Guidelines & Policies of
The North Pittsburgh Area Service Committee of Narcotics Anonymous
H&I Subcommittee

Adopted Unknown
Last Revised November 12, 2020
Table of Contents

Article I: Name .................................................................................................................. 4
Article II: Definitions ......................................................................................................... 4
  Section 1 .......................................................................................................................... 4
  Section 2 .......................................................................................................................... 4
Article III: Purpose ........................................................................................................... 4
  Section 1 .......................................................................................................................... 4
  Section 1.1 ....................................................................................................................... 4
  Section 2 .......................................................................................................................... 4
Article V: Functions and Responsibilities ...................................................................... 4
  Section 1 .......................................................................................................................... 4
  Section 2 .......................................................................................................................... 4
  Section 2.1 ....................................................................................................................... 4
  Section 3 .......................................................................................................................... 4
  Section 4 .......................................................................................................................... 5
  Section 5 .......................................................................................................................... 5
Article VI: Participants .................................................................................................... 5
  Section 1 .......................................................................................................................... 5
  Section 1.1 ....................................................................................................................... 5
  Section 1.2 ....................................................................................................................... 5
Article VII: Observers ...................................................................................................... 5
Article VIII: Election of Trusted Servants ................................................................. 5
  Section 1 .......................................................................................................................... 5
  Section 2 .......................................................................................................................... 5
  Section 3 .......................................................................................................................... 6
  Section 4 .......................................................................................................................... 6
  Section 5 .......................................................................................................................... 6
  Section 6 .......................................................................................................................... 6
Article IX: Removal of Trusted Servants .................................................................... 6
  Section 1 .......................................................................................................................... 6
Article X: Qualifications and Duties of Trusted Servants ........................................ 6
  Section 1 .......................................................................................................................... 6
  Section 1.1 ....................................................................................................................... 6
  Section 2 .......................................................................................................................... 7
  Section 2.1 ....................................................................................................................... 8
  Section 3 .......................................................................................................................... 8
  Section 3.1 ....................................................................................................................... 8
  Section 4 .......................................................................................................................... 8
  Section 4.1 ....................................................................................................................... 9
  Section 5 .......................................................................................................................... 9
  Section 5.1 ....................................................................................................................... 9
Article XI: The Panel System ........................................................................................ 9
  Section 1 .......................................................................................................................... 9
  Section 2 .......................................................................................................................... 9
Article XII: Panel Formats ............................................................................................ 10
  Section 1 .......................................................................................................................... 10
  Section 2 .......................................................................................................................... 10
  Section 3 .......................................................................................................................... 10
  Section 4 .......................................................................................................................... 10
  Section 5 .......................................................................................................................... 10
  Section 6 .......................................................................................................................... 10
Article XIII: Meetings ................................................................................................... 10
  Section 1 .......................................................................................................................... 10
  Section 2 .......................................................................................................................... 10
  Section 3 .......................................................................................................................... 10
  Section 4 .......................................................................................................................... 10
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>XIV</td>
<td>Amendment of Guidelines</td>
<td>11</td>
</tr>
<tr>
<td>XV</td>
<td>Misc.</td>
<td>11</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>
Article I: Name

The name of this subcommittee shall be the North Pittsburgh Area H&I Sub Committee

Article II: Definitions

Section 1
NPASCNA H&I Subcommittee - The North Pittsburgh Area of Narcotics Anonymous Hospitals and Institutions Subcommittee is made up of volunteer members from Narcotics Anonymous.

Section 2
Hospitals and Institutions - facilities which either incarcerate persons who may be addicts or have a goal of helping addicts to live as clean as responsible and productive members of society. Examples of facilities are: Drug Rehabilitation Centers, Detox Units, Psychiatric Hospitals, Adolescent Rehabilitation Centers, Prisons, etc.

Article III: Purpose

Section 1
The NPASCNA H&I Subcommittee exists to carry the N.A. message of recovery from addiction to the residents of facilities who are restricted from full access to regular N.A. meetings.

Section 1.1
In the event that the needs of these facilities are fully met the committee may vote to extend services to residents of out patient treatment centers.

Section 2
H&I meetings; except for those in long term facilities; are intended simply to introduce those attending to some of the basics of the N.A. Program. All H&I functions will be held in accordance with the Twelve Traditions of Narcotics Anonymous; whenever possible.

Article V: Functions and Responsibilities

Section 1
To coordinate a minimum of four H&I learning days/workshops annually.

Section 2
To maintain the lines of communication between this committee and any facility in the area for the purpose of new and existing NPASCNA H&I meetings.

Section 2.1
To maintain the lines of communication between this H&I Subcommittee and other H&I Subcommittees on an Area, Regional, and World Level.

Section 3
To provide Panel Coordinators and Panel Leaders for all existing and any prospective meetings.
Section 4
To provide literature to all H&I meetings.

Section 5
H&I does not assume responsibility for any meeting in a facility when that meeting is not conducted by anyone other than the H&I Subcommittee.

Article VI: Participants

Section 1
This committee shall have two (2) classes of participants, that of voting and non-voting. Only voting participants shall have voting rights.

Section 1.1
The voting participants of the committee shall be the Vice-Chairperson, Secretary, Literature Coordinator, and Panel Coordinators. The Chairperson may vote only in the event of a tie.

Section 1.2
The non-voting participants of this committee shall be the Chairperson (except as provided for in Section 1.1), Panel Leaders, Panel Members and Co-chairs. Any non-voting participant of this committee may introduce motions and participate in debate and discussion. Any such motion must be seconded by a voting member or the motion dies.

Article VII: Observers

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as observers. Narcotics Anonymous members shall have the right to request the floor and participate in debate and discussion. The Chairperson has the exclusive right to grant or deny such request. The Chairperson's decision is subject to appeal and may be overturned by the majority of voting participants.

Article VIII: Election of Trusted Servants

Section 1
The trusted servants of the committee shall be a:
   a. Chairperson
   b. Vice Chairperson
   c. Secretary
   d. Literature Coordinator
   e. Panel Coordinators

Section 2
The H&I Sub Committee may recommend a nominee for the H&I Chair position as the Vice Chair has an automatic nomination for Chair. The H&I Chair is elected by the NPASCNA GSR’s at the area meeting.
Section 3
The trusted servants shall be elected to serve for one year. The trusted servant may run for a second term. The position shall begin at the start of the next regular meeting following the election.

Section 4
No trusted servant shall be eligible to serve more than two terms consecutively in the same office. No trusted servant shall hold more than one trusted servant position at a time.

Section 5
An election to fill a vacancy in an office shall occur within (2) two regular meetings after the vacancy arises. Notice of intent to fill a vacancy shall be provided. In the case of a vacancy in the office of Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson until the start of the regular meeting following the election of a Chairperson.

Section 6
It is required that anyone nominated for a trusted servant position have an NA sponsor, an NA home group and meet the requirements as defined in the duties of that position.

Article IX: Removal of Trusted Servants

Section 1 – Causes for removal (10/27/18)
A trusted servant may be eligible for removal from their position for non-compliance. This includes:
   a. Absent of two (2) consecutive monthly ASC meetings.
   b. Non-fulfillment of duties of their positions as stated in these guidelines.
   c. Loss of abstinence.

Section 2 – Removal (10/27/18)
   a. Loss of abstinence results in automatic removal.
   b. Any other cause for removal, outside of loss of abstinence, requires 2/3 majority of present voting members.

Article X: Qualifications and Duties of Trusted Servants

Section 1
The Chairperson of this committee should meet the following qualifications:
   a. Suggested minimum of two years continuous abstinence.
   b. One year previous involvement in H&I.
   c. A working knowledge of the 12 & 12 of NA.
   d. A working knowledge of NPASCNA Guidelines and Policy.
   e. A working knowledge of NPASCNA H&I Guidelines & Policy.
   f. The ability to organize and serve this committee.
   g. Willingness to give the time and resources necessary to conduct the business of the North Pittsburgh Area H&I Subcommittee.

Section 1.1
It is the duty of the Chairperson of this committee:
a. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
b. To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order or business, agenda or program and with existing orders of the day.
c. To recognize members or observers who are entitled to the floor.
d. To state and to put to vote, all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson, and to announce the results of each vote; or, if a motion that is not in order is made, to rule it out of order.
e. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
f. To enforce the rules relating to debate and to order decorum within the assembly when appropriate.
g. To expedite business in every way compatible with the rights of members and observers.
h. To decide all questions of order, subject to appeal – unless, when in doubt, the Chairperson prefers to submit such a question to the assembly for decision.
i. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
j. To authenticate by the Chairperson's signature, when necessary, all acts, orders and proceedings of the assembly.
k. To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program or at any time in the event of a sudden emergency affecting the safety of those present.
l. To arrange the agenda for each meeting.
m. To prepare a report of the subcommittee business to be delivered to the ASC each on the status of area H&I meetings, regional H&I business meeting and any other responsibilities of this H&I subcommittee.
n. To attend the ASC monthly.
o. To establish and maintain contact between this H&I Subcommittee and the other H&I subcommittees on an Area, Regional, and World Service Level.
p. To attend all Regional H&I Subcommittee meetings monthly and present a report of all business of this subcommittee.
q. Is responsible for all correspondence with participating facilities, and within the North Pittsburgh area pertaining to H&I.
r. To be a co-signer of the committees’ literature account.

Section 2
The **Vice-Chairperson** of this committee should meet the following qualifications:

a. Suggested minimum of two years continuous abstinence.
b. Willingness to give the time and resources necessary.
c. A working knowledge of the 12 and 12 of NA.
d. A working knowledge of NPASCNA H&I Guidelines & Policy.
e. A working knowledge of NPASCNA Guidelines & Policy.
f. One year previous H&I experience.
Section 2.1
It is the duty of the **Vice-Chairperson** of this committee:

a. Attendance at all subcommittee meetings
b. To work closely with the H&I Chairperson and assist the H&I subcommittee in any way possible.
c. In the absence of the H&I Chairperson, will chair the H&I subcommittee meetings.
d. In the event of the inability of the H&I chairperson to perform, or upon the resignation of the H&I Chairperson, will receive and automatic nomination for H&I chairperson.
e. Participate in 1 of the 4 required workshops/learning days.
f. Coordinates and works with Panel Coordinators and Panel Leaders to assure that all members are familiar with H&I Policy.
g. Deliver new member orientation session monthly as needed, unless serving as chairperson of the committee.
h. Quarterly attendance at the Regional H&I Business Meeting and ASC Meeting.
i. To fulfill the duties of the secretary and literature coordinator in their absence.
j. To fulfill the duties of all vacant panel coordinator positions.

Section 3
The **Secretary** of this committee should meet the following qualifications:

a. Suggested minimum of six months continuous abstinence.
b. Willingness to give the time and resources necessary.
c. A working knowledge of the 12 and 12 of NA.
d. A working knowledge of NPASCNA H&I Guidelines & Policy.
e. Minimum of one previous H&I experience.

Section 3.1
It is the duty of the **Secretary** of the committee:

a. Attendance at all subcommittee meetings.
b. In the absence of the Chairperson, and the Vice-Chairperson, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Temp.
c. To keep a record of all the proceedings of the committee, including attendance sheets.
d. To participate in 1 of the 4 required workshops/learning days.
e. To distribute copies of the minutes to each officer and member no later than two (2) weeks following each meeting.
f. To keep on file all the subcommittee reports.
g. To maintain up to date list of all subcommittee members contact information.
h. To make the minutes and records available to any NA member upon request.
i. To maintain copies of all approved policies and guidelines both electronically and in hard copy form.
j. To notify the participants of each special meeting, utilizing such method of notification as is agreed upon by the subcommittee.

Section 4
The **Literature Coordinator** of this committee should meet the following qualifications:

a. Suggested minimum of nine months continuous abstinence.
b. Willingness to give the time and resources necessary.
c. A working knowledge of the 12 and 12 of NA.
d. A working knowledge of NPASCNA H&I Guidelines & Policy.
e. Minimum of one previous H&I experience.

Section 4.1
It is the duty of the Literature Coordinator of this committee:
   a. Attendance at all subcommittee meetings.
   b. Keep an adequate supply of all subcommittee approved literature.
   c. To participate in 1 of the required workshops/learning days.
   d. Have literature at monthly meetings as well as on an as needed basis.
   e. Maintain accurate and detailed records regarding the distribution of literature.
   f. Keep accurate records of literature expenses and submit invoices monthly.
   g. To be a co-signer of the committees’ literature account.

Section 5
The Panel Coordinators of this committee should meet the following qualifications:
   a. Minimum of two years continuous abstinence.
   b. Willingness to give the time and resources necessary.
   c. A working knowledge of the 12 and 12 of NA.
   d. A working knowledge of NPASCNA H&I Guidelines & Policy.
   e. Minimum of one year previous H&I experience.
   f. Minimum of two H&I workshops per year.

Section 5.1
It is the duty of the Panel Coordinators of this committee:
   a. Attendance at all subcommittee meetings.
   b. Prepare monthly report on facility and literature needs.
   c. See facility maintains adequate amount of approved literature.
   d. See that the meetings are conducted in accordance with H&I policy and the facilities rules.
   e. Act as a liaison between the subcommittee and the facility.
   f. To participate in 1 of the required workshop/learning days.
   g. Maintain regular contact with all panel leaders.
      i. Provide monthly phone reminders
      ii. Receive regular reports after the meeting to ensure things are going well

Article XI: The Panel System

Section 1
The “Panel System” refers to the general approach to structuring NPASCNA’s H&I effort which uses “Panel” and “Panel Formats”.

Section 2
The panel is made up of a Panel Leader, and at least one and no more than four other panel members. Panel Members should all meet the requirements specified in H&I Policy.
Article XII: Panel Formats

Section 1
The “Panel Formats” refer to the specific ways in which NPASCNA’s subcommittee structures and conducts its meetings, as listed below. All meetings shall be closed with the Serenity Prayer.

Section 2
Speaker Panel: In an H&I Speaker Panel meeting, one or more NA Panel Members share their experience, strength and hope.

Section 3
Speaker Topic: During an H&I Speaker Topic Meeting, each panel member shares on one topic or separate topics, and then there is a question and answer period.

Section 4
Topic Discussion: In a topic discussion, the panel leader introduces the topic, shares first (to set a recovery oriented tone) then alternates the discussion between residents and panel members.

Section 5
Literature Discussion: In a Literature/Step Study Discussion meeting, parts of NA conference approved literature are read by a Panel member or members then discussed by alternating discussion between residents and panel members.

Section 6.
Question and Answer Discussion: In a question and answer discussion meeting, the panel leader invites residents to write topics or questions they would like to be discussed on a piece of paper and place them in a basket. Topics will be drawn, and screened by the panel leader and addressed by the panel members.

Article XIII: Meetings

Section 1
Regular H&I Subcommittee meetings shall be held on the last Saturday of each month unless otherwise ordered by NPASCNA.

Section 2
The Subcommittee meeting in the month of December shall be known as the election meeting and shall be for the purpose of electing trusted servants as provided in Article VI.

Section 3
Special meetings may be called by the chairperson of the subcommittee and shall be called upon the written request of members of NPASCNA. The purpose of the meeting shall be stated. No business other than that, which is stated, will be conducted. At least seven days notice shall be given.

Section 4
The exact date and time of each monthly meeting will appear on the minutes as distributed to committee members each month.

Section 5
Monthly meeting will have designated non-smoking area.

Section 6
The monthly meeting must have a majority vote to continue past 5:00 PM or (1) one hour.

Article XIV: Amendment of Guidelines

These guidelines may be amended by a majority vote at the regular subcommittee meeting or at any special subcommittee meeting providing that the exact wording of the amendment has been submitted in writing and announced at a previous regular meeting.

Article XV: Misc.

Section 1
Unaddressed Issues: In the event that an issue comes up that is not addressed in our guidelines, we will use the policy from the current WSC H&I Handbook or as described in the current H&I Do’s and Don’t’s for the NPASCNA AREA.

Section 2
Helpful Hints To Be Prepared
a. Have all necessary phone numbers for the facility and the H&I Subcommittee
b. Have a back-up speaker willing an able to go.
c. Confirm your speaker at least one day before the meeting.
d. See someone on the subcommittee, or attend the H&I Subcommittee meeting prior to Area each month for additional information.

Section 3
Contingency Plan for H&I Panel Leaders (Chairs)
What to do when you can’t attend your regularly scheduled meeting
a. Pray (optional)
b. Contact the panel coordinator as soon as you know, we ask for no less than a 24 hour notice. The Panel Coordinator must approve replacements.
c. If you cannot reach the Panel Coordinator you should call the H&I Subcommittee Vice Chair.
d. If you cannot reach the Vice Chair you should call the H&I Subcommittee Chair.
e. If all else fails, the responsible thing to do is to call the facility and tell them we cannot attend the meeting, but we will be there for the next scheduled time.
f. Please remember that our reputation is a stake with the facility if we miss a meeting. We cannot carry the message if we lose the meeting.