

Northern California Region of Narcotics Anonymous Hospitals & Institutions Subcommittee Guidelines

*Updated 01/13/07
Proposed changes.*

I. Boundaries shall consist of the Areas in Northern California as follows:

Alameda County Tri-Area (consisting of East Bay Central, East Bay North and Mission Peak), American River, Contra Costa, Greater San Jose, Humboldt/Del Norte, Lake, Mendocino, Marin, Monterey, 916 North, Napa/Solano, Peninsula, River Cities, San Francisco, Santa Cruz, Shasta, Sierra Foothills, and Sonoma.

II. Purpose:

Our Purpose is to further the efforts of the individual Area H&I sub-committees in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. We recognize our responsibility to support and facilitate the growth of the H&I effort in Northern California Region.

III. Responsibility:

- A. To hold regular bimonthly meetings (in the odd numbered months) of the year.
- B. To Communicate information between the Area H&I Sub-committee, the P.R. Sharing Forum and the Northern California Regional Service Committee (NCRSC) on a timely basis.
- C. To provide a forum for Area sub-committees to share experience with one another. To help to support the literature needs of the Area H&I meetings within the allotted budget.
- D. To prepare and submit budget reports annually to NCRSC reflecting this committee's literature needs and operational expenses.
- E. To maintain and update a list of all facilities served by Area H&I sub-committees.
- F. To maintain and update a phone list of all Area H&I Representatives to the Northern California Regional H&I sub-committees

IV. Functions:

- A. To be the single point of communication between the Northern California Region, it's Areas and the California Department of Corrections.
- B. To host and present workshops and Learning Days on an as needed basis in cooperation with the Regional P.R. Sharing Forum.
- C. To cooperate with the Regional P.R. Sharing Forum.
- D. To maintain a cooperative work group for planning the H&I and P.R. workshops and P.R. booth at the annual Northern California Convention of Narcotics Anonymous.

V. Participants:

Interested members of the fellowship, Area H&I representatives or alternates, the Regional Administration Representative, the P.R. coordinators, the H&I Chair, the H&I Vice-Chair, and the H&I Secretary.

- A. All interested members of the NA fellowship are welcome to attend the meeting.
- B. Area Representatives
 - 1. Serves as the two-way channel for communications between the Area H&I and Regional H&I sub-committees.
 - 2. Shall make bimonthly oral and written reports to the NCRSC H&I subcommittee (if an Area is not represented a report should be mailed or called in to the H&I Secretary).
 - 3. Shall be a voting member of the Regional H&I subcommittee.

Requirements and duties of sub-committee officers

C. H&I Chair

1. H&I Chair Requirements:

- a. Shall be an active member of NA.
- b. Three years clean time.
- c. Previous experience at Area or Regional H&I.
- d. At least one year as an Area or Regional committee officer.
- e. Shall have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
- f. Shall be confirmed by the NCRSC.

2. H&I Chair Duties:

- a. Shall provide a meeting agenda.
- b. Shall preside over the regular meeting in accordance with the 12 Traditions.
- c. Shall create Ad Hoc committees when required.
- d. Shall maintain a link of communication with World Services through the Regional Delegate.
- e. Shall actively participate in Northern California Regional and Area H&I committee meetings, Workshops, Learning Days, and conventions as needed.
- f. Shall attend the RSC monthly meeting as the H&I liaison and stay the entire meeting.
- g. Shall report on all pertinent matters to the RSC.
- h. Shall attend Regional P.R. bimonthly meeting.
- i. Shall attend the Western Service Learning Days and deliver a detailed written report on the event to both the H&I sub-committee and RSC. Provide a financial report on expenses for the event including receipts for all spending.
- j. Submit reimbursement requests for expenses to RSC.
- k. Verifies and approves reimbursement requests by subcommittee members.

D. H&I Vice Chair

1. H&I Vice Chair Requirements:

- a. Shall be an active member of NA.
- b. Two years clean time.
- c. Previous experience at Area or Regional H&I.

- d. One year as Area or Regional committee officer.
 - e. Shall have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
 - f. Shall be confirmed by the NCRSC.
2. H&I Vice Chair Duties:
- a. Shall assume responsibilities of the Chair in the event of their absence.
 - b. Shall maintain and distribute Literature for the H&I subcommittee. When the Chair is absent the Vice Chair shall request someone to handle literature distribution during that meeting.
 - c. Shall coordinate all NSCRC H&I special projects (Convention Work Group, Regional Learning Days, fund raising, presentations, etc.).
 - d. Shall support and assist Chair with their responsibilities as needed.
 - e. Shall attend RSC monthly meeting.
 - f. Shall attend Regional P.R. bimonthly meeting.
 - g. Shall attend the Western Service Learning Days, and deliver a detailed written report on the event to both the H&I sub-committee and RSC. Provide a financial report on expenses for the event including receipts for all spending.
 - h. Maintains facilities list as supplied by the Area H&I Representative.
- E. Secretary
1. Secretary requirements:
- a. Shall be an active member of NA.
 - b. One year clean time.
 - c. Prior service experience at the Area level with basic clerical skills.
 - d. Ability to develop written reports in clear, concise manner.
 - e. Shall have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
2. Secretary Duties:
- a. Assumes the responsibilities of the Chair in the event that neither the Chair nor Vice Chair is available.
 - b. Records minutes of each meeting.
 - c. Distributes copies of minutes to all committee members, both present and absent, at the bimonthly meeting and on request.
 - d. Handles correspondence as directed by the Chair of the committee.
 - e. Maintains the Regional H&I archives.
 - f. Maintains and updates a list of addresses and telephone numbers of the H&I representatives to the Regional subcommittee.
 - g. Submit reimbursement requests for expenses to RSC.

VI: Operational Guides

- A. Voting participants on all normal business matters shall be comprised of the elected Area representatives, the subcommittee officers (with the exception of the Chair, who only votes in case of a tie), the P.R. Coordinators and the Regional Administrative representative of each area shall have a single vote whenever attending a meeting.
- B. 40% of the voting members shall constitute a quorum.
- C. A simple majority vote shall suffice in all matters except Guideline changes and the removal of officers. In those events a 2/3's majority shall be required.
- D. Motions may only be made by subcommittee members other than the H&I Chair.

1. All motions should be submitted in writing.
 2. Motions regarding policy changes shall include written intent.
 3. Motions shall be seconded before being discussed.
 4. Amendments to motions shall be accepted by the maker of the motion and voted on before the body of the motion can be voted on.
 5. Debate on motions is limited to three Pros and three Cons unless the Chair determines the motion to be of such great import that it requires further discussion.
- E. The Chair shall not discuss the merits of the motion nor enter into the debate without first appointing a temporary Chair and vacating the Chair. After the vote on the motion the Chair can resume their place. In the event that the motion is tabled the Chair shall not resume the position until the motion is brought back to the floor and is voted upon.
- F. An officer can be removed from their position by a 2/3 vote of the voting members. Reasons for removal are as follows:
1. Relapse.
 2. Misappropriation of NA funds.
 3. Failure to perform the required duties of the commitment.
 4. Failure to carry out the committee's group conscience.
 5. Failure to be active in the subcommittee, either in person or by correspondence for two consecutive meetings.
 6. Failure to attend two consecutive meetings without notifying the administrative members.

VI. Attendance

- A. Officers shall attend all regular meetings. In the event an officer cannot attend the Chair shall be notified. Failure to attend two consecutive meetings shall require the Chair to present the issue to the subcommittee for review.
- B. An Area shall be represented at all regular meetings. If an Area is not represented at two consecutive meetings the Chair shall communicate with the Area to determine if the Area needs assistance. If the Area missed a third consecutive meeting without communicating with the Regional H&I subcommittee, a letter shall be sent to the Area Service Committee offering assistance in the form of a Regional Learning Day or attendance by the Regional H&I Chair or Vice Chair at the Area H&I subcommittee.
- C. Any interested member of the fellowship may attend the meeting.

VII. Elections

- A. The Chair and Vice Chair can be nominated by the Regional H&I subcommittee to be presented for confirmation by the RSC.
- B. A service resume shall be presented to the H&I subcommittee at the time of nomination.
- C. The nominations of the Chair and Vice Chair shall require a simple majority of the subcommittee members participating. Nominations shall be presented to the RSC one month prior to the election for consideration. Nominees shall be present at the RSC with 50 copies of their service resume on the date of the elections to be considered by the RSC.
- D. Officers are elected for a one year term, not to exceed two consecutive terms (an officer elected to serve a partial term of six months or more may only be elected to one additional term).

VIII. Amendments to the Guidelines

- A. These Guidelines may be amended at any time by a 2/3 majority vote of the voting members of the subcommittee. Motions for Guideline changes are automatically tabled for one meeting to get input from the Area H&I Committees.
- B. The Guidelines shall be reviewed annually by a Working Group appointed by the Chair.
- C. A copy of the Guidelines shall be provided to the RSC after the annual review.
- D. The Guidelines shall show the date of last review.