

Suffolk H&I Policy

I Purpose:

The Suffolk H&I Committee is a subcommittee of the Suffolk Area Service (SASNA). The committee plays a key role in the overall H&I service effort. It initiates, coordinates, and conducts Suffolk H&I meetings, workshops, and presentations in the Suffolk County, NY area. "H&I meetings/presentations are held in facilities where addicts do not have full access to regular Narcotics Anonymous meetings. Meetings which are held in a facility, but which are fully self-supporting and free of restrictions, are not H&I meetings. All H&I meetings/presentations are closed to outside participation." (Pg. 2, H&I Handbook)

II Definition:

To carry the message of Narcotics Anonymous to addicts in hospitals, institutions, and jails who could not otherwise attend Narcotics Anonymous meetings.

III Description:

The sub-committee consists of a Chairperson, Vice-Chairperson, Secretary, Literature Coordinator, Meeting Chairpersons, Panel Coordinators, Substitute Meeting Chairpersons, and any members of Narcotics Anonymous who wish to be involved.

IV Functions:

1. Conduct a monthly business meeting
2. Prepare H&I Policy and Guidelines for the H&I Subcommittee and SASNA approval
3. Serve as a communication link between the Suffolk H&I Committee and the Regional and World H&I Committees
4. Select members who are to chair H&I meetings
5. With the Public Information (PI) Subcommittee, make all initial contact with facilities
6. Provide monthly orientations, and yearly learning days
7. Distribute literature for H&I meetings

V Requirements for H&I Service:

- **Chairperson:** Two (2) years NA street clean time. One (1) year prior Suffolk Area H&I service, and must attend the most recent orientation.
- **Vice-Chairperson:** One (1) year NA street clean time. Six (6) months prior Suffolk Area H&I service, and must attend the most recent orientation
- **Secretary:** One (1) year NA street clean time. Six (6) months prior Suffolk Area H&I service. Good note taking and typing skills
- **Literature Coordinator:** One (1) year NA street clean time
- **Meeting Chairpersons:** For MICA units, jails, adolescent facilities, and detoxes: One (1) year street clean time and a clear NA message. For all other facilities, six (6) months NA street clean time, a clear NA message, and to have done (2) sit-ins prior to chairing their first Suffolk H&I meeting
- **Panel Coordinators:** One (1) year NA street clean time, six (6) months prior Suffolk Area H&I service, and a commitment in that facility

- **Meeting Substitute Chairpersons:** Six (6) months NA street clean time, a clear NA message, and a Suffolk H&I member in good standing, and to have done two (2) sit-ins prior to chairing their first Suffolk H&I meeting.
- All newly elected officers are required to attend the most recent orientation

Any member of Narcotics Anonymous who is taking a maintenance drug (i.e. suboxone, methadone, Subutex, or vivitrol) is not eligible for H&I service. The Suffolk Area H&I subcommittee defines clean time as “complete abstinence from all drugs” (pg. 9, Basic Text). We define street clean time as a clean time while not incarcerated or living in an inpatient facility. If a member of H&I is prescribed short-term narcotics for a medical problem by a licensed physician, this chairperson must get coverage while taking them. This does not include long term psychiatric medications.

VI Attendance:

1. It is required that all chairpersons attend all Suffolk H&I subcommittee meetings. Anyone arriving after the end of role call will be considered absent. If you cannot attend, you must call your co-chair or an elected officer of the Suffolk H&I subcommittee to report on the status of your commitment. ***If you miss three (3) consecutive sub-committee meetings, a group conscience vote will be held among any current chairpersons and members in good standing to determine the fate of the position. If the chairperson is voted out, the position will be listed as an open commitment and filled by another qualified member.*** Any H&I chairperson who does not fulfill the business meeting attendance requirements will have to be re-orientated before taking any commitment. Any returning H&I must be re-orientated before taking a new commitment. Any member of Suffolk H&I who has continuously held a commitment need not be re-orientated. H&I commitment holders who have their commitment on the night the sub-committee meets must call the panel for their facility and rotate with their co-chair so as not to miss three (3) consecutive meetings.
2. The position of Chairperson of the subcommittee is voted on at Suffolk Area Service, all other positions are voted on at the subcommittee level
3. All H&I Meeting Chairpersons shall serve for a period of one (1) year. At the end of this term, the commitment becomes open and will be filled in the same manner as any other open commitment. All sub-committee officer position terms will run from January to December.

VII Responsibility of Officers:

a) Committee Chairperson

Term of Service: One (1) year

The H&I subcommittee is directly responsible to Suffolk Area through the H&I chairperson

It is the Chairperson’s responsibility to:

1. Attend all H&I subcommittee monthly meetings
2. Keep order in the subcommittee meeting
3. Keep the discussion brief and on the topic
4. Ensure the upholding of the Twelve Traditions and Twelve Concepts
5. Maintain communication between the H&I Subcommittee and the SASNA by giving a written monthly report to the committee

6. Attend all Regional H&I Subcommittee meetings and report back to the Suffolk Area, and the H&I Subcommittee
- ~~7. Attend all SASNA Steering Committee Meetings~~
8. Make sure that a link of communication is maintained between the subcommittee and the individual facilities. This communication is done by the panel coordinator, but the Chairperson should ensure it is taking place
9. Ensure that all chairpersons comply with the H&I subcommittee and Suffolk Area policies, as well as the rules of the individual facilities

b) Committee Vice-Chairperson

Term of Service: One (1) Year

It is the Vice-Chair's Responsibility to:

1. Attend all Suffolk H&I Subcommittee monthly meetings
2. Help the Chairperson run an orderly meeting
3. Fill in as Chairperson in their absence
4. With the Chairperson, attend the first Regional H&I meeting and the first Suffolk Area meeting after taking the commitment, in order to better serve in the absence of the Chair
5. Attend the Regional H&I meeting if the Chairperson cannot attend
6. Serve as Chairperson if the Chairperson position becomes vacant until confirmation by the SASC or new Chairperson is elected
7. Run the monthly Orientation and distribute a copy of the current Suffolk H&I policy to new orientees
8. Assume the duties and responsibilities of the Literature Coordinator in the event of an emergency where the Literature Coordinator cannot attend

c) Committee Secretary

Term of Service: One (1) Year

It is the Secretary's responsibility to:

1. Attend all Suffolk H&I Subcommittee monthly meetings
2. Compile, record, and distribute minutes
3. Notify the Chairperson or Vice-Chairperson of their inability to attend the monthly Suffolk H&I business meeting
4. Keep records of all facility guidelines, rules, and regulations
5. Make sure that the prior month's minutes are given to the Chairperson if the secretary is unable to attend Suffolk H&I subcommittee monthly meeting
6. Keep and updated file on all meetings, containing the name of the facility, day, time and contact of all meetings chairs (including commencement date)
7. Assume the responsibility of the chairperson in the event that the Chair and Vice-Chair cannot attend an H&I Subcommittee meeting
8. Must have printed copies of Robert's Rules of Order and the current Suffolk H&I Policy available at the monthly subcommittee meetings

d) Committee Literature Coordinator

Term of Service: One (1) Year

It is the Literature Coordinator's responsibility to:

1. Attend all Suffolk H&I Subcommittee monthly meetings
2. Keep inventory and records. A copy of the records should be given to the Chairperson
3. Distribute H&I literature to meeting chairpersons
4. Prepare and pick up monthly literature order at SASNA

e) Panel Coordinator

The panel coordinator maintains communication with the meeting chairperson, and is the designated contact person for the specific facility and the H&I subcommittee. Panel Coordinators will be chosen on a voluntary basis, except when two (2) or more eligible H&I members are interested in the position the H&I Subcommittee will then elect the Panel Coordinator.

It is the Panel Coordinator's responsibility to:

1. Attend all Suffolk H&I Subcommittee monthly meetings
2. Contact the Chair or Vice-Chair with the panel report if unable to attend the subcommittee meeting
3. Maintain a regular and ongoing link of communication with their specific facility, and report back to the Suffolk H&I subcommittee
4. Have a chairperson commitment in the facility for which they are serving as panel coordinator
5. Each Panel Coordinator's responsibility will be limited to one (1) facility
6. Make a list of names and phone numbers of people taking commitments into the facility. Update the list monthly and share the list with the facility.
7. Notify the facility of any open commitments, or when H&I will not be bringing a meeting into the facility on a scheduled day
8. All members should get a courtesy call from the panel coordinator with regards to any and all things pertaining to their commitment.

VIII Voting, Participation, and Requirements to Make Motions

Any H&I Suffolk Area subcommittee member who currently holds an H&I commitment and has held a commitment for more than one (1) month, is eligible to vote and to make motions. If your commitment has been successfully fulfilled and will be listed as open, you are eligible to vote and make motions. Motions must be written on paper with the intent and supporting tradition or concept, and handed to the Secretary before the end of role call.

IX Voting Procedures

The voting procedure is standard vote. For a motion to pass, the quorum count defers to yes and no only. Abstentions drop out of the quorum count. **Members in "Good Standing" may vote and bring motions if they do not hold a commitment. "Good Standing" can be defined as follows: completed orientation, completed two (2) sit-ins, and has held an H&I Commitment for a minimum of a one (1)**

year term. Since completing that term, the member has also met the attendance requirement of not missing more than two (2) consecutive subcommittee meetings.

A simple majority (50%+1) of the voting body is needed for all matters, except for changes in policy. Policy changes will be voted on the same night the motion is made, and a two-thirds majority vote is needed to change an established policy. The Suffolk H&I Chair does not vote nor can they submit a motion. If there is a tie, the chair will then have the deciding vote.

X Removal or Suspension from the H&I Subcommittee

1. Any chairperson or trusted servant, except the Subcommittee Chairperson, may be removed with a motion, a second, and a majority vote
2. Members who are removed from the committee for reasons stated below must ***wait six (6) months***, be reorientated, and do 2 sit-ins to take a commitment again
 - a) Relapse
 - b) Lack of responsibility in fulfilling obligations to appear for H&I meetings/presentations or have that obligation fulfilled by a substitute chair, as defined by missing (3) commitments and voted out by group conscience, shall result in the member being removed from the H&I committee
 - c) Any member not conforming to the requirements or any other requirements which may be added later, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I assignments
 - d) The committee may wish to consider suspending a member from a commitment if they exhibit behaviors which may affect their ability to carry a clear Narcotics Anonymous message. This is to ensure that a satisfactory relationship is maintained within a facility and the continued success of future H&I presentations. Examples: (1) a person who appears intoxicated or in an altered state of mind either due to medication or a physical condition might be approached with our concerns. (2) A chairperson soliciting business from a facility and/or clients

XI General Policies

1. All speakers must have six (6) months NA street clean time and carry a clear NA message of recovery. For jails, MICA, detoxes, and adolescent facilities, speakers must have one (1) year NA street clean time and carry a clear NA message of recovery
2. Working with others: Men with the men, women with the women. Some facilities house only men or only women; other facilities house both men and women, but keep them separate. In these facilities, only same gender H&I members should chair the meetings, and same sex speakers should be brought in. Our main concern at all times is to consider the wishes of the facility, except when special conditions dictate otherwise
3. A new Suffolk H&I member is required to have three (3) months street clean time before being orientated
4. Any newly orientated member has to be reorientated if they don't take a commitment within six (6) months
5. To obtain a commitment after holding one previously, the member must be an H&I member in good standing, meaning the member would have had to attend H&I subcommittee meetings in accordance with current policy, ***not missing more than two (2) consecutive meetings***
6. Any members from other areas with prior H&I service, must be orientated at the Suffolk Area Orientation and do two (2) sit-ins if they want to take a commitment

7. An H&I member may only hold two (2) commitments at a time and these must not be in the same facility
8. H&I subcommittee members and their speakers shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding regulations of the facilities being served.
9. If an H&I meetings chairperson cannot attend their scheduled meeting within the facility and needs someone to cover their commitment, they can do the following:
 - a) Contact your co-chair first
 - b) Contact other qualified members of Suffolk H&I (those who currently hold a commitment) from the monthly list
 - c) Call someone from the meeting substitute chairpersons list
 - d) If you cannot get someone to cover your commitment, you must contact the Panel Coordinator for your facility, then the H&I Chair or Vice-Chair. The facility must be notified if you are not going to make the scheduled meeting. Getting coverage is your responsibility

Addendum:

- Updated H&I Orientation Packet, see attached.
- Updated approved literature

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