



**Stanislaus Valley Groups of NA
Hospitals & Institutions Subcommittee
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STANISLAUS VALLEY GROUPS OF NARCOTICS ANONYMOUS
HOSPITALS AND INSTITUTIONS
(H&I) SUBCOMMITTEE
GUIDELINES

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38 **Hospitals and Institutions Subcommittee**
39 **Guidelines for the Stanislaus Valley Groups of**
40 **Narcotics Anonymous**
41 **P.O. Box 578399**
42 **Modesto, CA 95354**
43 **(209) 526-1817 / 888.942.9922**
44

45 **I. DEFINITION:**

46 This committee known as Hospitals and Institutions (H&I) is a subcommittee of the
47 Stanislaus Valley Groups of Narcotics Anonymous (SVGNA) Area Service Committee
48 (ASC). All interested members of NA are encouraged to participate.
49

50 **II. PURPOSE:**

51 The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do
52 not have full access to regular Narcotics Anonymous meetings.
53 H&I meetings/presentations, except for those in longer term facilities, are intended to
54 simply introduce those attending to some of the basics of the NA program. This
55 subcommittee coordinates and communicates the service efforts of the H&I activities with
56 facility staff located within the set boundaries of this Area, ensuring the *Twelve Traditions*
57 *of NA* and the *Twelve Concepts for NA Service* are maintained while setting certain
58 standards for ourselves in all our service efforts.
59

60 **III. FUNCTIONS:**

- 61
- 62 A. To conduct a monthly business meeting independent of the ASC.
 - 63
 - 64 B. To make selected NA conference approved literature available to panel leaders for
65 distribution to facilities served, including local area meeting schedules.
66
 - 67 C. To coordinate meetings provided to Hospitals and Institutions,
68 Such as: jails, prisons, hospitals, mental health institutions, detox centers,
69 treatment facilities, and residential recovery houses.
70
 - 71 D. All H&I subcommittee meetings must consist of at least three (3) member to be
72 considered an H&I Subcommittee meeting, (including ad hoc and any special
73 meetings created by the H&I Subcommittee).
74
 - 75 E. To encourage all members to participate in Area, Regional, and NAWS service
76 learning days/workshops.
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79 **IV. STRUCTURE OF ELECTED OFFICERS:**

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81 The service board of officers shall consist of a Chairperson, Vice-Chairperson, Secretary,
82 Literature Person, Panel Coordinators and Panel Leaders. All officers are to be elected by
83 majority vote of the Committee at large, excluding the Chairperson, who is elected by the
84 ASC.
85

- 86 A. Any elected officer voted in by this H&I Subcommittee may be removed as per
87 Section VII during his/her office by two thirds (2/3) vote of the H&I
88 Subcommittee.
89
- 90 B. In the case of the resignation of any Committee member, excluding Panel
91 Leaders, the Vice-Chairperson shall automatically assume the vacated position is
92 filled.
93
- 94 C. Vacant positions shall be given first priority at the next H&I Subcommittee
95 meeting.
96

97 **V. VOTING PROCEDURE:**
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- 99 A. Voting membership is constituted by any NA member who has
100 attended for two consecutive Subcommittee meetings, voting on the third.
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- 102 B. Missing two consecutive Subcommittee meetings will constitute the
103 loss of voting privileges.
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- 105 C. Chairperson shall abstain from voting except in the case of a tie.
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- 107 D. All NA members are encouraged to participate in the discussion. Any
108 member may make a motion, but the motion must be seconded by a
109 voting participant present.
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- 111 E. All guideline revisions must be approved at the ASC. A (2/3) subcommittee
112 majority is need to make suggested revisions to the guidelines for presentation to
113 the ASC for consideration.
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- 115 F. A simple majority is accepted in matters of Subcommittee business.
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- 117 G. The current ASC Rules of Order will be used to conduct Subcommittee
118 meetings.
119
- 120 H. Any matter that cannot be resolved at this level shall be turned over to
121 our Area Service Committee for their input.
122

123 **VI. QUALIFICATIONS AND DUTIES:**
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125 It is suggested, that all elected members of the H&I Subcommittee have the willingness
126 and resources to do the job, and working knowledge of the *Twelve Steps of NA*, *Twelve*
127 *Traditions of NA*, and the *Twelve Concepts for NA Service* as well as attend regular H&I
128 Subcommittee meetings and as many local NA recovery meetings as possible.
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A. CHAIRPERSON:

1. Requirements:

- a. A minimum of two years uninterrupted clean time.
- b. A minimum of six months active participation at the H&I Subcommittee level.
- c. Regular attendance at monthly H&I Subcommittee meetings.
- d. One year term of service.

2. Duties:

- a. To prepare a written agenda and to facilitate the H&I Subcommittee meeting in an orderly fashion; ensuring that the *Twelve Traditions* and *Twelve Concepts for NA Services* are upheld.
- b. To prepare a semi-annual written Subcommittee budget forecast for submission to the ASC in February and August.
- c. Attend as many SVGNA, CMSRNA, and NA World Service Learning Days and Workshops as possible.
- d. Maintain a link of communication between SVGNA ASC and this Subcommittee with regular attendance at ASC meetings.
- e. Draft all correspondence to facilities served by this Subcommittee.
- f. To ensure that the monthly literature allotment is ordered and received at the SVGNA ASC meeting.
- g. To submit a monthly written report including literature inventory to this Subcommittee and to the SVGNA ASC.
- h. Review attendance log and notify absent members as required by Section VII. B. of these Guidelines.
- i. Single point of accountability for all facility entrance applications.

B. VICE-CHAIRPERSON:

1. Requirements:

- a. A minimum of one year uninterrupted time.
- b. A minimum of six months active participation with the H&I Subcommittee.
- c. Regular attendance at monthly H&I Subcommittee meetings.
- d. One year term of service.

2. Duties:

- a. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.
- b. In the absence of a Panel Coordinator for a facility, the Vice-Chairperson fulfills the duties as much as possible.
- c. Coordinates new panels and Ad-Hoc Committees if they exist.
- d. Maintains current written copies of facility guidelines, rules and regulations this Subcommittee serves, referenced in Section VI. F. 2. d.

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B. VICE-CHAIRPERSON 2. Duties (cont.):

- e. Serves as Parliamentarian of Subcommittee meetings.
- f. To submit a monthly report written to this Subcommittee.

C. Secretary:

1. **Requirements:**

- a. A minimum of one year uninterrupted clean time.
- b. A minimum of ninety days active participation with H&I.
- c. Regular attendance at monthly H&I Subcommittee meetings.
- d. One year term of service.

2. **Duties:**

- a. Record, copy, and distribute the minutes of monthly H&I Subcommittee meetings.
- b. Maintains and archives meeting-minutes, correspondence and copies of previous guidelines.
- c. Create and provide copy of monthly attendance log to Chairperson.
- d. Maintain an updated contact list of all H&I members.

D. LITERATURE PERSON:

1. **Requirements:**

- a. A minimum of one year uninterrupted clean time.
- b. A minimum of six months regular attendance and participation at the H&I Subcommittee level.
- c. Regular attendance at monthly H&I Subcommittee meetings.
- d. One year term of service.

2. **Duties:**

- a. To maintain and distribute SVGNA H&I Subcommittee approved NA literature and meeting directories per agreed upon quantities as determined by SVGNA H&I Subcommittee to panel leaders for facilities served.
- b. To prepare H&I Subcommittee literature order for monthly ASC meeting.
- c. To stamp all literature and meeting directories with the H&I Subcommittee's rubber stamp.
- d. To make a monthly oral inventory report to this H&I Subcommittee.
- e. To maintain and provide to Chair one copy of a monthly written literature inventory to track the distribution of literature.

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E. ALTERNATE LITERATURE PERSON:

1. Requirements:

- a. A minimum of six months uninterrupted clean time.
- b. A minimum of three months regular attendance and participation at the H&I Subcommittee level.
- c. Regular attendance at monthly H&I Subcommittee meetings.
- d. One year term of service.

2. Duties:

- a. Assist the Literature person in all duties
- b. Be willing to become Literature person if elected.
- c. Shall assume the responsibilities in the absence of the Literature Person.

F. Panel Coordinators:

1. Requirements:

- a. A minimum of one year uninterrupted clean time.
- b. A minimum of six months active participation at the H&I level.
- c. Regular attendance at monthly H&I Subcommittee meetings.
- d. One year term of service.

2. Duties:

- a. Shall maintain open line of communication between H&I Subcommittee and facility served. H&I Subcommittee member shall accompany if physical meeting is necessary with facility.
- b. Shall ensure that scheduled panel meetings are provided for facility which he/she is coordinator.
- c. Shall keep all Panel Leaders informed of the rules of the facility being served and any rule changes.
- d. Will provide each Panel Leader with facility guidelines, guest clearance list and facility contact list.
- e. Shall submit a written report to this H&I Subcommittee detailing any problems that may arise with facility served.

G. PANEL LEADERS:

1. Requirements:

- a. A minimum of six months uninterrupted clean time or as stated by facility guidelines.
- b. A minimum of two consecutive H&I Subcommittee meetings and two panel presentation meetings.
- c. Regular attendance at monthly H&I Subcommittee meetings.
- d. One year term of service.

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G. PANEL LEADERS: (cont.):

2. Duties:

- a. To be familiar with the H&I Subcommittee Guidelines and the facility rules and regulations.
- b. To be responsible for qualifying their guest speaker and reminding them of the facility rules and regulations.
- c. To select guest speakers who carry a positive NA message of recovery.
- d. Shall not take an H&I panel meeting into a facility without a guest speaker.
- e. Shall notify Panel Coordinator if unable to present panel meeting.
- f. Shall notify facility if Panel Coordinator is unable to present panel meeting
- g. Shall evaluate facility literature allotment to meet budgetary guidelines.

VII. REMOVAL FROM POSITION:

- A. Any member of this H&I Subcommittee is automatically disqualified from an elected position upon the loss of continuous clean time.
- B. Any member in an elected position that is absent from two consecutive H&I Subcommittee meetings will be contacted by the Chairperson. Upon the third absence the situation shall be reviewed by the H&I Subcommittee and the absent person may be removed from their elected position.
- C. Any voting member not conforming to the foregoing requirements, or to any others which might be hereafter added, or who refuses to abide by the rules and regulations of the institution being served, may be relieved of any H&I Subcommittee assignments previously granted, pending review of H&I Subcommittee.

VIII. GENERAL INFORMATION

- A. No member will involve himself / herself with any activity (professional) at any institution that this Subcommittee serves, to avoid possible conflict and resulting damage to the working ability and the privilege of this Subcommittee to carry the NA message of recovery inside the institution. For these same reasons, no member shall use any influence in any institutions, courts or hospitals, nor with any judge, doctor, probation or parole officer. Nor will he / she make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of recovery through working the *Twelve Steps* and the *Twelve Traditions of Narcotics Anonymous*. NA is a spiritual not a religious program. Narcotics Anonymous has no opinion on outside issues.
- B. Length of clean time requirement by each institution is to be rigidly upheld by all Panel Leaders and speakers.

- 331 C. NA case histories, life stories, and / or NA principles or NA general information
332 are to be the main topics of any H&I meeting conducted with all institutions
333 served by this subcommittee. All speakers and Panel Leaders must strictly comply
334 with this regulation, confining their talks solely to the NA message of recovery.
335
- 336 D. The use of vile, profane, or filthy stories is strictly prohibited by authorities of all
337 institutions served by this Subcommittee and requested by inmates and patients
338 themselves not to be used. All speakers and Panel Leaders must strictly comply
339 with this regulation.
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- 341 E. Nothing will be given to, or taken from an inmate or patient without institutional
342 approval, including messages.
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- 344 F. Panel Leaders shall be responsible for the conduct of any speakers taken into any
345 institution being served and must instruct said speakers in advance regarding the
346 rules and regulations of the institutions.
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- 348 G. To assist the purpose of SVGNA H&I in carrying the message of recovery, Panel
349 Leaders will present the staff of any institution with NA Approved Literature and
350 related information (NA flyers) stamped with the NA Help line number.
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355 Revised and Approved by SVGNA H&I Subcommittee
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358 Nanette U. 06/25/10
359 H&I Chairperson Date

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362 Reviewed and Approved by SVGNA ASC
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364 Cindy M. 10/31/10
365 SVGNA ASC Chair Date
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MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous