



ESPERANZA AREA H&I SUBCOMMITTEE GUIDELINES

1. DEFINITION AND PURPOSE

The Esperanza Area of Narcotics Anonymous Hospitals and Institutions Subcommittee is a group of members from the fellowship of Narcotics Anonymous who believe in the concept: “To assure that no addict seeking recovery need die without having had a chance to find a better way of life. From this day forward, may we provide the services so that addicts who are in hospitals and institutions can hear the Narcotics Anonymous message of hope.”

This concept should always be our primary purpose so that when an addict who is housed in a hospital or institution and has limited or no access to an outside meeting, reaches out for recovery, Narcotics Anonymous will be there.

This subcommittee is accountable to the Esperanza Area of Narcotics Anonymous.

Since Narcotics Anonymous is a program of attraction rather than promotion, this H&I subcommittee carries a meeting/presentation to an institution at the invitation of the administration.

Members of this subcommittee cannot speak for Narcotics Anonymous as a whole at an H&I meeting/presentation. We speak only for ourselves and share our experience, strength and hope.

However, each member must be cautioned to act responsibly, relative to the requirements of the institution and the Twelve Traditions of Narcotics Anonymous.

2. FUNCTIONS

The functions of the H&I subcommittee are:

1. To communicate information and to dispose literature to all institutions we serve through the panel representatives.
2. To conduct meeting/presentations at hospitals and institutions in formats recommended in the Narcotics Anonymous Hospitals and Institutions Handbook.
3. To conduct a monthly business meeting in accordance with these guidelines.

BUSINESS MEETING FORMAT

- A. Moment of silence
- B. Service prayer
- C. Twelve Traditions
- D. Twelve Concepts
- E. Roll Call
- F. Read and approve the Minutes of the previous meeting
- G. Report of budget expenditures including literature disbursements
- H. Panel Leader Reports
- I. Old Business

- J. Elect Officers (if appropriate)
- K. New Business
- L. Close Meeting

- 4. To be the primary contact within these guidelines between the facilities we serve and the fellowship as a whole.
- 5. To provide an H&I subcommittee representative at the Group, Area and Regional levels. To hold H&I Workshops on a regular basis.

3. VOTING ELIGIBILITY

- 1. Voting members are the Vice-chair, Secretary and regular subcommittee members who have attended two (2) consecutive H&I subcommittee meetings, who are present at the current subcommittee meeting, and have established their voting status by registering themselves and being recognized by the Secretary for purposes of establishing quorum.
- 2. Quorum will be set at 50% plus one (1) of eligible voting members. (See Section 3. 1.). Voting will consist of one person, one vote. Where no quorum is met after Roll Call, business will consist only of reading of the minutes and Panel Leader reports. No motions, nominations, elections nor New Business will be conducted.

4. GENERAL INFORMATION

- 1. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse but may again become eligible when the panel member meets clean time requirements as set forth in these guidelines. Clean time requirements for the purpose of this H&I subcommittee shall be defined as complete abstinence from all drugs.
- 2. Any member not conforming to these guidelines or any others which might be added later, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I subcommittee assignments.
- 3. No Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly facilitated by the H&I subcommittee or its delegated panel leader. This appointment must be acceptable by the facility being served.
- 4. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict interest and the resulting damage to:
 - (a) the inmate or patient inside or
 - (b) the working ability and privilege of the subcommittee to carry the message inside the facility.For these same reasons, no H&I member will interfere with or use influence in any facility, court, hospital, nor with any judge, doctor, and probation or parole officer. Furthermore, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course these members may participate on panels doing service work in other facilities.
- 5. Length of clean time required by each facility is to be rigidly upheld by all H&I panel leaders.
- 6. Excessive use of profanity or the use of vulgar stories is strictly prohibited by the authorities of all facilities and strongly discouraged by this H&I subcommittee.

7. Any member of the H&I subcommittee on parole or probation will only be allowed to participate in or attend an H&I meeting/presentation in any facility with the express clearance of the authorities of the facility and the approval of their parole or probation officer.

8. H&I panel members shall be responsible for their conduct in any facility and they shall take responsibility to familiarize themselves with the rules and regulations of the facility being served.

9. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will have full knowledge of their responsibilities in connection with their individual commitments.

10. The H&I subcommittee exists to share the Narcotics Anonymous message, our experience, strength and hope. Panel members should encourage residents to participate in our meeting/presentation by reading materials as well as through sharing. A personal contact should be established with any resident upon their release.

11. H&I Orientation allows NA members that are inexperienced with H&I service work to become familiar with the H&I Subcommittee Guidelines and the "Do's & Don'ts".

12. Any EANA H&I member orientated but not actively participating as a panel member within the past year **MUST BE RE-ORIENTATED**.

13. Panel members or any participant must notify panel leader prior to going to facility for an H&I presentation.

Orientation is a requirement for all volunteers before participating as a panel member.

5. ELECTED OFFICERS / RESIGNATION

Elected officers shall consist of a chairperson, vice-chairperson and secretary. All officers are to be elected by a majority vote of the H&I subcommittee, except for the chairperson, who is elected by the Esperanza Area of Narcotics Anonymous.

During elections, in the case of more than two (2) nominations for any office, a second run-off ballot shall be taken of the top two (2) names.

All officers are elected for a term of one (1) year and will be eligible for re-election for a second term of one (1) year, followed by two (2) years of ineligibility.

Any subcommittee officer, except for the chairperson, may be removed from office by a majority vote of the H&I subcommittee.

In the case of resignation of the chairperson, the vice-chairperson shall automatically assume the position of chairperson until the Esperanza Area is able to elect a new chairperson.

In the event of resignation of the secretary, the position shall be held open for a period of one (1) month or until a willing member from the Fellowship is found to serve in the position.

6. QUALIFICATIONS OF TRUSTED SERVANTS

1. Chairperson

Requires one (1) year of continuous clean time, plus a minimum of six (6) months involvement in H&I service work. Chairperson is elected by the EANA.

A. Prepares the monthly H&I subcommittee agenda.

B. Carries out Guidelines for the H&I subcommittee.

C. Represents the H&I subcommittee at the EANA.

D. Attends the Regional H&I subcommittee meeting.

- E. Appoints special subcommittee members when required.
- F. Meets with administrators of facilities in the interest of harmony or in order to establish new panels.

2. Vice chairperson

Voted in by the H&I subcommittee for a one (1) year commitment. One (1) year clean time requirement with a minimum of six (6) months H&I involvement.

- A. In the absence of the chairperson, assumes all responsibilities normally carried out by the chairperson.
- B. Coordinates the services of all H&I panels under the direction of the chairperson
- C. Works closely with other elected trusted servants of this subcommittee in any capacity or situation.
- D. May at any time visit any facility served by this subcommittee including offering assistance to panel leaders and panel members.
- E. Orientation for new volunteers is conducted by the Vice Chairperson on a Subcommittee Sunday @ 1pm. Each new volunteer is given a copy of the EANA H&I Guidelines, the Do's and Don'ts, a Sample Presentation/meeting format and a list of the facilities we serve. Collects each new volunteer's contact information including an email address if possible and turns in this information to the H&I secretary to be added to the H&I webmail address book.

3. Secretary

The requirements for this position includes at least one (1) year continuous clean time.

- A. Takes minutes of all H&I subcommittee meetings.
- B. Prints fifteen (15) copies of these minutes at the FedEx H&I account to include the monthly H&I subcommittee agenda prepared by the H&I chair and makes these minutes available to H&I members of this subcommittee on Subcommittee Sunday. Minutes and agenda are to be sent out to all H&I members (Active & Inactive) that are listed in the H&I webmail address book no later than ten (10) days after the H&I subcommittee has met.
- C. Keeps records of all H&I subcommittee members (Active & Inactive), including email addresses and phone numbers.
- D. Keeps records of all hospital, institutional and recovery house guidelines, rules and regulations (if any), to include a brief description of the facility and address, presentation time, day(s) of the week, Men, Women, Co-Ed, Juvenile, panel leader and contact number.
- E. Keeps a current roster of monthly attendance and members' current voting status.
- F. Maintain copies of the EANA H&I Guidelines, Do's & Don'ts, Sample Presentation/Meeting Format and a current list of the facilities we serve.

4. Panel Leader

Requires at least six (6) months continuous clean time, experience as a panel member and a willingness to be of service. Elected by the H&I subcommittee and may require clearance by the facility we serve.

A. Regular attendance at H&I subcommittee meetings.

1. Panel leader who misses two (2) consecutive H&I subcommittee meetings and does not submit a report to the secretary will be replaced as panel leader.

B. Be familiar with the H&I subcommittee and facility rules and regulations.

C. Reminds the panel members of the H&I subcommittee and facility rules and regulations.

D. Ensures that NA literature is available and that the meeting/presentation is conducted in a timely manner.

E. Will include in their report to the H&I subcommittee each panel member who is facilitating their meeting/presentation and which week of the month also.

5. Panel Member

Shall be invited by the panel leader to participate and share her/his experience, strength and hope. Three (3) months clean time to sit in a meeting/presentation. Six (6) months clean time to share her/his experience, strength and hope. Clean time and clearance at some facilities may be required.

A. Will adhere and abide to the rules and regulations of the facility that is being served, keeping in mind that we are, in fact, are guests of that facility.

B. Need always keep in mind that we may be viewed as a representative of Narcotics Anonymous and may we conduct ourselves responsibly, keeping in mind the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.

6. REGARDING ALL-MALE AND/OR ALL-FEMALE FACILITIES

We recognize that our primary purpose is to carry the message to other addicts. For this reason, we do not dictate who goes into what facility. We leave that up to the discretion of the facility.

For our purposes, any NA member involved in H&I service who meets the clean time requirements and has gone through Orientation at an H&I Subcommittee Orientation session is cleared to go into any facility where we have an H&I commitment and the facility allows women to go into an all-men unit and men to go into an all-female unit. However, there may be an additional background checks, orientation or training required by the facility.

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