

1                   **LAUREL MT. HIGHLANDS AREA OF NARCOTICS ANONYMOUS HOSPITALS & INSTITUTIONS**  
2   **SUBCOMMITTEE GUIDELINES**  
3   (Updated 3/21/21)  
4

5                   **ARTICLE I**

6                   DEFINITION:

- 7                   i.     The Laurel Mt. Highlands Area of Narcotics Anonymous Hospitals & Institutions subcommittee  
8                   is made up of volunteer members from Narcotics Anonymous.  
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10                  **ARTICLE II**

11                  PURPOSE:

- 12                  i.     The H&I subcommittee exists to carry the NA message of recovery from the disease of addiction  
13                  to residents of facilities who are restricted from full access to regular NA meetings. Except those  
14                  in long term facilities H&I meetings are intended simply to introduce those attending to some of  
15                  the basics of the NA program. All H&I functions will be held in accordance with the Twelve  
16                  Traditions of Narcotics Anonymous.  
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18                  **ARTICLE III**

19                  FUNCTION & RESPONSIBILITIES:

- 20                  i.     To conduct three H&I Learning Days/Workshops annually for the purpose of obtaining &  
21                  updating H&I volunteers. To provide current H&I volunteer list to all H&I Panel Coordinators  
22                  and Panel Leaders for existing and prospective H&I meetings. To continue the lines of  
23                  communication, after initial LMHANA Public Information contact, between this H&I  
24                  subcommittee and any facility in the area for the purpose of new and existing H&I meetings.  
25                  Maintain lines of communication between this H&I subcommittee and other H&I subcommittees  
26                  on an Area, Regional, and World Level  
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28                  **ARTICLE IV**

29                  HOSPITALS & INSTITUTIONS:

- 30                  i.     These are defined as facilities which either incarcerate persons who may be addicts or have a goal  
31                  of helping addicts to live clean as responsible and productive members of society... H&I does not  
32                  assume responsibility for any meeting in a facility when that meeting is conducted by anyone  
33                  other than this H&I subcommittee. Examples of facilities are: Drug Rehabilitation Centers, Detox  
34                  Units, Prisons, Psychiatric Facilities, Therapeutic Communities, Adolescent Rehabs, Etc...  
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36                  **ARTICLE V**

37                  MEN WITH MEN & WOMEN WITH WOMEN:

- 38                  i.     L.M.H.A.N.A. H&I shall have only men chair, share or attend at men's facilities, and only have  
39                  women chair, share or attend at women's facilities.  
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41                  **ARTICLE VI**

42                  H&I MEMBERSHIP:

- 43                  i.     Any member of NA may become a member of this H&I subcommittee after fulfilling the  
44                  suggested requirements as set forth in these H&I guidelines. Membership of this of this H&I  
45                  subcommittee should be defined but not limited to: Chairperson, Vice Chairperson, Secretary,  
46                  Panel Coordinators, Panel Leaders, Panel Members.

47 **ARTICLE VII**

48 H&I SUBCOMMITTEE MONTHLY SERVICE MEETING:

- 49 i. This H&I subcommittee will meet regularly on the third Saturday of each month prior to and at  
50 the same locations as the monthly L.M.H.A.N.A. service meeting and shall last no longer than one  
51 hour, unless voted by this H&I subcommittee to extend the meeting.

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53 **ARTICLE VIII**

54 FUNDING:

- 55 i. This H&I subcommittee will maintain a budget in accordance with L.M.H.A.N.A. guidelines.

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57 **ARTICLE IX**

58 AMENDING GUIDELINES:

- 59 i. These guidelines may be amended by the L.M.H.A.N.A. H&I subcommittee by 2/3 majority vote  
60 and are subject to approval by the L.M.H.A.N.A. Service Committee.

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62 **ARTICLE X**

63 VOTING:

- 64 i. Each H&I member has the equal right of input and vote in the H&I subcommittee, with the  
65 exception of the Chairperson, who carries a vote only in case of a tie.

66

67 **ARTICLE XI**

68 ELECTIONS OF TRUSTED SERVANTS:

- 69 i. Trusted Servants of the H&I subcommittee shall be elected each year in January to fill the  
70 following positions: H&I Vice Chair, Secretary, and Panel Coordinators.  
71 ii. Regardless of when H&I Trusted Servants are elected all positions are open to nomination in  
72 January.  
73 iii. The H&I Chairperson who is elected by L.M.H.A.N.A. in November with a transitional period in  
74 December and full responsibilities in January and is subject to L.M.H.A.N.A. guidelines.  
75 iv. No H&I Trusted Servant shall be eligible to serve more than two terms consecutively in the same  
76 position.

77

78 **ARTICLE XII**

79 GENERAL QUALIFICATIONS AND DUTIES:

- 80 i. The general qualifications for any member of the L.M.H.A.N.A. H&I who wishes to participate  
81 in an H&I meeting or H&I Trusted Servants position shall have sufficient clean time to qualify  
82 under the requirements of this H&I subcommittee and the facility in which the H&I meetings are  
83 conducted.  
84 ii. All Trusted Servants shall attend the monthly H&I subcommittee meeting and provide a report,  
85 unexcused absence of panel coordinators from three ASC H&I subcommittee in their service year  
86 is grounds for removal. An absence is considered excused if a  
87 report is submitted on one's commitment by a member of their subcommittee, and their excuse  
88 for the absence is submitted to the H&I chair person prior to roll call with corresponding report  
89 submitted.  
90 iv. For the Panel Leaders two H&I meeting missed in succession at the facility being served shall  
91 result in removal from that commitment.  
92 v. All members of L.M.H.A.N.A. H&I shall: -

1. Have attended at least one H&I workshop a year., -
2. Have a Narcotics Anonymous Home Group, attend NA meetings regularly & have a sponsor.
3. Carry a Clear NA message of recovery as follows;

*IT HAS BECOME CLEAR THAT OUR COMMON IDENTIFICATION, OUR UNITY, AND OUR FULL SURRENDERAS ADDICTS DEPEND ON A CLEAR UNDERSTANDING OF OUR MOST BASIC FUNDAMENTALS:*

We are powerless over a disease that gets progressively worse when we use any drug. It does not matter what drug was at the center for us when we got here. Any drug we use will release our disease all over again. We recover from this disease by applying the Twelve Steps of NA. Our steps are uniquely worded to carry this message clearly, so the rest of our language of recovery must be consistent with our steps. Ironically, we cannot mix these fundamental principles with those of any other 12 step fellowships without crippling our own message.

When our members identify as "addicts and alcoholics" or talk about "sobriety" and living "clean and sober" the clarity of the NA message is blurred. The implication in this language is that there are two diseases; that one drug is separate from the rest, so that a separate set of terms is needed when discussing it. At first glance this seems minor, but our experience clearly shows that the full impact of the NA message is crippled by this subtle semantic confusion. (Re: World Service Board of Trustees Bulletin #13)

## **ARTICLE XIII**

### **REMOVAL OF TRUSTED SERVANTS:**

- i. Any H&I subcommittee Trusted Servant may be removed from office by a 2/3 majority vote of this H&I subcommittee except for the Chairperson.
- ii. A relapse constitutes Automatic removal L.M.H.A.N.A. H&I.
- iii. Any L.M.H.A.N.A. H&I member that has been deemed to be involved in any inappropriate behavior, at any L.M.H.A.N.A. H&I commitment, that results in termination of that commitment for any length from said facility constitutes AUTOMATIC and IMMEDIATE removal from L.M.H.A.N.A. H&I sub-committee.

## **ARTICLE XIV**

### **CHAIRPERSON OF THE H&I SUBCOMMITTEE:**

Elected by majority vote from the LMHANA Service Committee for a one-year term, in accordance with and accountable to LMHANA policy and guidelines and is directly responsible to those they serve, the N.A. groups of L.M.H.A.N.A.

#### **i. QUALIFICATIONS:**

1. Suggested minimum of one year of continuous abstinence.
2. Six months of previous involvement in H&I
3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
4. A working knowledge of the L.M.H.A.N.A. H&I Guidelines and N.A. World Service H&I Handbook.
5. The ability to organize, coordinate and serve this H&I subcommittee.
6. Willingness and desire to give the time & resources necessary to conduct the business of this H&I subcommittee.

- 141 7. Have an NA home group and an NA sponsor.  
142 ii. DUTIES:  
143 1. Coordinates all LMHANA H&I subcommittee business and generates enthusiasm for  
144 H&I.  
145 2. Works closely with the H&I Vice Chairperson, Secretary & Panel Coordinators.  
146 3. Prepare the monthly subcommittee agenda bringing before the subcommittee matters they  
147 should act on.  
148 4. Makes regular monthly reports in accordance with L.M.H.A.N.A. guidelines to  
149 L.M.H.A.N.A. on the status of each L.M.H.A.N.A. H&I commitments, Regional H&I  
150 service meetings and other responsibilities of this H&I subcommittee.  
151 5. To rigorously maintain H&I subcommittee archives that are to be given to the next H&I  
152 chairperson.  
153 6. To establish and maintain contact between this H&I subcommittee and other H&I  
154 subcommittees on an Area, Regional & World level.  
155 7. To attend all Regional H&I subcommittees or send the H&I Vice Chair in their place.  
156 8. Handles all public relations involving policy matters that pertain to L.M.H.A.N.A. H&I.  
157 This will be done only after LMHANA Public Information subcommittee makes initial  
158 contact.  
159 9. Is responsible for all correspondence with participating facilities and within NA  
160 pertaining to H&I.  
161 10. Keeps an updated list from H&I workshops of all NA members willing to be Panel  
162 Members.  
163 11. Assures that the H&I volunteers list are utilized by H&I Vice Chair & Panel Coordinators  
164 for the purpose of a functioning H&I Panel System. Also, makes an H&I volunteer list  
165 available to all L.M.H.A.N.A. H&I subcommittee members.  
166 12. Attends at least one Public Information workshop a year.

167

## 168 **ARTICLE XV**

### 169 VICE CHAIRPERSON:

170 Elected by a majority of this H&I subcommittee for a one-year term.

#### 171 i. QUALIFICATIONS:

- 172 1. Suggested minimum of nine months of continuous abstinence.  
173 2. Six months of previous involvement in H&I  
174 3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics  
175 Anonymous.  
176 4. A working knowledge of the L.M.H.A.N.A. H&I Guidelines and N.A. World Service  
177 H&I Handbook.  
178 5. Willingness and desire to give the time & resources necessary to serve this H&I  
179 subcommittee.  
180 6. Have an NA home group and an NA sponsor.

181

#### 182 ii. DUTIES:

- 183 1. To work closely with the H&I Chairperson and assist the H&I subcommittee in anyway  
184 possible.  
185 2. In the absence of the H&I Chair, will chair the H&I subcommittee meetings.  
186 3. In the event of the inability of the H&I Chair to perform or upon the resignation of the  
187 H&I Chair will receive an automatic nomination for H&I Chair in accordance with the  
188 LMHANA Guidelines.  
189 4. Coordinates and works with all H&I Panel Coordinators to assure that H&I volunteers

- 190 from H&I workshop list are placed as Panel Members or rotating Panel Members.  
191 5. Keeps an updated list from H&I workshops of all NA members willing to be Panel  
192 Members.  
193 6. To assist the H&I Chair to obtain literature for H&I Panel Coordinators or H&I meetings.  
194 7. Suggested attendance at the Regional H&I service meeting.  
195

## 196 **ARTICLE XVI**

### 197 SECRETARY:

198 Elected by a majority of this H&I subcommittee for a one year term.

#### 199 i. QUALIFICATIONS:

- 200 1. Suggested minimum of six months of continuous abstinence.  
201 2. Three months of previous involvement in H&I  
202 3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics  
203 Anonymously.  
204 4. A working knowledge of the L.M.H.A.N.A. H&I Guidelines.  
205 5. Willingness and desire to give the time & resources necessary to serve this H&I  
206 subcommittee.  
207 6. Have an NA home group and an NA sponsor.

#### 208 ii. DUTIES:

- 209 1. To keep a complete record in the form of minutes of every regular and special H&I  
210 subcommittee meeting.  
211 2. To maintain minutes and give them to the H&I Chair no later than two weeks following  
212 each monthly H&I subcommittee meeting.  
213 3. To keep an accurate archive of minutes and make them available to any NA member  
214 upon request.  
215 4. To keep a continuing roster of monthly attendance at the LMHANA H&I sub committee  
216 to determine voting membership.  
217 5. Maintain all necessary stationary and supplies needed.  
218 6. Keeps a record of all H&I subcommittee members names, phone numbers & addresses.  
219 7. Keep an accurate year to date attendance sheet on all members required to attend H&I  
220 subcommittee.  
221

## 222 **ARTICLE XVII**

### 223 PANEL COORDINATOR:

224 Elected by a majority of this H&I subcommittee for a one year term.

#### 225 i. QUALIFICATIONS:

- 226 1. Suggested minimum of one year of continuous abstinence.  
227 2. Six months of previous involvement in H&I  
228 3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics  
229 Anonymously.  
230 4. A working knowledge of the L.M.H.A.N.A. H&I Guidelines and N.A. World Service  
231 H&I Handbook.  
232 5. Willingness and desire to give the time & resources necessary to serve this H&I  
233 subcommittee.  
234 6. Have an NA home group and an NA sponsor.  
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- 238 ii. DUTIES:  
239  
240 1. Keep in close contact with the H&I Chair, Vice Chair and Panel Leaders of the facility  
241 for which they are the Panel Coordinator.  
242 2. Instruct the Panel Leaders on the facility's requirements, regulations, and general rules  
243 covering the H&I meeting.  
244 3. Shall make sure that weekly H&I meetings go on as scheduled and that all weekly panels  
245 are filled at the facility for which they are the Panel Coordinator, utilizing the current  
246 H&I volunteer list.  
247 4. Maintain regular contact with weekly Panel Leaders.  
248 5. Acts as the liaison between the LMHANA H&I subcommittee and the facility for which  
249 they are the Panel Coordinator.  
250 6. Maintain literature supply at the facility for which they are the Panel Coordinator.  
251 7. Appoints Weekly H&I Panel Leaders pending the approval by the LMHANA H&I  
252 subcommittee.  
253 8. Should make an effort to suggest a replacement for their position near the end of their  
254 commitment.  
255 9. In the event a weekly H&I cannot be conducted the Panel Coordinator Shall inform the  
256 facility in advance the H&I meeting is canceled for that day or night.  
257 10. Attend monthly subcommittee and provide a report.

## 258 **ARTICLE XVIII**

### 259 **PANEL LEADER:**

260 Appointed by Panel Coordinator pending approval by LMHANA H&I subcommittee.

#### 261 i. **QUALIFICATIONS:**

- 262 1. Suggested minimum of six months of continuous abstinence.  
263 2. Previous involvement in H&I as a Panel Member.  
264 3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics  
265 Anonymous.  
266 4. A working knowledge of the L.M.H.A.N.A. H&I Guidelines and N.A. World Service  
267 H&I Handbook.  
268 5. Willingness and desire to give the time & resources necessary to serve this H&I  
269 subcommittee.  
270 6. Have an NA home group and an NA sponsor.

#### 271 ii. **DUTIES:**

- 272  
273 1. Shall chair for a one year term an H&I meeting in the facility being served in accordance  
274 with this H&I subcommittees standard procedure.  
275 2. Shall be familiar with and understand the LMHANA H&I Guidelines and the facility  
276 rules.  
277 3. Shall inform their Panel Coordinator well in advance when he / she are unable to conduct  
278 a regularly scheduled H&I meeting.  
279 4. In cooperation with the Panel Coordinator and utilizing the H&I volunteer list, schedule  
280 Panel Members for his / her H&I meeting.  
281 5. Shall inform all Panel Members of H&I Do's & Don'ts and the facility rules.  
282 6. Shall inform Panel Members of the meeting format and procedures.  
283 7. Should give advanced notice of resignation to their Panel Coordinator.  
284 8. Shall inform their Panel Coordinator of literature supplies needed.  
285 9. May be removed from their commitment for absence without notice and/or not making  
286 adequate arrangements for a replacement to conduct the H&I meeting.

287 **ARTICLE XIX**

288 **PANEL MEMBER:**

289 Selected by the Panel Leader from the H&I volunteer list or a NA H&I member a large incooperation with  
290 the H&I Panel Coordinator and H&I Vice Chair.

291 i. **QUALIFICATIONS:**

- 292 1. Minimum of 6 months continuous abstinence. (NO EXCEPTIONS) 2. Willingness and  
293 the desire to carry a clear NA message of recovery.  
294 2. Willingness and desire to share their experience, strength, and hope the NA way.  
295 3. Have an NA home group and an NA sponsor.

296

297 ii. **DUTIES:**

- 298 1. Shall take an active role in the H&I meeting they are attending, as a speaker, a panel  
299 member sharing their experience, strength, and hope or in any other acceptable way that  
300 is helping the Panel Leader conduct a NA H&I meeting.  
301 2. Shall adhere to the rules of the facility wherein he or she is, in fact a guest.  
302 3. Shall always keep in mind that he/she may be seen as a representative of NA and should  
303 conduct themselves properly.

304

305 **ARTICLE XX**

306 **CO-PANEL LEADER(CO-CHAIR):**

307 Selected by the Panel Leader from the H&I volunteer list or a NA H&I member a large incooperation with  
308 the H&I Panel Coordinator and H&I Vice Chair.

309 i. **QUALIFICATIONS:**

- 310 1. Minimum of 90 days continuous abstinence. (NO EXCEPTIONS) 2. Willingness and the  
311 desire to observe and learn how H&I operates.  
312 2. Willingness and the desire to begin to understand what H&I is and why it is needed.  
313 3. Have an NA home group and an NA sponsor.

314

315 ii. **DUTIES:**

- 316 1. Shall accompany the Panel Leader to designated H&I meeting and assist with setting up  
317 literature.  
318 2. Shall adhere to the rules of the facility wherein he or she is, in fact a guest.  
319 3. Shall always keep in mind that he/she may be seen as a representative of NA and should  
320 conduct themselves properly.  
321 4. Shall always keep in mind that as a Co-Panel Leader(Co-Chair), his/her role is to just  
322 observe and learn proper H&I conduct and procedure in accordance with the do's and  
323 don'ts of H&I service.

324

325 **ARTICLE XXI**

326 **PANEL SYSTEM:**

327 The Panel System refers to the general approach to structuring L.M.H.A.N.A. H&I efforts which uses a  
328 Panel and Panel Formats, as set forth in the NA World Service H&I Handbook.

329 i. **THE PANEL:**

- 330 1. The Weekly H&I Panel Leader selects a panel from the H&I volunteer list with the  
331 cooperation of the Panel Coordinator and/or H&I Vice Chair.  
332 2. The weekly H&I Panel is made up of a Panel Leader, and at least one but no more than  
333 three other Panel Members, a maximum total of no more than four H&I members per  
334 weekly H&I meeting.

335 **ARTICLE XXII**

336 **PANEL FORMATS:**

337 The Panel Formats refer to the specific ways in which LMHANA H&I subcommittee structures and  
338 conducts its H&I meetings as listed below.

339 i. **SPEAKER PRESENTATIONS:**

340 1. **SPEAKER PANEL:** One or more NA members share their experience, strength and hope,  
341 in short, a Lead.

342 2. **SPEAKER TOPIC:** Each Panel Member shares on a selected topic, IP, or separate topics,  
343 and then there will be time for questions.

344 ii. **DISCUSSION PRESENTATIONS:**

345 1. **TOPIC DISCUSSION:** In an H&I Topic Discussion meeting, the Panel Leader introduces  
346 the topic and shares first (to set a recovery oriented tone)

347 2. **LITERATURE DISCUSSION:** Narcotics Anonymous literature is introduced by the  
348 Panel Leader. He/she reads first to start, then passes the literature around the room for  
349 everyone to read a paragraph until the reading is over, then alternates the discussion  
350 between residents and Panel Members.  
351

352 **ARTICLE XXIII**

353 **NA LITERATURE:**

354 LMHANA H&I shall provide its own NA literature for all of its weekly H&I meetings, not the facility a  
355 large. If a facility wants NA literature for their daily use or on display, they shall be given an order form  
356 and instructions on how to purchase their own NA literature from either our Regional or World office.

357 i. **APPROVED H&I NA LITERATURE:**

358 1. Basic Text, White Book, NA Meeting List, Behind The Walls, Reaching Out, NA Group  
359 Readings.

360 2. Informational Pamphlets / IP=s as follows:

361 i. #6 – Recovery & Relapse

362 ii. #7 – Am I an Addict?

363 iii. #8 – Just For Today

364 iv. #9 – Living The Program

365 v. #11 – Sponsorship

366 vi. #13 – By Young Addicts For Young Addicts

367 vii. #16 – For The Newcomer

368 viii. #17 – For Those In Treatment

369 ix. #22 – Welcome To NA

370 x. #23 – Staying Clean on the Outside

371

372 **ARTICLE XXIV**

373 **IN THE EVENT:**

374 In the event that an issue comes up that is not addressed in our LMHANA H&I guidelines, we will use the  
375 policy from the current NA World Service H&I Handbook.

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377 **ARTICLE XXV**

378 **AMENDMENTS:**

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