

San Diego  
Imperial Counties Region  
of  
Narcotics Anonymous  
Hospital and Institutions  
Subcommittee Guidelines  
and Procedures

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San Diego Imperial Counties Region of Narcotics Anonymous Hospital and Institutions  
Subcommittee Guidelines and Procedures

## Table of Contents

<u>Definition</u> .....	1
<u>Purpose</u> .....	1
<u>Membership</u> .....	1
<u>Officers/Trusted servants</u> .....	1
<u>Voting Members</u> .....	2
<u>Quorum</u> .....	2
<u>Business Meeting</u> .....	2
<u>Amendments to Guidelines and Procedures</u> .....	2
<u>Trusted Servants</u> .....	2
<u>Chairperson</u> .....	2
<u>Vice Chairperson</u> .....	3
<u>Secretary</u> .....	3
<u>Literature Coordinator</u> .....	3
<u>Facilities Coordinator</u> .....	3
<u>Addendum A</u> .....	4

## Definition

The San Diego Imperial County Hospital and Institutions Subcommittee of Narcotics Anonymous is a standing subcommittee of the San Diego Imperial County Regional Service Committee (RSC) as described under article VII section 3 of the RSC bylaws. The RSC H & I Subcommittee is made up from volunteer members of Narcotics Anonymous (NA) within the Region.

## Purpose

This subcommittee has been created in harmony with Tradition Nine, "NA as such, ought never to be organized, but we may create service boards or committees directly responsible to those they serve" and Tradition Five, "Each group has but one primary purpose to carry the message to the addict that still suffers". Functions include lending guidance to area H & I subcommittees serving as a pooling place for experience; provide a communication link between the World Service Committee (WSC) and area levels, and to coordinate H & I panels for any state and federal facilities served in the Region. In addition, may provide whatever H&I support service the areas within the region may need. Some examples are; sending members to help develop or stabilize their H & I subcommittee, giving H & I orientations and communicating with facilities on how to establish H & I services. However, in the spirit of autonomy the subcommittee should never try to dictate the actions and an area subcommittee nor allow the WSC to dictate to our Region on how to function. The subcommittee may utilize WSC H&I Handbook and other Narcotics Anonymous approved literature for guidance.

## Membership

This subcommittee is comprised of committee officers, area H&I subcommittee chairs or their representatives, and federal and state prison facility coordinators that are being served within the region. However, any member of Narcotics Anonymous may attend and share his or her experience at any business meeting.

## Officers/Trusted Servants

Officers include a Chairperson, Vice Chairperson, Secretary, and Literature Coordinator. The Chairperson shall be elected at the annual meeting of the RSC and will take office at the next subcommittee meeting following the election. The Vice Chairperson, Literature Coordinator, and State/Federal Facility Coordinator shall be elected by the area chairs at the first H & I subcommittee meeting following the annual RSC meeting, or whenever necessary.

## **Voting Members**

Only area SDIC H & I Chairs or Vice Chairs, State/Federal Facility Coordinators, Literature Coordinator, Secretary and Vice Chair are eligible to vote or make motions. The sub committee chair shall not make motions and only will vote in the event of a tie. Voting shall be determined by majority, (group conscience) of voting members present unless otherwise stated within these guidelines. No member of the subcommittee shall hold more than one service position on the committee at any given time, with the exception of extenuating circumstances.

## **Quorum**

For conducting business a quorum shall be identified as having greater than 50% or more of the voting members within the committee.

## **Business Meeting**

The business meeting shall be held monthly at a place designated by the subcommittee and shall not exceed one and half (1.5) hours unless by majority vote the committee elects to extend this time limit.

## **Amendments to Guidelines and Procedures**

The subcommittee may recommend amending or changing these guidelines and procedures by motion at the RSC in December and June for approval and adaptation.

## **Trusted Servants**

### ***Chairperson***

1. Clean time requirement is three years.
2. Minimum of two years active involvement in the San Diego Imperial County H&I service structure, preferably at the officer level.
3. Conduct all H & I subcommittee business or special meetings of the subcommittee in a timely and orderly fashion.
4. Insure that the committee upholding the Twelve Traditions.
5. Serve as representative to and attends the RSC meeting.
6. Shall handle all policy concerns including correspondence and public relations pertinent to subcommittee matters.
7. Term shall consist of one year, must not serve for more than two consecutive terms and more than three out of five years.

### ***Vice Chairperson***

1. Clean time requirement is two years.
2. Minimum of one year's active involvement in the San Diego Imperial County H&I service structure, preferably at the Panel Leader level or above.

3. Shall work closely with and assist the Chairperson in any capacity or situation which benefits the H & I Subcommittee.
4. Shall, in the absence of the Chairperson, assume those responsibilities normally carried out by the Chairperson.
5. In the case of resignation or loss of the Chairperson the Vice Chairperson shall petition the RSC to elect a new Chairperson to fill the remainder of the term.
6. Term shall consist of one year, must not serve for more than two consecutive terms and more than three out of five years.

### ***Secretary***

1. Clean time requirement is one year.
2. Minimum of six months active involvement in the San Diego Imperial County H&I service structure.
3. Shall keep minutes of every business or special meeting of the Subcommittee. Copies of minutes shall be disbursed at the next scheduled business meeting for approval.
4. Shall maintain a current and accurate file of names, addresses and telephone numbers of all active subcommittee members. All information gathered is confidential and to be used only for subcommittee business.
5. Shall maintain a list of hospital and institution facilities served in the Region.
6. Shall prepare any correspondences necessary for the signature of the Chairperson and/or Vice Chairperson. Shall maintain a file of all correspondence.
7. Term shall consist of one year, must not serve for more than two consecutive terms and more than three out of five years

### ***Literature Coordinator***

1. Clean time requirement is one year.
2. Minimum of six months active involvement in the San Diego Imperial County H&I service structure.
3. Term shall consist of a minimum of one year. However, there are no limits to the amount of terms served.

### ***Facilities Coordinator***

1. Clean time requirement is three years.
2. Minimum of six months active involvement in the San Diego Imperial County H&I service structure.
3. Term shall consist of a minimum of one year. However, there are no limits to the amount of terms served.
4. Responsible for coordinating state/federal facilities and is directly accountable to the RSC H & I Subcommittee.
5. Must obtain the required facility clearance.

## Addendum A

### H&I MEETING FORMAT

1. Open meeting with Serenity Prayer. State the Mission of the Committee; the Ultimate Goal of this committee's work is to get our message of recovery to any addict whose attendance at regular meetings is restricted.
2. Ask someone to read the 12 Traditions of N.A.
3. If there are new members present open the meeting for introductions welcoming new members.
4. Review copy and call for approval or amendments of previous months meeting minutes.
5. If new members are present, pass around attendance sheet for contact information and reason for attending.
6. Pass out coordinator report forms. Ask the coordinators to fill in their current updates as they would like to see them reflected in the minutes. Option: the committee may collect copies of the area H&I subcommittee minutes to meet the same purpose.
7. Coordinator Reports: ask coordinators to make facility reports with emphasis on issues they want addressed at the SDIC RSC. After each report ask if anyone has questions.
8. Discuss "Old Business". (Can usually be found on minutes from previous month)
9. Open forum and report any news from the regional meeting and/or service area service meeting.
10. Discuss "New Business". This is any business that requires a vote. Does anyone have any ideas or suggestions for the committee or any issues they need to have addressed regarding H&I?
11. Connect with new members. Ask if they have heard anything about a certain facility that interests them. Be sure they exchange numbers with coordinators and understand the clearance requirements.
12. Ask if you are forgetting anything or if someone has any comments or suggestions.
13. Have someone make a motion to close the meeting. Close with a prayer.