

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

REVISED 9/2026

HOSPITAL & INSTITUTIONS GUIDELINES

SUBCOMMITTEE MEETING FORMAT

1. Open meeting, moment of silence followed by the Serenity Prayer.
2. Read the purpose of H&I.
3. Read the Twelve Traditions of NA
4. Read the Twelve Concepts of NA
5. Open the floor to any NA member ➡
6. Chair's Report.
7. Vice Chair's Report.
8. Secretary's Report.
9. Literature Chair's Report.
10. Meeting Coordinator's Report.
11. Orientation. (If necessary)
12. Old Business
13. Elections – (Subcommittee Trusted Servants if necessary)
14. New Business.
15. Closing with the Third Step Prayer.

(Explain: new members introduce themselves or any member who would like to speak @ an H&I issue, etc.)

HOSPITAL & INSTITUTIONS GUIDELINES

I. PURPOSE

The purpose of an H&I meeting is to carry the Narcotics Anonymous message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings, except for those in longer-term facilities, are intended to simply introduce some of the basics of the NA Program.

The H&I subcommittee initiates and conducts NA H&I meetings, distributes literature, holds orientations for new subcommittee members and is responsible for keeping a record of the H&I meetings being held in our Area along with contact information for the facilities and the Chairpeople who facilitate each meeting.

II. SUBCOMMITTEE TRUSTED SERVANT'S POSITIONS

A. CHAIRPERSON

The nomination for the Chairperson of H&I, by the H&I subcommittee, will be held annually, during the subcommittee's regular meeting in July and presented thereafter at the July ASC to send back to the PCA groups for their vote. The new Chairperson will take their new position at the beginning of the regular September subcommittee meeting.

Requirements for this service position are no less than (2) years abstinence from all drugs, (1) year previous experience in Palm Coast Area H&I, (1) year commitment, a strong NA message of recovery, and a working knowledge of the Twelve Steps and Twelve Traditions of NA, the Twelve Concepts of NA Service and the policy for PCA H&I.

The H&I Chairperson is required to attend all H&I subcommittee and PCASC meetings, and the annual PCA Budget meeting. 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 for ensuring 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.

The H&I Chairperson is required to be aware of all matters affecting H&I in the Palm Coast Area.

HOSPITAL & INSTITUTIONS GUIDELINES

B. VICE CHAIRPERSON

The H&I Vice Chairperson is elected annually, in August, by the subcommittee, at the regular August subcommittee meeting or at the first subcommittee meeting held when the position becomes open.

Requirements for this service position are no less than (1) year abstinence from all drugs, (6) months previous experience in the Palm Coast Area H&I, (2) year commitment - 1st year as Vice Chairperson 2nd year as Chairperson - if elected by PCASC, a strong NA message of recovery, a working knowledge of the Twelve Steps and Twelve Traditions of NA, Twelve Concepts of NA Service, and the policy for PCA H&I.

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

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

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

Vice 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.

The Vice Chair will assist the Secretary in calling/contacting the acting Chairperson(s) for all H&I meetings, each month, just prior to each subcommittee meeting. This is to maintain communication and to inquire about the status of each meeting for the Meeting Coordinator's report and the Subcommittee's Meeting Calendar. Additionally, this will help to verify that contact information is correct and will remind subcommittee members of the date of the upcoming subcommittee meeting each month.

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.

C. MEETING COORDINATOR

The Meeting Coordinator is elected annually, in August, by the subcommittee, at the regular August subcommittee meeting or at the first subcommittee meeting held when the position becomes open.

Requirements for this service position are no less than (1) year abstinence from all drugs, (1) year previous experience in Palm Coast Area H&I, a (1) year commitment, a strong NA message of recovery, and a working knowledge of the Twelve Steps and Twelve Traditions of NA, the Twelve Concepts of NA Service and the policy for PCA H&I.

C. MEETING COORDINATOR CONTINUED

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

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

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

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

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.

D. ALTERNATE MEETING COORDINATOR:

The Alternate Meeting Coordinator is elected annually, in August, by the subcommittee, at the regular August subcommittee meeting or at the first subcommittee meeting held when the position becomes open.

Requirements for this service position are no less than (1) year abstinence from all drugs, (1) year previous experience in Palm Coast Area H&I, (2) year commitment, a strong NA message of recovery, and a working knowledge of the Twelve Steps and Twelve Traditions of NA, the Twelve Concepts of NA Service, and the policy for PCA H&I.

E. SECRETARY

The Secretary of the H&I subcommittee is elected annually, in August, by the subcommittee, at the regular August subcommittee meeting or at the first subcommittee meeting held when the position becomes open.

Requirements for this service position are no less than (6) months abstinence from all drugs, (1) year commitment, and a working knowledge of the Twelve Steps and Twelve Traditions of NA, the Twelve Concepts of NA Service, and the policy for PCA H&I.

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

The Secretary will assist the Vice Chairperson in calling/contacting the acting Chairperson(s) for all current H&I meetings, each month, just prior to the subcommittee meeting. This is to maintain communication and inquire about the status of each meeting for the Meeting Coordinator's report and the Subcommittee's Meeting Calendar. Additionally, this will help to verify that contact numbers are correct and will remind subcommittee members of the date of the upcoming subcommittee meeting each month.

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.

F. LITERATURE CHAIRPERSON

The Literature Chairperson for the H&I subcommittee is elected annually, in August, by the subcommittee, at the regular August subcommittee meeting or at the first subcommittee meeting held when the position becomes open.

Requirements for this service position are no less than (1) year abstinence from all drugs, (3) months previous experience in the Palm Coast Area H&I, (1) year commitment, and a working knowledge of the Twelve Steps and Twelve Traditions of NA, the Twelve Concepts of NA Service, and the policy for PCA H&I.

The Literature Chairperson is responsible for compiling a report to include: the current inventory of Literature along with a monthly distribution of literature for the current month which is to be provided to the H&I 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 the budget for H&I.

The Literature Chair will be responsible for making available to the orientation leader, the orientation packet(s) which includes, but is not limited to, the H&I Guidelines handouts and World H&I Literature as follows: 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?," World Service Board of Trustee's Bulletin #17: "What is Addiction?," and the summarized version of our Twelve Concepts for NA Service.

G. H&I MEETING 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 are no less than (6) months abstinence from all drugs, (2) consecutive months previous involvement in Palm Coast Area H&I, (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, except for the required length of abstinence from all drugs which is no less than (1) year abstinence from all drugs. A particular facility may require longer periods of abstinence from all drugs.

Chairs and Co-Chairs are responsible for all aspects of their H&I meeting commitment(s) including making sure that the meeting(s) 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. All Chairs and Co-Chairs are requested to attend all H&I subcommittee meetings; this makes for better communication and awareness of the business that takes place in subcommittee meetings.

G. H&I MEETING CHAIRS/CO-CHAIRS CONTINUED:

If a Chair or Co-Chair is unable to attend the subcommittee meeting, he/she is required to contact the Chairperson, Vice Chairperson, Meeting Coordinator or Secretary, prior to the subcommittee meeting, to report on the status of their meeting.

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

III. H&I MEETING SPEAKERS

H&I Speakers should have abstinence from all drugs for no less than (6) months for non-lock-down facilities, and no less than (1) year for lock-down institutions, (A particular facility may require longer periods of abstinence from all drugs.) A strong NA message of recovery is essential for the H&I meeting speakers, as well as being actively involved in their own personal program of recovery.

IV. ORIENTATION

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

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

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

V. HOSPITALS AND INSTITUTIONS MONTHLY SUBCOMMITTEE MEETING ORDER OF BUSINESS:

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

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

CBDM will be instituted for other motions & business brought to the subcommittee.

VI. VOTING & ELECTIONS OF TRUSTED SERVANTS AND MEETING CHAIRPEOPLE

All motions brought before the subcommittee will require 75% of the vote by qualified members for Passage.

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

Any member of the Hospitals & Institutions Subcommittee wishing to be elected as a trusted servant and /or to co-chair an H&I meeting is required to 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 for at least (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 (1) year).
 - b. Failure to comply with H&I subcommittee guidelines, the Twelve Traditions of Narcotics Anonymous and/or 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

The H&I subcommittee will receive and adhere to the annual approved literature budget as provided by the PCASC. Additionally, in keeping with our commitment to the Seventh Tradition, this subcommittee will not accept contributions, regardless of the source, without prior approval from the groups of the PCA.

The H&I subcommittee will address and discuss all issues regarding the subcommittee's budget, annually, during the regular September subcommittee meeting. This will enable the subcommittee to provide the H&I Chairperson with the necessary material to present at the PCASC Budget meeting, which is held annually in October.

F. H&I LITERATURE INVENTORY

H&I is accountable for all literature in their possession and is responsible for keeping a record of their current inventory, which may consist of the following items in English and Spanish, and any additional NA literature, as needed and voted in by this subcommittee:

1. Basic Text (Soft Cover Only)
2. An Introductory Guide to NA
3. White Booklets (with & without staples for lock-down meetings.)
4. IP #7 Am I an Addict
5. IP #11 Sponsorship
6. IP #16 For the Newcomer
7. IP #22 Welcome to NA
8. IP #23 Staying Clean on the Outside
9. Laminated Reading Cards
10. H&I Meeting Lists

Soft Covered Basic Texts will be provided for distribution, when available, to Co-Chairs of H&I meetings held in Non-Profit Facilities/Organizations.

G. 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 should participate. Remember that our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Experience has taught us that we can avoid these problems if we follow these simple guidelines.