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**PALM COAST AREA
HOSPITAL & INSTITUTIONS SUBCOMMITTEE
POLICY**

Adopted November 2015

HOSPITAL & INSTITUTIONS GUIDELINES

SUBCOMMITTEE MEETING FORMAT

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- 6 1. Open meeting, moment of silence followed by the Serenity Prayer.
- 7 2. Read the purpose of H&I.
- 8 3. Read the Twelve Traditions of NA
- 9 4. Read the Twelve Concepts of NA
- 10 5. Open the floor to any NA member. (explain: new members introduce themselves or any
- 11 6. Chair's Report. member who would like to speak @ an H&I issue etc.)
- 12 7. Vice Chair's Report.
- 13 8. Secretary's Report.
- 14 9. Literature Chair's Report.
- 15 10. Meeting Coordinator's Report.
- 16 11. Orientation. (If necessary)
- 17 12. Old Business
- 18 13. Elections – Subcommittee Trusted Servants (If necessary)
- 19 14. New Business.
- 20 15. Closing with Serenity Prayer

HOSPITAL & INSTITUTIONS GUIDELINES

I. PURPOSE

The Palm Coast Area Hospitals & Institutions subcommittee is responsible for carrying the Narcotics Anonymous message of recovery into hospitals and institutions where a group cannot meet due to the rules or regulations of that facility being in conflict with Traditions. Our first priority is to carry the message into facilities where the residents have no access to regular meetings. An H&I meeting may also be held in institutions where addicts have limited access to regular meetings, or where it may better serve the needs of the addicts within that facility by providing a strong NA message.

The H&I subcommittee initiates and conducts NA meetings, distributes literature, and orients new subcommittee members.

II. SUBCOMMITTEE TRUSTED SERVANTS POSITIONS

A. CHAIRPERSON

The H&I Chairperson is elected by the GSRs of the Area Service Committee as outlined in the ASC Policy.

Requirements for this service position are: two (2) years abstinence from all drugs, one (1) year previous experience in Palm Coast Area H&I, a one (1) year commitment, a strong NA message of recovery, and a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the Twelve Concepts of NA Service.

The H&I Chairperson must attend all H&I subcommittee and PCASC meetings, and at least (2) FRSC Fellowship Development meetings during the year. He/she acts as a line of communication between the H&I subcommittee, the PCASC, and the Florida RSC.

The Chairperson is responsible for maintaining a line of communication between the subcommittee and the individual institutions. The Meeting Coordinator or individual Co-Chairs of the meetings can handle this communication. The Chairperson is responsible to ensure that the meeting Co-Chairs comply with subcommittee and PCASC Policy, as well as rules and regulations of the meeting facilities.

It is the responsibility of the Chairperson to convey new meeting requests made by facilities to the meeting coordinator.

The H&I Chairperson will also learn all of the responsibilities/duties of the Meeting Coordinator so that he/she is able to assume those duties if the need arises.

It is the responsibility of the Chairperson, Vice Chairperson and Meeting Coordinator to ensure that all scheduled H&I meetings are covered.

It is suggested that the Chairperson, Vice Chairperson, Meeting Coordinator and Secretary of H&I have personal schedules that allow them to be available in the evening hours for communication and coverage of meetings as needed.

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3 The H&I Chairperson must be aware of all matters affecting H&I in the Palm Coast Area.
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5 **B. VICE CHAIRPERSON**

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7 The H&I Vice Chairperson is elected annually, in August, by the subcommittee or at the
8 subcommittee's first meeting once the position is open.
9

10 Requirements for this service position are: one (1) year abstinence from all drugs, six (6)
11 months previous experience in the Palm Coast Area H&I, a two (2) year commitment, (1st
12 year as Vice Chairperson 2nd year as Chairperson if elected by PCASC), a strong NA
13 message of recovery, and a working knowledge of the Twelve Steps and Twelve
14 Traditions of NA and the Twelve Concepts of NA Service.
15

16 The Vice Chair works with the Chairperson to maintain smooth operation of the
17 subcommittee.
18

19 The Vice Chair should attend all meetings of the Palm Coast Area H&I subcommittee. It
20 is suggested that the Vice Chair attend as many PCASC meetings as possible and at
21 least (2) two FRSC Fellowship Development meetings per year.
22

23 He/she is to assume the responsibility of any of the subcommittee's elected
24 administrative positions, including Chairperson, should those people elected become
25 unable to fulfill their responsibilities.
26

27 Vice Chairperson will also learn all of the responsibilities/duties of the Meeting
28 Coordinator so that he/she is able to assume those duties if the need arises.
29

30 It is the responsibility of the Chairperson, Vice Chairperson and Meeting Coordinator to
31 ensure that all scheduled H&I meetings are covered.
32

33 The Vice Chair will assist the Secretary in calling the meeting Chairpersons each month,
34 just prior to the subcommittee meeting. This is to maintain communication, and inquire
35 about the status of each meeting for the Meeting Coordinator's report and the
36 Subcommittee's Meeting Calendar. Additionally, this will help to make sure contact
37 numbers are correct, and will remind committee members of the subcommittee meeting
38 each month.
39

40 It is suggested that the Chairperson, Vice Chairperson, Meeting Coordinator and
41 Secretary of H&I have personal schedules that allow them to be available in the evening
42 hours for communication and coverage of meetings as needed.
43

44 **C. MEETING COORDINATOR**

45
46 The Meeting Coordinator is elected annually, in August, or by the subcommittee at the
47 subcommittee's first meeting once the position is open.
48
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1
2 Requirements for this service position are: one (1) year abstinence from all drugs, one (1)
3 year previous experience in Palm Coast Area H&I, a one (1) year commitment, a strong
4 NA message of recovery, and a working knowledge of the Twelve Steps and Twelve
5 Traditions of NA, and the Twelve Concepts of NA Service.

6
7 The Meeting Coordinator is responsible for maintaining a record of all meetings including:

- 8
9 1. Address and phone number of each facility, and name of its contact
10 person.
- 11 2. Rules and regulations of the facility whenever possible.
- 12 3. Name and phone number (and address for lock down meetings) of
13 meeting Co-Chairs.

14
15 The Meeting Coordinator makes contact with any new institution expressing an interest in
16 an H&I meeting being held in their facility. He/she maintains a "Contact List" of such
17 institutions, keeping the lines of communication open.

18
19 The Meeting Coordinator may work with the Public Relations Subcommittee as
20 necessary.

21
22 It is suggested that the Chairperson, Vice Chairperson, Meeting Coordinator and
23 Secretary of H&I have personal schedules that allow them to be available in the evening
24 hours for communication and coverage of meetings as needed.

25 26 **D. SECRETARY**

27
28 The Secretary of the H&I subcommittee is elected annually, in August, or by the
29 subcommittee at the subcommittee's first meeting once the position is open.

30
31 Requirements for this service position are: six (6) month abstinence from all drugs, a one
32 (1) year commitment, and a working knowledge of the Twelve Steps and Twelve
33 Traditions of NA, and the Twelve Concepts of NA Service.

34
35 The Secretary keeps an accurate set of minutes of all subcommittee meetings.

36
37 The Secretary will assist the Vice Chair in calling the meeting Chairpersons each month,
38 just prior to the subcommittee meeting. This is to maintain communication, and inquire
39 about the status of each meeting for the Meeting Coordinator's report and the
40 Subcommittee's Meeting Calendar. Additionally, this will help to make sure contact
41 numbers are correct, and will remind committee members of the subcommittee meeting
42 each month.

43
44 It is suggested that the Chairperson, Vice Chairperson, Meeting Coordinator and
45 Secretary of H&I have personal schedules that allow them to be available in the evening
46 hours for communication and coverage of meetings as needed.

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E. LITERATURE CHAIRPERSON

The Literature Chairperson of the H&I subcommittee is elected annually, in August, or by the subcommittee at the subcommittee's first meeting once the position is open.

Requirements for this service position are: six (6) months abstinence from all drugs, three (3) months previous experience in the Palm Coast Area H&I, a one (1) year commitment, and a working knowledge of the Twelve Steps and Twelve traditions of NA, and the Twelve Concepts of NA Service.

The Literature Chairperson is responsible for compiling a report of all distribution of literature to be given to the Chairperson at the subcommittee meeting prior to the ASC monthly meeting.

Literature will be distributed at regularly scheduled subcommittee meetings only, unless other arrangements are made by meeting co-chairs. The Literature Chair will maintain an adequate surplus of material per budget for H&I.

The Literature Chair will be responsible for making available to the orientation leader, a sufficient supply of referencing H&I Guidelines handouts and World H&I Literature. This will include, but is not limited to, the H&I subcommittee's current Policy, "Do's and Don'ts", H&I Service Bulletin #2: "Who is Best Suited to Carry the Message in an H&I Setting?" and World Service Board of Trustee's Bulletin #17: "What is Addiction?"

F. CHAIRS/CO-CHAIRS

The Co-Chairs are elected by the H&I subcommittee as a position becomes open. It is suggested that two Co-Chairs be chosen for each meeting.

Requirements for this service position are: for non lock-down facilities - six (6) months abstinence from all drugs, two (2) months previous involvement in Palm Coast Area H&I, a one (1) year commitment, a strong message of NA recovery, and a working knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts of NA Service.

Requirements for lock-down institutions are identical to non lock-down with the exception that a one (1) year abstinence from all drugs is required. A particular facility may require more clean time.

Chairs and Co-Chairs are responsible for all aspects of the meetings including, making sure that the meeting begins and ends on time, selecting speakers, and bringing in the literature.

He/she is also responsible for seeing that NA speakers are aware of the Palm Coast Area H&I policy, WSC H&I suggested guidelines, and the rules and regulations for each institution insofar as they do not interfere with carrying an NA message or with our policies or guidelines.

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2 All Chairs and Co-Chairs are requested to attend all H&I subcommittee meetings, for
3 better communication. If a Chair or Co-Chair is unable to attend the subcommittee
4 meeting, he/she is required to contact the Vice Chair or Secretary, prior to the
5 subcommittee meeting, to report the status of their meeting.
6

7 If for any reason a Chair or Co-Chair is unable to make it to their facility meeting they are
8 required to contact the H&I subcommittee Chairperson or the Meeting Coordinator. This
9 will enable them to make arrangements for someone else to cover the meeting, or to
10 contact the facility to let them know that we are unable to bring in that particular meeting.
11

12 **III. SPEAKERS**

13
14 H&I Speakers should have abstinence from all drugs for at least six (6) months for non
15 lock-down facilities, and at least one (1) year for lock-down institutions, (a particular
16 facility may require more clean time). They must have a strong NA message of recovery,
17 and be actively involved in their own personal program of recovery.
18

19 **IV. ORIENTATION**

20
21 H&I orientation is to be held during every regularly scheduled subcommittee meeting, as
22 needed, for new members.
23

24 The H&I subcommittee Chairperson will appoint the orientation leader.
25

26 An appointed leader will summarize the orientation handouts. This will be followed by a
27 discussion period for any questions or concerns about the handouts. New members will
28 be responsible for reading the handouts in their entirety.
29

30 **V. HOSPITAL AND INSTITUTIONS MONTHLY SUBCOMMITTEE MEETING ORDER OF 31 BUSINESS:**

32
33 This subcommittee will conduct business at the monthly meeting incorporating a hybrid or
34 combination of Robert's Rules of Order and Consensus Based Decision Making (CBDM)
35 as follows:
36

37 Robert's Rules of Order will be used for acceptance of Trusted Servants' monthly reports
38 Elections of Trusted Servants and meeting Chairpersons.
39

40 CBDM will be instituted for other motions and business brought to the subcommittee.
41

42 **VI. VOTING & ELECTIONS OF TRUSTED SERVANTS AND MEETING CHAIRPEOPLE**

43
44 All motions brought before the subcommittee will require 75% of the Vote by qualified
45 members for Passage.
46

47 Any member of Narcotics Anonymous who attends the H&I Subcommittee meeting for at
48 least (2) consecutive months, with an interest in participating in H&I, will be considered a
49 qualified voting member of the subcommittee.
50

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Any member of the Hospitals & Institutions Subcommittee wishing to be elected as a trusted servant and /or to co-chair an H&I meeting must be present at the subcommittee meeting when he/she is to be nominated, elected and /or voted into any position.

VII. ADDITIONAL GUIDELINES

A. POLICY CHANGES

All policy changes will be tabled over to the next regularly scheduled H&I subcommittee meeting.

All policy changes will require 75% of qualified voting members present.

B. RESIGNATION

Resignation of any Co-Chair should be brought to the attention of the H&I subcommittee Chair and/or the Meeting Coordinator at least one (1) month, prior to that final meeting.

C. INVOLUNTARY REMOVAL OF CHAIRS/CO-CHAIRS

1. Requires 75% vote of qualified voting members present.
2. Grounds for impeachment include:
 - a. Relapse (includes ban from returning to same Institution for one (1) year).
 - b. Failure to comply with H&I subcommittee guidelines, the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of NA Service.

D. NEW FACILITY MEETINGS

New facility meetings will require a 75% vote, of qualified voting members present, to become a PCA H&I meeting.

E. BUDGET/CONTRIBUTIONS

In an effort to keep our commitment to the 9th Tradition, the H&I subcommittee will follow our PSASC annually approved Budget, and will not accept contributions, regardless of the source.

F. FROM WSC H&I GUIDELINES

Some facilities house only men or women; other facilities house both men and women, but keep them separate. In facilities where meetings consist of only men or only women, we feel strongly that only same-sex NA members must participate. Remember that our primary purpose is to carry the message of recovery, not to make our meetings more

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2 popular with the addicts we are trying to help. Problems that arise in this area have the
3 potential to seriously damage the credibility of N. A. Experience has taught us that we
4 can avoid these problems if we follow this simple guideline.

5
6 This guideline should be adhered to unless it denies a meeting to take place; then and
7 only then will a person of the opposite sex carry a meeting into the facility.

8 9 **G. H&I LITERATURE INVENTORY**

10
11 H&I's literature inventory will consist of the following items:

- 12
13 1. Basic Text (Soft Cover Only)
- 14 2. White Booklet
- 15 3. IP #12 The Triangle of Self Obsession
- 16 4. IP #19 Self Acceptance
- 17 5. IP #29 An Introduction to NA Meetings
- 18 6. Reading Cards
- 19 7. H&I Meeting Lists

20
21 Basic Texts will be provided, when available, to Co-Chairs of H&I meetings held at Non-
22 Profit Facilities/Organizations.

23
24 The amount of literature in H&I's inventory is contingent upon the annual budget as
25 provided by the PCASC.
26
27