unless under direct supervision of a regularly designated Panel Leader or substitute specifically appointed by the Panel Chairperson of the SCRSC H&I Committee. They must also be acceptable to the authorities of the institution being serviced.
2. No Panel Member shall involve themselves with any other activity that violates institutional rules or tends to injure or interfere with - *the inmate or patient on the inside, the working ability and the privilege of their subcommittee to carry the message inside the intuitions, courts or hospitals, nor employment, parole, probation, or medical problems.*
3. Excessive use of vile, profane, filthy stories or language is strictly prohibited by authorities of all institutions serviced by this subcommittee. All Speakers and Panel Members must strictly comply with this regulation.
4. Nothing will be given or taken from an inmate or a patient, including messages or phone numbers.
5. Panel leaders shall be responsible for the conduct of any speakers taken into any institution and shall instruct said speakers in advance regarding the regulations of the institutions being served.
6. N.A. messages of recovery, life stories and/or N.A. principles are to be the main topics of N.A. Panels conducted within all institutions served by this Committee.
7. All Speakers and Panel Members must strictly comply with this requirement, confining what they share solely to the N.A. message of recovery.
8. The suggested attire for N.A. subcommittees' panel participation is neat and modest in compliance with institutional rules.
9. The SCRSC H&I Committee may relieve any Committee member from their position who refuses to abide by the rules and regulations of any of the institutions and these guidelines. This consideration will be decided by at two-thirds (2/3) vote.
10. All rules and regulations of all facilities entered by N.A. are to be adhered to.