



PALM COAST AREA
HOSPITALS & INSTITUTIONS
POLICY GUIDELINES
ADOPTED NOVEMBER 2015



Hospitals and Institutions (H&I) Meeting Format

1. Open the meeting with a 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 for NA Service.
5. Open the floor to any NA member.
 - A. New members introduce themselves.
 - B. Any member who would like to speak regarding an H&I issue, etcetera.
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. Close with the Serenity Prayer.

Purpose

1. The PCA H&I 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.
2. Our first priority is to carry the message into facilities where the residents have no access to regular meetings.
3. 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.
4. The H&I subcommittee initiates and conducts NA meetings, distributes literature, and orients new subcommittee members.

Subcommittee Trusted Servants Positions

H&I CHAIRPERSON QUALIFICATIONS AND RESPONSIBILITIES

1. The H&I chairperson is elected by the GSRs of the area service committee as outlined in the ASC Policy.
2. Required qualifications for this service position are:
 - A. Two years abstinence from all drugs.
 - B. One-year previous experience in PCA H&I.
 - C. A one-year commitment.
 - D. A strong NA message of recovery.
 - E. Working knowledge of the Twelve Steps and Twelve Traditions of NA, and the Twelve Concepts for NA Service.
3. The H&I chairperson must attend all H&I subcommittee and PCASC meetings,
4. The H&I chairperson must attend at least two FRSC fellowship development meetings during the year.
5. The H&I chairperson acts as a line of communication between the H&I subcommittee, the PCASC, and the Florida RSC.

- 1 6. The H&I chairperson is responsible for maintaining a line of communication between the subcommittee
2 and the individual institutions. The meeting coordinator or individual cochaIRS of the meetings can handle
3 this communication. The chairperson is responsible to ensure that the meeting cochaIRS comply with
4 subcommittee and PCASC Policy, as well as rules and regulations of the meeting facilities.
- 5 7. It is the responsibility of the chairperson to convey new meeting requests made by facilities to the meeting
6 coordinator.
- 7 8. The H&I chairperson will also learn all of the responsibilities/duties of the meeting coordinator so that
8 he/she is able to assume those duties if the need arises.
- 9 9. It is the responsibility of the chairperson, vice chairperson and meeting coordinator to ensure that all
10 scheduled H&I meetings are covered.
- 11 10. It is suggested that the chairperson, vice chairperson, meeting coordinator and secretary of H&I have
12 personal schedules that allow them to be available in the evening hours for communication and coverage
13 of meetings as needed.
- 14 11. The H&I chairperson must be aware of all matters affecting H&I in the PCA.

15 ***H&I VICE CHAIRPERSON QUALIFICATIONS AND RESPONSIBILITIES***

- 16 1. The H&I vice chairperson is elected annually in August by the subcommittee or at the subcommittee's first
17 meeting once the position is open.
- 18 2. Required qualifications for this service position are:
 - 19 A. One-year abstinence from all drugs.
 - 20 B. Six months previous experience in the PCA H&I.
 - 21 C. A two-year commitment (1st year as vice chairperson, 2nd year as chairperson if elected by
22 PCASC).
 - 23 D. A strong NA message of recovery.
 - 24 E. A working knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts
25 for NA Service.
- 26 3. The H&I vice chair works with the chairperson to maintain smooth operation of the subcommittee.
- 27 4. The H&I vice chair should attend all meetings of the PCA H&I subcommittee. It is suggested that the vice
28 chair attend as many PCASC meetings as possible and at least two FRSC fellowship development
29 meetings per year.
- 30 5. The H&I vice chair is to assume the responsibility of any of the subcommittee's elected administrative
31 positions, including chairperson, should those elected become unable to fulfill their responsibilities.
- 32 6. The H&I vice chairperson will also learn all of the responsibilities/duties of the meeting coordinator so that
33 he/she is able to assume those duties if the need arises.
- 34 7. It is the responsibility of the chairperson, vice chairperson and meeting coordinator to ensure that all
35 scheduled H&I meetings are covered.
- 36 8. The H&I vice chair will assist the secretary in calling the meeting chairpersons each month, just prior to
37 the subcommittee meeting. This is to maintain communication and inquire about the status of each
38 meeting for the meeting coordinator's report and the subcommittee's meeting calendar. Additionally, this
39 will help to make sure contact numbers are correct and will remind committee members of the
40 subcommittee meeting each month.
- 41 9. It is suggested that the chairperson, vice chairperson, meeting coordinator, and secretary of H&I have
42 personal schedules that allow them to be available in the evening hours for communication and coverage
43 of meetings as needed.

1 **MEETING COORDINATOR QUALIFICATION AND RESPONSIBILITIES**

- 2 1. The meeting coordinator is elected annually in August, or by the subcommittee at the subcommittee's first
3 meeting once the position is open.
- 4 2. Required qualifications for this service position are:
5 A. Two years abstinence from all drugs.
6 B. One-year previous experience in PCA H&I.
7 C. A one-year commitment.
8 D. A strong NA message of recovery.
9 E. Working knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts
10 for NA Service.
- 11 3. The meeting coordinator is responsible for maintaining a record of all meetings including:
12 A. Address and phone number of each facility and name of its contact person.
13 B. Rules and regulations of the facility whenever possible.
14 C. Name and phone number (and address for lock down meetings) of meeting cochairs.
- 15 4. The meeting coordinator contacts any new institution expressing an interest in an H&I meeting being held
16 in their facility. He/she maintains a contact list of such institutions, keeping the lines of communication
17 open.
- 18 5. The meeting coordinator may work with the public relations subcommittee as necessary.
- 19 6. It is suggested that the chairperson, vice chairperson, meeting coordinator and secretary of H&I have
20 personal schedules that allow them to be available in the evening hours for communication and coverage
21 of meetings as needed.

22 **ALTERNATE MEETING COORDINATOR QUALIFICATIONS AND RESPONSIBILITIES**

- 23 1. The alternate meeting coordinator (AMC) is elected annually, in August, or by the subcommittee at the
24 subcommittee's first meeting once the position is open.
- 25 2. Required qualifications for this position are:
26 A. One-year abstinence from all drugs.
27 B. One-year previous experience in PCA H&I.
28 C. A two year commitment.
29 D. A strong NA message of recovery.
30 E. Working knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts
31 for NA Service.
- 32 3. The AMC works with the Meeting coordinator to learn the duties, procedures and responsibilities of the
33 MC's position.
- 34 4. The AMC would assume the MC's duties and responsibilities should the MC become unavailable or is
35 otherwise unable to fulfill this commitment.
- 36 5. It is suggested that the Chairperson, Vice Chairperson, Meeting coordinator, Alternate meeting
37 coordinator and Secretary of H&I have personal schedules that allow them to be available in the evening
38 hours for communication and coverage of meetings as needed.

39 **SECRETARY QUALIFICATIONS AND RESPONSIBILITIES**

- 40 1. The secretary of the H&I subcommittee is elected annually in August, or by the subcommittee at the
41 subcommittee's first meeting once the position is open.
- 42 2. Required qualifications for this service position are:
43 A. Six-month abstinence from all drugs.
44 B. A one-year commitment.

- 1 C. Working knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts
2 for NA Service.
- 3 3. The secretary keeps an accurate set of minutes of all subcommittee meetings.
- 4 4. The secretary will assist the vice chair in calling the meeting chairpersons each month, just prior to the
5 subcommittee meeting. This is to maintain communication and inquire about the status of each meeting
6 for the meeting coordinator's report and the subcommittee's meeting calendar. Additionally, this will help
7 to make sure contact numbers are correct and will remind committee members of the subcommittee
8 meeting each month.
- 9 5. It is suggested that the chairperson, vice chairperson, meeting coordinator and secretary of H&I have
10 personal schedules that allow them to be available in the evening hours for communication and coverage
11 of meetings as needed.

12 **H&I LITERATURE CHAIRPERSON QUALIFICATIONS AND RESPONSIBILITIES**

- 13 1. The literature chairperson of the H&I subcommittee is elected annually in August, or by the subcommittee
14 at the subcommittee's first meeting once the position is open.
- 15 2. Required qualifications for this service position are:
 - 16 A. Six months abstinence from all drugs.
 - 17 B. Three months previous experience in the PCA H&I.
 - 18 C. A one-year commitment, and a working knowledge of the Twelve Steps and Twelve traditions of
19 NA, and the Twelve Concepts for NA Service.
- 20 3. The literature chairperson is responsible for compiling a report of all distribution of literature to be given to
21 the chairperson at the subcommittee meeting prior to the ASC monthly meeting.
- 22 4. Literature will be distributed at regularly scheduled subcommittee meetings only, unless other
23 arrangements are made by meeting cochaIRS. The literature chair will maintain an adequate surplus of
24 material per budget for H&I.
- 25 5. The literature chair will be responsible for making available to the orientation leader, a sufficient supply of
26 referencing [H&I guidelines](#), handouts, and NAWS (NA World Services) H&I literature. This will include,
27 but is not limited to, the H&I subcommittee's current policy, [H&I "Dos and Don'ts"](#), [H&I Service Bulletin #2:](#)
28 ["Who is Best Suited to Carry the Message in an H&I Setting?"](#) and [World Service Board of Trustee's](#)
29 [Bulletin #17: "What is Addiction?"](#)

30 **H&I CHAIRS/COCHAIRS QUALIFICATIONS AND RESPONSIBILITIES**

- 31 1. The cochaIRS are elected by the H&I subcommittee as a position becomes open. It is suggested that two
32 cochaIRS be chosen for each meeting.
- 33 2. Requirements for this service position for non-lock-down facilities are:
 - 34 A. Six months abstinence from all drugs
 - 35 B. Two months previous involvement in PCA H&I
 - 36 C. A one-year commitment
 - 37 D. A strong message of NA recovery
 - 38 E. Working knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts
39 for NA Service.
- 40 3. Requirements for lock-down institutions are identical to non-lock-down with the exception that a one-year
41 abstinence from all drugs is required. A particular facility may require more clean time.
- 42 4. Chairs and cochaIRS are responsible for all aspects of the meetings, including making sure that the
43 meeting begins and ends on time, selecting speakers, and bringing in the literature.

- 1 5. They are also responsible for seeing that NA speakers are aware of the PCA H&I policy, WSC H&I
2 suggested [guidelines](#), and the rules and regulations for each institution insofar as they do not interfere
3 with carrying an NA message or with our policies or guidelines.
- 4 6. All chairs and cochairs are requested to attend all H&I subcommittee meetings for better communication.
5 If a chair or cochair is unable to attend the subcommittee meeting, he/she is required to contact the
6 chairperson, vice chair, meeting coordinator, alternate meeting coordinator or secretary, prior to the
7 subcommittee meeting, to report the status of their meeting, and to make arrangements with the
8 Literature chairperson to obtain literature for their meeting.
- 9 7. If for any reason a chair or cochair is unable to make it to their facility meeting they are required to contact
10 the H&I subcommittee chairperson or the meeting coordinator. This will enable them to arrange for
11 someone else to cover the meeting, or to contact the facility to let them know that we are unable to bring
12 in that particular meeting.
- 13 8. The only person from H&I to attend an H&I meeting in any facility are the chairperson and a speaker.

14 ***SPEAKERS QUALIFICATIONS AND RESPONSIBILITIES***

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

19 ***ORIENTATION QUALIFICATIONS AND RESPONSIBILITIES***

- 20 1. H&I orientation is to be held during every regularly scheduled subcommittee meeting as needed for new
21 members.
- 22 2. The H&I subcommittee chairperson will appoint the orientation leader.
- 23 3. An appointed leader will summarize the orientation handouts. This will be followed by a discussion period
24 for any questions or concerns about the handouts. New members will be responsible for reading the
25 handouts in their entirety.

26 **Hospital and Institutions Monthly Subcommittee Meeting Order of Business**

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

- 29 1. Robert's Rules of Order will be used for acceptance of trusted servants' monthly reports and elections of
30 trusted servants and meeting chairpersons.
- 31 2. CBDM will be instituted for other motions and business brought to the subcommittee.

32 **Voting and Elections of Trusted Servants and Meeting Chairpersons**

- 33 1. All motions brought before the subcommittee will require 75% of the vote by qualified members for
34 passage.
- 35 2. Any member of Narcotics Anonymous who attends the H&I subcommittee meeting for at least two
36 consecutive months with an interest in participating in H&I will be considered a qualified voting member of
37 the subcommittee.
- 38 3. Any member of the H&I subcommittee wishing to be elected as a trusted servant and/or to cochair an H&I
39 meeting must be present at the subcommittee meeting when he/she is to be nominated, elected, and/or
40 voted into any position.

Additional Guidelines

1. Policy changes
 - A. All policy changes will be tabled over to the next regularly scheduled H&I subcommittee meeting.
 - B. All policy changes will require 75% of qualified voting members present.
2. Resignation
 - A. Resignation of any cochair should be brought to the attention of the H&I subcommittee chair and/or the meeting coordinator at least one month, prior to that final meeting.
3. Involuntary removal of chairs/cochairs
 - A. Requires 75% vote of qualified voting members present.
 - B. Grounds for impeachment include:
 - a. Relapse (includes ban from returning to same Institution for one year).
 - b. Failure to comply with H&I subcommittee guidelines, the Twelve Traditions of NA and the Twelve Concepts for NA Service.
4. New Facility Meetings
 - A. New facility meetings will require a 75% vote of qualified voting members present to become a PCA H&I meeting.

Budget/Contributions

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

From WSC H&I Guidelines

1. 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 popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of NA Experience has taught us that we can avoid these problems if we follow this simple guideline.
2. This guideline should be adhered to unless it denies a meeting to take place; then and only then will a person of the opposite sex carry a meeting into the facility.

H&I Literature Inventory

1. H&I's literature inventory will consist of the following items:
 - A. Basic Text (soft cover only)
 - B. White Booklet
 - C. IP #22 Welcome to NA
 - D. IP #16 For the Newcomer
 - E. IP #23 Staying Clean on the Outside
 - F. Reading Cards
 - G. H&I Meeting Lists
 - H. Behind the Walls Booklet EN1601
2. Basic texts will be provided to cochairs of H&I meetings held at non-profit facilities/organizations when available.
3. The amount of literature in H&I's inventory is contingent upon the annual budget as provided by the PCASC.