

# Policy for the Treasure Coast Area Of Narcotics Anonymous H & I Subcommittee

## PURPOSE:

The purpose of this Policy is for the H & I Subcommittee to operate with integrity and structure within the H & I guidelines, the 12 traditions, and the 12 concepts for NA service. And also for the Treasure Coast Area H & I Subcommittee to best carry the NA message.

1. H & I Chair will be elected by the ASC.
2. The H & I Subcommittee will elect H & I Vice Chair, Secretary & Literature Chair, as well as all Panel Coordinators.
3. The H & I subcommittee will approve all Panel Leaders and oversee Panel Members.
4. Only H & I Chair, Vice Chair, Secretary, Literature Chair, Panel Coordinators, Panel Leaders, Panel Members and Regular Members will have a voice on the floor and vote at any H & I Subcommittee meeting. A **Regular Member** is any member that has attended two consecutive H & I subcommittee meetings - a voice on the floor and vote will be granted at the beginning of their third consecutive H & I subcommittee meeting.
5. Only H & I Vice chair, Secretary, Literature chair, panel coordinators, panel leaders and **panel members and Regular Members** can make and second motions.
6. Non-members may speak only during the open forum and at the discretion of the H & I Chairperson.
7. Quorum consists of one more than half of the regular voting Members, and is required to hold an H & I Subcommittee Meeting. Quorum is also required on all motions. A Regular Member that misses two consecutive H & I Subcommittee meetings will be removed from the Quorum count and be denied a voice on the floor and vote until two consecutive H & I Subcommittee meetings have been attended.
8. All motions should be submitted in writing whenever possible. Motions dealing with an issue already on the Floor will be recognized by the Chair and require a verbal second. Following is the procedural sequence pertaining to motions:
  - v The maker of the motion speaks to its intent

- v Upon hearing the intent the floor will open for discussion consisting of 2 pro's and 2 con's only
- v A simple majority is required to pass a motion, except motions that change H & I Guidelines requires a 2/3 majority and will then be sent to the ASC for a vote of approval. Abstentions are counted with the majority of voting members.
- v A Motion to Amend may be necessary and may be made only by the maker of the original motion
- v A Motion to Table may be entertained after hearing the pros and cons.
- v Tabled motions will automatically be entered into old business at the next H & I Subcommittee meeting.

## **Removal of Officers**

**Only the ASC can remove the H & I chair from office**

**Removal of other Officers will be dealt with as follows:**

- v Voluntary: A Letter of resignation to be given to the H & I Chair prior to next scheduled H & I subcommittee meeting
  - v Involuntary:
    - o Two consecutive meetings missed without reasonable explanation ("reasonable" to be determined by the H & I Subcommittee) or prior notice given to any Administrative Committee Member.
    - o Relapse during term.
  - v Impeachment (needed in case of Concept violation or failure to perform duties or responsibilities):
    - o Notice of intent to pursue an Impeachment must be provided seven days prior to next H & I meeting by H & I Chairperson.
    - o Motion must be presented at the H & I Subcommittee meeting, along with due cause (intent).
    - o Respondent (person being Impeached) is given time to respond.
    - o An Open ballot is taken and 2/3 majority is required for successful Impeachment.
    - o The H & I Chair will report details of this action at the next ASC meeting.
11. All Members of the H & I Subcommittee are responsible for acquainting themselves with the Area H & I Policy, H & I Guidelines of the H & I Subcommittee, and the Parliamentary Procedure followed by the ASC and the H & I Subcommittee.
12. Subcommittee reports should be neatly written or typed so the H & I Secretary can have accurate notes and should consist of the following:
- v Day, Time and Place of Meeting

- v Number attending
- v Committee Activities, Accomplishments, and Specific Problems or Situations
- v Plans for the upcoming month
- v Motions for Group Conscience

13. Budgets for the H & I Subcommittee will be submitted to the ASC annually.

## **Election of Officers**

1. Nominations for H & I Subcommittee Officers other than Chair will be solicited from the active subcommittee members.
2. An explanation of the Office is read from the "H & I Guidelines and H & I Policy" to establish each position's responsibilities.
3. The position is announced and nominations are taken.
4. Each nomination must be seconded.
5. After accepting nominations the Chair will ask the Floor if there are any other nominations
6. A motion is made to close nominations and must be seconded.
7. At the time of nominations, each nominee should state in person, or on paper, by the end of the meeting prayer, their qualifications for serving the Fellowship through the position in question. At a minimum the following topics should be addressed:
  - v Clean time of Nominee
  - v Past Fellowship experience
  - v Reasons Nominee has the desire to serve.
8. Nominations for H & I Officers are open in May and voted on in June.
9. Voting is done by Paper Ballot.
10. All H & I Officers may succeed themselves in office, but it is recommended that no Officer serve more than two terms in the same office.
11. Nominees for H & I office must be present to be voted upon, but need not be present to be nominated. However, a written list of qualifications is required if the nominee is not present at the time of nomination and must be turned into the secretary by the end of the meeting prayer.

## **Qualifications & Responsibilities of H & I Officers**

**CHAIRPERSON:** H & I Chair will be elected by the ASC.

### **The responsibilities of the Chairperson are:**

- v Arranges and presides over the monthly H & I meeting.
- v Responsible for correspondence coming to and from the ASC
- v Votes at the H & I subcommittee meeting only in the case of a tie
- v Enforces rules of decorum and discipline during an H & I Meeting
- v Clarifies H & I questions
- v Attempts to be absolutely fair and impartial
- v Must be able to work for the common good
- v Places principals above Personalities

### **VICE CHAIRPERSON: The qualifications for Vice Chair are:**

- v A willingness and desire to serve
- v Service Experience
- v Active for at least six months in the NA service structure at the Area level
- v Willingness and desire to give the time and resources required by the position
- v 1 year clean time
- v Leadership ability
- v Ability to communicate
- v Ability to organize

### **The responsibilities of the Vice Chairperson are:**

- v In the absence of the Chairperson the Vice Chairperson shall perform all the duties of the Chairperson
- v Does budget for the H & I and gives reports to chair for the ASC
- v Organizes and performs orientation for all H & I panel coordinators, panel leaders, panel speakers, and any other Na members interested in going through orientation.

### **SECRETARY: The qualifications for Secretary are:**

- v A willingness and desire to serve
- v Service Experience
- v Willingness and desire to give the time and resources required by the position
- v 1 year clean time
- v Leadership ability
- v Ability to communicate
- v Ability to organize

### **The responsibilities of the Secretary are:**

- v Keeps an accurate record of each H & I Meeting
- v Distributes Minutes at the next subcommittee meeting.
- v Keep the records of the H & I Subcommittee.

- v Compiles and maintains the H & I files and Archives
- v Does any other job that is assigned by the H & I Subcommittee during the year
- v Collects information from panel coordinators

**H & I LITERATURE CHAIR: The qualifications for H & I literature chair are:**

- v A willingness and desire to serve
- v Service Experience
- v Willingness and desire to give the time and resources required by the position
- v 1 year clean time
- v Leadership ability
- v Ability to communicate and organize

**The responsibilities of the H & I literature chair are:**

- ❖ Gathering information from panel coordinators to stay on top of materials at each facility
- ❖ Providing all panel coordinators with literature needed and approved.
- ❖ Helping H & I vice chair with budget for literature.
- ❖ Making sure all literature is world conference approved and stamped.
- ❖ Inventorying all literature and providing H & I secretary with a current list on hand and what is needed.

**PANEL COORDINATOR: The Qualifications for a panel coordinator are:**

- ❖ A working knowledge of H & I guidelines
- ❖ A willingness and desire to serve
- ❖ ~~1-year clean time~~ ( 9 MTHS ) ADD.
- ❖ Knowledge of the do's and don'ts of H & I Guidelines
- ❖ Knowledge of the facilities rules
- ❖ To be able to carry a clear concise narcotics anonymous message
- ❖ Have a working knowledge of the 12 Traditions & 12 Concepts of NA Service
- ❖ The ability to place principles above personalities
- ❖ Been through the treasure coast area H & I orientation

**The responsibilities of the Panel coordinators are:**

- ❖ To be a liaison between the facility and the H & I subcommittee
- ❖ Have a written set of rules from the facility and operate within those rules
- ❖ Have an H & I guidelines book and treasure coast H & I policy
- ❖ Make sure the facility has Na literature, stamped & approved by world conference
- ❖ Let the H & I literature chair know the literature inventory of the facility
- ❖ Carry only the Narcotics anonymous message
- ❖ Bring in only speakers who carry a clear and concise NA message
- ❖ Make sure all panel leaders and members have been through H & I orientation
- ❖ Make sure panel leaders have speakers in the event they cannot find one
- ❖ Assist other panel coordinators with finding speakers for all of the treasure coast area facilities
- ❖ Keep accurate records of who the panel leaders and panel members are and provide those records to the H & I secretary

**PANEL LEADERS: The Qualifications for a panel leader are:**

- ❖ A working knowledge of H & I guidelines
- ❖ A willingness and desire to serve
- ❖ ~~1 year clean time~~ (6 MTHS) ADD.
- ❖ Knowledge of the do's and don'ts of H & I
- ❖ Knowledge of the facilities rules
- ❖ To be able to carry a clear and concise NA message
- ❖ To be able to place principles above personalities
- ❖ Have a working knowledge of the 12 traditions and 12 concepts for Na service
- ❖ Have been through H & I orientation

**The responsibilities of the Panel leaders are:**

- ❖ Carry only the Narcotics anonymous message
- ❖ Bring in only speakers who carry a clear and concise narcotics NA message
- ❖ Bring in speakers who have been through H & I orientation
- ❖ Bring in speakers from an approve H & I subcommittee list
- ❖ To call panel coordinator if unable to find a speaker never go alone
- ❖ Start and end meeting on time
- ❖ Go over do's and don'ts with each speaker prior to each meeting

**PANEL MEMBERS: The Qualifications for a panel member are:**

- ❖ 6 months clean time
- ❖ To be able to carry a clear and concise Na message
- ❖ To have read the do's and don'ts and understand them
- ❖ To have gone through an H & I orientation

**The responsibilities for a panel member are:**

- ❖ Carry a clear and concise Na message
- ❖ To follow the do's and don'ts of the H & I guidelines
- ❖ To follow the rules of the facility