

***GREATER LOS ANGELES AREA OF NARCOTICS ANONYMOUS
HOSPITALS AND INSTITUTIONS COMMITTEE GUIDELINES***

1. DEFINITION AND PURPOSE

The H & I subcommittee of the GLA Area is a group of recovering addicts 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" and from this day forward may we provide the necessary services.

2. FUNCTIONS OF THE H & I COMMITTEE

1. Communicate information and to distribute literature to institutions through panel representatives
2. Conduct a monthly business meeting
3. Provide a GLAAH & I representative at the Area/Regional levels and the Executive Body Meeting
4. Form a GLAA ADHOC Committee that will host two (2) marathons a year. One to be held during Memorial Day and the other during the holiday season in December.

*An ADHOC committee will be formed from members of Narcotic Anonymous to plan the marathon. It is the H & I Vice-Chair responsibility to Chair the ADHOC. This committee dissolves after the marathon ends.

3. STRUCTURE OF ELECTED OFFICERS

- A service board shall consist of a Chair, Vice-Chair, Secretary and a Literature Person. All officers are to be elected by a majority of vote of the committee at large for a term of one (1) year. With the exception to the Chair, this is voted in by the Area Service Committee.
- Eligible voters include: Panel Chair, Panel Leaders and Officers. The Chairperson will vote only in the case of a tie. Members may vote after they attend two consecutive H & I meetings. Any committee officer or member may be removed by a majority vote, if he or she uses, or if they miss two (2) consecutive H & I meetings.

- In the event the Chair resigns, the Vice-Chair shall assume the position of the Chairperson in the interim of that position until the next ASC meeting. If the Vice-Chair cannot or will not assume the position, a special election will be held. In the event of resignation of the Vice-Chair, Secretary or the Literature Chair, the position shall be held in abeyance for a period of one (1) month, at which time an election will be held.

4. QUALIFICATIONS AND DUTIES OF OFFICERS

- A. CHAIRPERSON:** Three years clean time and a minimum of eighteen months (18) activity in H & I. Responsibilities include:

1. The Chair will be responsible for all panels serviced by the Greater Los Angeles Area H & I Committee
2. Attend the Regional H & I Committee and ASC monthly meetings
3. Attend the Subcommittee chair/Executive body meeting or send a representative

- B. VICE-CHAIRPERSON:** Two (2) years clean time and a minimum of One (1) year activity in H & I. Responsibilities include:

1. Assume the responsibility of the Chairperson in the event of his/her absence (i.e. the ASC meeting, Executive Body/Subcommittee Chair meeting).
2. Help Coordinate new panels and keep records for all committee members, including addresses and phone numbers
3. Chair all ADHOC meetings
4. Report to all Regional H & I meetings and report to the sub-committee as needed
5. To oversee all marathons monies and to retain a D.J. for such functions if necessary
6. After each marathon, to compile a list of current inventory being put into the Area's storage

C. **SECRETARY:** One (1) year clean time and a minimum of Six (6) months activity in H & I. Responsibilities include:

1. Keep records, copy and distribute minutes at all meetings
2. Keep all H & I and Recovery Homes guidelines, rules and regulations
3. Keep record of all committee members in attendance (i.e. Panel List and H & I guidelines)
4. Keep an updated voluntary list of members who would like to speak on panels

D. **ALTERNATE SECRETARY:** One (1) year clean time and six (6) months activity in H & I. Responsibilities include:

1. Fulfill secretary duties when he/she is absent
2. Fulfill secretary duties for the ADHOC committee meeting for the Memorial Day and Holiday marathons

E. **LITERATURE CHAIRPERSON:** One (1) year clean time and a minimum Six (6) months activity in H & I. Responsibilities include:

1. Purchase and distribute conference approved literature
2. Conduct regular audits to ensure that the literature outlays are reasonable and accounted for
3. Purchase and distribute Regional/Area directories monthly

F. **PANEL CHAIRPERSON:** Suggested One (1) year clean time and Six (6) months activity in H & I. Responsibilities include:

1. Attend regular H & I committee meetings
2. Responsible and overall direction of his/her panel
3. Coordinate Panel(s)
 - a. Instructing panel members on institutional requirements, regulations and general rules covering institutional meetings (include a copy of the do's and don'ts)
 - b. Call each panel leader ahead of his/her meeting as a reminder

- c. Report to the H & I committee any problems with institutional meetings (i.e. attendance, cancellation and termination of the panel(s).
4. Panel Chairperson and his/her panel leader shall call upon the H & I committee membership for any necessary assistance
5. Failure to attend two (2) consecutive H & I subcommittee meetings by any chair person can result in removal from his/her panel chair position which will be at the discretion of the H & I subcommittee after reviewing the circumstances.

G. PANEL LEADER: Suggested Six (6) months clean time and a willingness to be of service. He/She shall be qualified and assigned by the H & I committee and must be cleared by the institution whenever necessary. Panel Leaders are required to:

1. Attend regular H & I committee meetings
2. Be familiar with H & I committee guidelines and institutional rules
3. Be responsible for qualifying their guest speakers, reminding them of the institutions rules and simple rules of conduct.
4. If Panel Leader is unable to attend panel meetings assigned to them, they are required to make arrangements for a substitute through the Panel Chairperson. Failure to do so or failure to attend Two (2) panel meetings in succession makes possible removal from the panel at the discretion of the H & I committee after reviewing the circumstances.

GENERAL INFORMATION

1. Any member of the H & I committee is automatically disqualified from further H & I participation upon release. However, can become eligible when he/she can conform to the requirement herein set forth. Being clean for the purpose of this H and I committee shall be constructed as "Freedom from the use of any narcotic drug including alcohol and any other mind altering drugs".
2. Any member not forming to the foregoing requirements or to any others might be hereinafter added, refuse to abide by the rules and regulations of the institution being served, shall automatically be relieved of any H & I committee assignments previously granted.
3. No Narcotics Anonymous meeting regularly conducted under the auspices of this committee shall be held in any institution, except under the direct supervision of a

regularly delegated Panel Leader specifically appointed by this committee. He/She must also be accepted by the authorities of the institution being served.

4. No Panel Leader will involve him/herself with any other activity at the institution that this committee serves, to avoid possible conflict and the resulting damage to:
 - a. The inmate or patient on the inside
 - b. The working ability and the privileges of the committee to carry the message inside the institution, court, hospital or any Judge, Doctor, Probation and 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 Narcotics Anonymous and recovery through SPIRITUAL HELP.
5. Length of clean time required by each institution is to be rigidly upheld by the Panel Chairperson, Panel Leaders and Panel Speakers
6. Narcotic Anonymous case histories, life stories and/or principals of Narcotics Anonymous general information are to be the main topic of any Narcotics Anonymous meeting conducted within all institutions served by his committee. All speakers and Panel Leaders must strictly comply with the regulation, confining their talks solely to NARCOTICS ANONYMOUS.
7. Excessive use of vile, profane or filthy stories is prohibited by the authorities of all institutions and by this committee. All speakers and Panel Leaders must strictly comply with this regulation.
8. Nothing will be given or taken from an inmate including messages.
9. A member of Narcotics Anonymous ON PAROLE WILL BE ALLOWED TO PARTICIPATE IN OR ATTEND AN Narcotics Anonymous meeting in any institution being served by this committee with the express clearance by the probation or parole office or authorities of the institution and must be notified when requested.
10. Panel Leaders shall be responsible for the conduct of any speaker taken into any institution, and they shall instruct said speakers in advance regarding the regulations of the institution being served.
11. Printed instructions which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate institution shall be furnished by this committee to each Panel Leader, so that he/she will be in full knowledge of his/her responsibilities in connection with their individual assignments.

12. Failure to comply with the foregoing regulations shall be sufficient grounds for review of the suitability of a Panel Leader or Chairperson.
13. It is further suggested that to assist the purpose of Narcotics Anonymous in carrying the message, the Panel Leaders present the staff on any institution with Narcotics Anonymous hotline telephone number.
14. It is suggested that all H & I members have a working knowledge of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.
15. The purpose of the H & I committee and individual panels is to share their experience, strength and hope of Narcotics Anonymous message. It is hoped that Panel Leaders try to get the inmates, patients, and residents of any facility visited involves with the Narcotics Anonymous meetings through reading, sharing ect., and that personal contact be established with any inmate, patient or resident upon their release. However, it is up to the Panel Chairperson discretion whether said panel is open or closed, ie., to loved ones and/or friends in attendance.
16. No business can be conducted or voted upon without two thirds (2/30 vote or members present or group conscious. These guidelines are suggested only, we leave the final decision to a Higher Authority who is a **“LOVING GOD AS WE UNDERSTAND HIM”**.
17. Failure to attend two consecutive H & I committee meetings by any panel chairperson or panel leader makes for possible removal from the panel at the discretion of the H & I subcommittee after reviewing the circumstances.