

**Narcotics Anonymous Bay Cities Area Hospitals and Institutions  
Sub-Committee Guidelines  
(Revised March 2025)**

**I. DEFINITION AND PURPOSE**

**The H&I Sub-Committee of BCASC is a group of men and women from the fellowship of Narcotics Anonymous who believe in the concept, “to assure that no addict seeking recovery need ever die without having had the chance to find a better way of life.” From this day forward may we better provide the necessary services toward this concept.**

**This concept is our primary purpose. This Sub-Committee is responsible to the BCASC and shall maintain an active relationship in the spirit of unity. This Sub-Committee shall service all approved panels within the Bay Cities Area and Narcotics Anonymous as a whole.**

**II. FUNCTIONS OF THE H&I SUB-COMMITTEE**

- A. Communicate information and distribute literature of Narcotics Anonymous to all Panel Chairs.**
- B. Conduct a monthly business meeting.**
- C. Provide and H&I Representative attend the Area and Southern California Regional monthly meetings.**

**III. STRUCTURE OF THE ELECTED OFFICERS**

- A. A Service Board of the Officers shall consist of a Chairperson, a vice-chairperson, a panel coordinator and a secretary. All officers are to be elected by a majority vote of the Sub-committee at large. A minimum of 6 H&I sub-committee meetings attended per year are required to maintain voting privileges.**
- B. Eligible voters include: Panel Chairpersons and Officers. The Committee Chairperson will vote only in the case of a tie vote.**
- C. The Panel Chairperson is to be elected by a majority vote of the Sub-Committee at large.**
- D. In the event that neither the Chairperson nor Vice Chairperson is able to attend the regular monthly meeting, the duties of the Chairperson will be assumed by the Vice Chairperson of External Affairs of the Area Service Committee and/ or Regional Sub-Committee meeting.**

- E. In case of the resignation of the Chairperson, the Vice-Chairperson shall automatically assume the position of Chairperson.
- F. If the Vice-Chairperson cannot or will not assume the position, a special election will then be held. In the event of resignation by the position of either Vice-Chairperson or Secretary, all elections will be held to fill the positions.

#### IV. QUALIFICATIONS AND DUTIES OF THE OFFICERS

- A. **Chairperson:** Suggested three (3) years Clean Time plus a minimum of one (1) year active in H&I service. Responsibilities include:
  - 1. Preside over and provide an agenda for the BCA H&I Sub-Committee.
  - 2. To help the BCA H&I abide by the Twelve Traditions of N. A.
  - 3. Notify and express concern to any Panel Chairperson who has not attended two (2) Sub-Committee meetings in a row.
  - 4. It is the responsibility of the H&I Chairperson to attend the Regional H&I, Policy, and BCASC monthly meetings.
  - 5. Train the Vice-Chairperson in the performance of the Chairperson's responsibilities and duties.
  - 6. Serve a two (2) year term.
- B. **Vice-Chairperson:** Suggested two (2) years Clean Time and one (1) year active in H&I service. Responsibilities Include:
  - 1. Be prepared to perform the duties of the Chairperson if the Chairperson is unable to or absent.
  - 2. Help coordinate new panels with Panel Chairpersons.
  - 3. Keep records of all Sub-Committee members including e-mail and phone numbers.
  - 4. Serve a two (2) year term.
- C. **Panel Coordinator:** Suggested (2) years clean time and one (1) year active in H&I service. Responsibilities include:
  - 1. The panels are conducted in accordance with policies of the H&I Sub-Committee and the rules of the facility. This person acts as a liaison between the H&I Sub-Committee and a given facility.
  - 2. A Panel Coordinator may be responsible for only one facility, several, or all the facilities that the Sub-Committee is working with. This will depend on the needs of the group conscience of the H&I Sub-Committee. In some areas the responsibilities may

fall under the job of one of the other officers; such as, the Chairperson, or Vice-Chairperson. This would work in a smaller area but as the number of facilities we are dealing with grows, we may want to elect one (1) or more Panel Coordinators to help handle the job.

3. The Panel Coordinator is to be kept posted on institutional meetings and problems. A report is to be given at the H&I Sub-Committee's monthly meeting.
4. They need to keep and maintain all hospitals, institutions, and recovery house guidelines, rules and regulations.
5. Serve a two (2) year term.

**D. Secretary:** Suggested requirement is one (1) year clean time. Responsibilities include:

1. Record minutes of all monthly meetings and special H&I meetings.
2. Copy and distribute said minutes to the BCASC.
3. Record monthly panel roster changes, maintain updated roster, and copy and distribute said changes to the BCA H&I Panel Chairs.
4. Maintain and distribute updated and modified panel roster for the Area Website. Email each monthly modified roster to the Area Website Coordinator.
5. Serve a two (2) year term.

**E. Alternate Secretary:** Suggested requirement is one (1) year Clean Time.

Responsibilities include:

1. Be prepared to perform duties of Secretary in his or her absence.
2. Keep an accurate monthly record of Literature distributed to Panel Chairs.
3. Keep an accurate and current list of Panel Speakers.
4. Serve a two (2) year term and be willing to serve another two (2) year term as Secretary when voted into that position at the end of this term.

**F. Panel Chairperson:** Suggested requirements are one (1) year Clean Time and at least six (6) months active in H&I service. Responsibilities include:

1. Attend monthly Sub-Committee meetings.
2. Qualify Panel Leaders desiring a panel.
  - a. Agree and notify panel leaders that rogue panels are not acceptable
3. The overall direction and responsibility of his or her panels:
  - a. Instructing Panel Leaders in institutional requirements, regulations and general rules covering institutional meetings.
  - b. Furnishing up-to-date panel lists for that institution to each Panel Leader.

- c. Call each panel leader ahead of his or her meeting as a reminder.
  - d. To keep posted on institutional meetings, attendance and problems and to report to the Sub-Committee at its monthly meeting.
- 4. Panel Chairperson and his or her panel shall call upon the Officers and Sub-Committee membership for any necessary assistance.
- 5. If the Panel Chairperson is unable to attend the Sub-Committee meetings, they must make arrangements for a substitute to make a report, e-mail, or call in a report in their absence. Failure to do so or failure to attend two (2) Sub-Committee meetings in succession makes for possible removal from their position as Panel Chairperson at the direction of the Sub-Committee after reviewing circumstances.

G. **Panel Leaders:** Suggested one (1) year clean time, and prior participation on panels as a guest speaker. Responsibilities include:

- 1. Maintain liaison with Chairperson.
- 2. Be familiar with Sub-Committee and institutional rules.
- 3. Be responsible for qualifying their guest speakers, six (6) months suggested clean time, plus reminding them of the institutions' rules and simple rules of good conduct.
- 4. If they are unable to carry out the duties and requirements of the Panel Leader, possible removal from their position as Panel Leader will be at the discretion of the Panel Chairperson, after reviewing the circumstances.<sup>1</sup>

## V. GENERAL INFORMATION

A. Any member of the H&I Committee is automatically disqualified from further H&I activity upon a relapse. This individual may again become eligible when her or she can conform to the requirements set forth within these guidelines. Being "Clean" for the purpose of this H&I Committee shall be construed as freedom from any use of mind altering substance including alcohol/disqualified for running rogue panels.

- A. Any member not conforming to the requirements or refusing to abide by the rules and regulations of the institutions being served shall automatically be relieved of any H&I Committee assignments/responsibilities previously granted.
- B. No Narcotics Anonymous panel regularly conducted under the auspices of the committee shall be held in any institution, except under the direct supervision of a regularly delegated Panel Leader specifically appointed by the Sub-Committee. He or she must also be acceptable to the authorities of the institution being served.

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1. No one can "Cover" your panel unless they are a qualified H&I member and the Panel Coordinator has been notified ahead of time.
2. The Panel Leader cannot "pass" your panel to anyone else. Only the H&I Sub-Committee can assign panel leaders.

C. No Panel Leader will involve himself or herself with any other activity at any institution as a member of H&I that this committee serves to avoid possible conflict and resulting damage to:

1. The inmates or patients on the inside.
2. The working ability and privileges of this Committee to carry the NA message inside these institutions.
3. No Panel Leader will interfere with or use influence in any institutions or hospitals, nor will he or she make any comments or promises regarding employment, parole, probation or medical problems. We carry ONLY the message of Narcotics Anonymous- **FREEDOM FROM ACTIVE ADDICTION.**

D. Length of "Clean Time" required by each institution is to be rigidly upheld by all Panel Chairpersons, Panel Leaders, and Panel Speakers.

E. Only Narcotics Anonymous case histories, life stories, Steps & Traditions, Principles, and general information are to be shared as main topics of the Narcotics Anonymous Panels conducted within the institutions served by this committee.

F. Excessive use of vile or profane language or filthy stories is strictly prohibited by the authorities of all institutions and by this Sub-Committee. All Speakers and Panel Leaders must strictly comply with this regulation.

G. Nothing shall ever be given to and/or taken from any inmate or patient from any institution served, including messages and phone numbers.

H. A member of Narcotics Anonymous on parole/probation shall be allowed to participate in or attend an NA panel in any institution being served by this Sub-Committee with the express clearance by authorities of the institution when requested.

I. Panel Leaders shall be responsible for the conduct of any speakers taken to any institution and they shall instruct said speakers in advance regarding the regulations of the institution being served.

1. The use of cell phones or other electronic devices is **STRICTLY PROHIBITED** during the Panel meeting. The only exception is one to be used ONLY as a timer.

J. Printed instructions, which include the specific requirement of each separate institution, shall be furnished by this Sub-Committee to each Panel Leader so that he or she will have full knowledge of his or her responsibilities in connection with their individual assignment.

K. Failure to comply with the foregoing regulations shall be sufficient grounds for review of the suitability of the Panel Leader.

L. It is further suggested that to assist Narcotics Anonymous in carrying the message the Panel Leaders should present the staff of any institution with a copy of the White Book, stamped with the appropriate Narcotics Anonymous tag line and literature number.

M. It is suggested that all H&I members have a working knowledge of the 12 Steps.

- N. **Panel Chair positions will be filled by the H&I Chairperson or Vice Chairperson until a suitable Panel Chair for that institution is assigned or a qualified member can be found to assume the position.**
- O. **It is strongly recommended that at all men's facilities, men stick with men and women stick with women at all women's facilities. This pertains to ALL Speakers, Panel Leaders, and Panel Chair.**
- P. **H & I subcommittee has a monthly working budget up to \$600.**

Finally, since the purpose of the H&I Sub-Committee and its individual panels is to share the experience, strength and hope of the Narcotics Anonymous message, it is hoped that Panel Leaders try to get the inmates, patients and residents of any facility visited involved with the N. A. meeting through reading, sharing, etc.

These Guidelines are suggested only. We leave the final decisions to a Higher Authority....a loving God of our own understanding.