CENTRAL TEXAS AREA

OF

NARCOTICS ANONYMOUS

HOSPITALS & INSTITUTIONS

SUBCOMMITTEE POLICY

Revised: July 19, 2026

In all areas NOT specifically covered by this policy, the guidelines will be the 12 Traditions, the 12 Concepts for NA Service, CTANA Policy, Consensus Based Decision Making, and a loving God as He may express Himself in our group conscience. Also the *H&I Handbook* may be used as reference material to offer suggestions and guidance, but is not intended to be used as our policy.

CTANA H&I Subcommittee Policy

H&I Subcommittee Meeting Format

The following outlines the procedure for conducting the regular monthly business meeting of the Central Texas Area H&I Subcommittee and all interested members of Narcotics Anonymous.

H&I Subcommittee Business Meeting:

- Open the meeting with a moment of Silence followed by the Serenity Prayer.

H&I READINGS:

- **SERVICE PRAYER:** "God, grant us knowledge that we may act according to your divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, in order that no addict anywhere, need die from the horrors of addiction."
- **12 TRADITIONS**
- **12 CONCEPTS**

H&I Facilitator reads:

- **PURPOSE OF THE H&I SUBCOMMITTEE:** The Central Texas Area of Narcotics Anonymous Hospitals and Institutions Subcommittee, or CTANA H&I Subcommittee, plays a central role in the overall H&I service effort for our area. It initiates, conducts, and coordinates all local CTANA H&I meetings and activities within our area. This subcommittee is the hub of H&I planning and organization.
- **PURPOSE OF AN H&I MEETING:** The purpose of an H&I meeting/presentation is to carry the message to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations are intended to simply introduce those attending to recovery through the program of Narcotics Anonymous. Those in longer-term facilities may require a more in depth exposure to the recovery process.

1. Roll Call (Recorder):

A. Administrative Committee Members:

- **Facilitator**
- **Co-Facilitator**
- **Recorder**
- **Literature Bank Coordinator**

B. Meeting/Facility Coordinators

2. Recorder asks if everyone has read last month's H&I Subcommittee business meeting minutes. Approve with consensus.

3. Reports:

Must turn in a written/emailed report, even if absent, to the Administrative

Body either before or at the beginning of the Subcommittee meeting.

- **Facilitator**
- **Co-Facilitator**
- **Literature Bank Coordinator**
- **Facility Coordinators**

4. **Old Business**
5. **New Business / Proposals**
6. **Elections if needed**
7. **Date and time of next subcommittee meeting**
8. **Consensus to close**

<u>On Service</u>

- Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry a clear message of recovery to the addict who still suffers. It was for this reason that these guidelines have been compiled.
- We must always remember that as individual members, groups, and service committees, we are not and never should be in competition with each other.
- We work together in an effort to help the newcomer find recovery in NA, and to ensure Narcotics Anonymous itself survives.
- We have learned, painfully, that internal strife cripples our fellowship and prevents us from providing the service necessary to grow as a fellowship.

<u>Attendance requirements for Administrative body and Coordinators:</u>

- If ANYONE misses **<u>two consecutive</u>** Subcommittee meetings that are determined **<u>unexcused</u>** absences, he or she shall be resigned.
  - This includes unexcused means absent without notice/report.
- If ANYONE misses **<u>three consecutive</u>** Subcommittee meetings, **<u>excused or not</u>**, shall be considered resigned.

<u>H&I Facilitator</u>

- If the H&I Co-Facilitator is given a "Vote of Confidence" nomination by this subcommittee in October, then he/she must attend the ASC meeting in November to accept that nomination. He/she must qualify him/herself as the next Facilitator.
- The nominated Co-Facilitator must also attend ASC in December to be voted in by ASC.
- The H&I Facilitator will have a minimum of two years clean time, plus have a minimum of six months involvement in H&I service.
- Has been through an H&I orientation session.
- H&I Facilitator is a one year commitment and the person must be willing to serve in this position.
- The H&I Facilitator must be actively involved in an H&I meeting/presentation in order to

be elected and to remain in that position.
- Will have a basic working knowledge and understanding of the 12 Steps, 12 Traditions and the 12 Concepts.
- Must be familiar with the H&I Policy and its contents.

Responsibilities include:

- The Facilitator is always responsible and accountable to the ASC.
- The H&I Facilitator will attend all H&I Subcommittee meetings barring any excused absence.
- Will use Consensus Based Decision Making procedures for all business conducted during subcommittee meetings.
- Presides over Area H&I Subcommittee meetings, keeps order in the meeting, and keeps discussion on topic.
- Ensures that the traditions are upheld in all matters.
- Coordinates in all H&I activities.
- H&I Facilitator will make sure that a link of communication is maintained between the Subcommittee and the individual facilities.
- If communication is done by the meeting coordinator, the Facilitator is responsible to ensure that communication is taking place.
- Ensures that all coordinators and panel members comply with H&I Subcommittee and ASC policies, as well as, the rules and regulations of the individual facilities. • Responsible for contacting and communicating with any facility requesting a new meeting and/or any facility in which a problem needs to be resolved involving H&I. • The H&I Facilitator acts as a link of communication between the H&I Subcommittee, the ASC, and the Regional H&I Subcommittee Facilitator.
- The H&I Facilitator will attend all ASC meetings barring any excused absence. • Prepares a written report on any changes, goals, activities, problems, and/or accomplishments affecting the H&I Subcommittee, and submits this report to the ASC.
- The H&I Facilitator is a voting member of the RSC - Regional H&I Subcommittee and will attend all of its meetings, and bring a report of its activities back to the Area H&I Subcommittee.
- Communicates and coordinates with respective Area subcommittees.
- Gets the key for CTANA mailbox to check for inmate correspondence which is to be distributed to potential sponsors as needed.
- Prepares budget proposal for upcoming year and presents to ASC in October.

H&I Co-Facilitator

- The H&I Co-Facilitator is elected by the H & I subcommittee in the month of November and will assume duties in January, or at any other time the position becomes open.
- The H&I Co-Facilitator will have a minimum of two years clean time, plus have a minimum of six months involvement in H&I service.

- Has been through an H&I orientation session.
- It is a **two year** commitment and the person must be willing and able to serve in this position.
- The H&I Co-Facilitator must be actively involved in an H&I meeting/presentation in order to be elected and to remain in that position.
- The Co-Facilitator assumes the duties of the Facilitator, if the Facilitator is unable to serve, or a new Facilitator is elected. See Facilitator's responsibilities listed above.

Responsibilities include:

- The Co-Facilitator works with the Facilitator to maintain the smooth operation of this Subcommittee.
- The Co-Facilitator will attend all H&I Subcommittee meetings barring any excused absence.
- It is suggested that the Co-Facilitator attend ASC meetings and Regional H&I subcommittee meetings if possible.
- Responsible for facilitating monthly orientation presentations which includes, but not limited to, showing them how to access the Orientation Packet on CTANA.org along with our Facilities list.
- Add new volunteers to the H&I Volunteer Phone list.
- Responsible for maintaining **a current H&I Volunteer Phone list** and distribute to coordinators as needed or as updated.
- Responsible for any other task the Facilitator may appoint.

H&I Recorder

- The H&I Recorder is elected by the CTA H&I Subcommittee to serve for one year in the month of November and will assume duties in January, or at any other time the position becomes open.
- The H&I Recorder will have a minimum of one year clean time, plus have a minimum of six months involvement in H&I service.
- It is a one year commitment and the person must be willing and able to serve in this position.
- Has been through an H&I orientation session.

Responsibilities include:

- Attend all CTA H&I Subcommittee meetings barring any excused absence and any Learning Days or workshops held in our Area.
- Takes accurate minutes of all Subcommittee meetings, as well as H&I Learning Days and workshops held in our Area.
- Minutes are to be distributed to Coordinators and Admin body **within a 2 week period** from the Subcommittee Meeting.
- Maintains an updated list of all Subcommittee members, including email addresses and telephone numbers.

- Maintains an updated list of all ongoing H&I commitments, including a facility contact name and phone number.
- Keeps a file of all correspondence to and from the Subcommittee from all facilities, H&I Committee members, and Coordinators.
- Responsible for any other task the Facilitator or Co-Facilitator may appoint.

H&I Literature Coordinator

- The H&I Literature Coordinator is elected by the CTA H&I Subcommittee to serve for one year in the month of November and will assume duties in January, or at any other time the position becomes open.
- The H&I Literature Coordinator will have a minimum of one year clean time, plus have a minimum of six months involvement in H&I service.
- It is a one year commitment and the person must be willing and able to serve in this position. This may include lifting heavy boxes and having a safe place to store literature.
  · Has been through an H&I orientation session.

Responsibilities include:

- Will attend all CTA H&I Subcommittee meetings barring any excused absence.
- Makes a report to the Subcommittee on the amount **spent** for literature and any other information related to this position.
- Maintaining the security of the literature in their possession.
- Orders literature from Area Literature Bank to fulfill the needs of the Subcommittee.
- Shall distribute literature to H&I meeting/presentation coordinators.
- Shall work with the H&I Facilitator to ensure that the necessary is obtained from the ASC, as per allowance of the H&I Subcommittee budget.
- Shall work with the ASC Treasurer and Literature Bank Facilitator in determining the amount of funds available for use.
- Shall fill special orders for the Subcommittee, such as, Regional meeting directories if available, Reaching Out booklets, and/or any other literature authorized by the Subcommittee.
- Shall maintain a supply of meeting schedules.
- Shall stamp all literature with the CTANA helpline number.
- Make sure literature without staples is ordered as available by WSC.

H&I Facility Coordinator

- The H&I Facility Coordinator is elected by the H&I Subcommittee to serve for one year beginning in the month of November or at any time a new facility is started or an existing facility is in need of a Coordinator.
- The H&I Facility Coordinator will have a minimum of one year clean time, plus have a

minimum of six months involvement in H&I service.

- It is a one year commitment and the person must be willing and able to serve in this position.
- Has been through an H&I orientation session, at an H&I Subcommittee meeting, or by the Facility Coordinator.
- Has accessibility to the H&I Facility Coordinator Handbook.
- Must be able to carry a clear NA message of recovery as stated in our **CLARITY STATEMENT** which states:

  We are presented with a dilemma; when NA members identify themselves as addicts and alcoholics, or talk about living clean and sober, the clarity of the NA message is blurred. To speak in this manner suggests that there are two diseases, that one drug is somehow separate from the rest, requiring special recognition. Narcotics Anonymous makes no distinction between drugs.

Responsibilities include:

- Attend all H&I Subcommittee meetings.
- Must make a written report to the H&I Subcommittee. Can also make a verbal report if needed at the subcommittee meeting.
- Communicates regularly with the H&I Facilitator, informing them of any problems with the meeting/presentation.
- Keeps an open line of communication with the facility.
- Must be familiar with the H&I Subcommittee policy and the facility's rules and regulations.
- Make sure that the panel leader and the panel members have been through an H&I orientation.
- Accessibility to the Orientation Packet, and are aware of, and understand the Subcommittee policy and the facility's rules and regulations.
- Responsible for panel leader and panel members at all times including dress code, conduct.
- Make sure that the meeting/presentation takes place, and that it starts and stops on time.
- Make sure that the meeting/presentation is supplied with approved and helpline stamped NA literature only.
- Decides what type of meeting format or formats are to be used at the meeting/presentation.
- Make sure that the Twelve Traditions are upheld, at all times.
- Calls upon the administrative and other committee members, when in need of assistance.
- Must attend at least two meetings/presentations a month that he or she coordinates.
- Responsible for facilitating any H&I orientation presentations for his/her facility.

- This includes showing volunteers how to access the H&I Orientation Packet and Updated Facilities list on CTANA.org.
- Give new volunteer information to the H&I Co-Facilitator so they can update the phone list. Information must include **phone number, email address, clean date, and date of orientation.**
- Chooses a "Co-Coordinator" of his/her choice as long as the co-coordinator meets all H&I requirements as required by this policy.

H&I Facility Co-Coordinator

- **The Co-Coordinator** must have read and be familiar with the Facility Coordinators Handbook and know how to access the handbook on CTANA.org.
- Co-Coordinator will be familiar with, and fulfill responsibilities and duties listed above under Facility Coordinator in the absence of the Coordinator.
- In the absence of the coordinator, will attend subcommittee meetings and submit reports as required.

H&I Meeting/Presentation Panel Leader

- The H&I meeting/presentation panel leader is appointed by the H&I Facility Coordinator, at the time that position needs to be filled.
- The meeting/presentation panel leader must have six months clean time. (Some facilities may require more clean time).
- Been through an H&I orientation session, be able to carry a clear NA message of recovery plus have a minimum of six months involvement in H&I service.
- It is a one-year commitment and the person must be willing and able to serve in this position.

Responsibilities include:

- Must be familiar with the H&I meeting/presentation format or formats chosen by the Coordinator.
- Must be familiar with the CTA Subcommittee policy and the facility's rules and regulations.
- Reports all activities and any problems of the H&I meeting/presentation to the Coordinator.
- Make sure that a clear NA message of recovery is being carried using NA language and that the meeting/presentation starts and stops on time.
- Encouraged to attend all H&I Subcommittee meetings and all H&I functions and activities in the Central Texas Area.
- Shall always keep in mind that he or she is a representative of Narcotics Anonymous and should conduct themselves responsibly, at all times.

H&I Meeting/Presentation Panel Member

- The H&I meeting/presentation panel member is approved by the H&I Subcommittee, or Facility Coordinator**.**
- May attend any H&I meeting/presentation that the H&I Subcommittee is involved in, once they have six months involvement in NA, six months clean time and have been through H&I orientation. (Some facilities may require more clean time).
- Panel members must be willing to share their experience, strength, and hope, and must also be willing to learn.

Responsibilities include:

- Must be familiar with the H&I meeting/presentation format or formats and follow the lead or direction of the panel leader.
- Must be familiar with subcommittees and facility's rules and regulations.
- Must be able to share a message of recovery through the twelve steps of Narcotics Anonymous, using only NA language.
- Must show up at a meeting/presentation on time and when expected.
- Encouraged to attend all H&I Subcommittee meetings, functions and all H&I functions and activities in the Central Texas Area, when possible.
- Shall always keep in mind that he or she is a representative of Narcotics Anonymous and should conduct themselves responsibly at all times.

Elections

- Annual election of qualified NA members for positions within the H&I Subcommittee will be held once a year in the month of November, with the officers elected taking office in January.
- Additional elections will be held any time a position becomes available for any reason. Also if a new facility is requesting a meeting. All elected positions, regardless of when they were voted in, become available again at the time of the annual elections in November.
- This Subcommittee elects the Co- Facilitator, the Recorder the Literature Bank Person, and all H&I Meeting/Presentation Coordinators for one year.
- All qualified members will be elected to H&I Subcommittee positions by a simple majority vote.
- The H&I Facilitator is elected by the ASC in December after nominations in November, or at any other time the position becomes open. In order to be elected the person nominated to be H&I Facilitator must be present at both the November and December ASC meeting.

Membership

- Any member of Narcotics Anonymous with 6 months or more clean time, can become a member of H&I by attending an H&I Subcommittee meeting and informing the

Subcommittee of their desire to serve.

- Until they become involved in H&I Service and meet the guidelines under section below titled 'Voting Members", they are not considered voting members.

Voting Members

- Only H&I Administrative Committee members & Facility Coordinators can vote.
- **H&I Facility Coordinators** can only vote in case of a tie.
- Only voting members (administrative body or coordinators) may make proposals.

CONSENSUS-BASED DECSION MAKING GUIDELINES (CBDM)

- H&I participants can bring proposals to the body. Only Coordinators can vote.
- Consensus is reached when there are no “stand asides” or “blocks”. When a vote is required, 80% or more of the Coordinators in attendance with each participant having only one vote.
- H&I Facilitator asks the body for clarifying questions about the proposal (not a pro vs. con debate) but a brief session to be sure everyone understands the proposal. All Narcotics Anonymous (NA) members in attendance are welcome to participate in discussion.
- H&I Facilitator **only** asks whether anyone has any reservations about the proposal. These are heard, and they may be answered or the proposal may be amended.
- A proposal can be re-written and re-submitted if clarification is needed.

Points of Information may be made in the form of a statement or open question. This can be used to get more clarifying or to give pertinent information to the speaker or group.

- When all reservations have been heard and answered the H&I Facilitator asks, "Do we have consensus?"

Participants respond in one of four ways:

1. **Assent**: To support the proposal, all things considered. Assent is signified by remaining silent.
    a. It may not mean that I'm in agreement with every aspect, but that I've heard the discussion and had my chance to participate in the process of finalizing the proposal, and am prepared to support it.

2. **Assent with Reservation**: It is done by raising your hand and simply saying when the facilitator calls on you, "Assent with reservation."
    a. The Facilitator will ask if a participant wishes to share their reservation to be noted in the Record.
    b. This is not materially different from Assent, and is the option often left out for that

reason, but it is sometimes included as a way of giving people a place to stand when they don't want to object more strongly, but they do want to note that they have reservations.

3. **Stand Aside**: It is a statement that I do not support the proposal, but my objection is not of the nature or the severity to warrant a block. A common misconception about the stand aside is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote.
    a. One of the ASC's guidelines needs to be how many or what proportion of stand asides indicate a consensus too weak to adopt the proposal.
4. **Block**: Given that a proposal can be defeated by a sufficient number of stand-asides, the block should be an extremely rare step taken only when a participant honestly believes that the proposal is in direct conflict with Traditions or Concepts, or some very fundamental moral position of the participant is violated. A member who blocks should be able to articulate which tradition, concept, or moral position with which the proposal is in conflict

Additional Guidelines

1. Any member of the H&I Subcommittee is automatically disqualified from further H&I involvement upon relapse. They may again become eligible to serve when he or she again meets the qualifications of these guidelines.
2. Being clean, for the purposes of this H&I Subcommittee, shall be defined as, "complete abstinence from **all drugs**".
3. Any member that is not conforming to these guidelines or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I Subcommittee Service.
4. Length of clean time required by each facility is to be rigidly upheld by all H&I Panel members.
5. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and is strongly discouraged by the H&I subcommittee.
6. Provide each H&I member a copy of the written rules and regulations that apply to the facility they serve.
7. Panel Leaders and panel members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility they are carrying the message to. This is the responsibility of the Panel Coordinator and all concerns or problems should be deferred to them.
8. All new NA members interested in H&I service, will be required to attend an H&I Orientation before they can attend an H&I meeting/presentation.
    a. Orientation sessions will be held monthly or on an as-needed basis, the same day, and at the same location at 30 minutes before the Subcommittee meets.
    b. The volunteers will be shown how to access the H&I Orientation Packet and a current Facilities List on CTANA.org

9. **Do not sponsor** any person(s) at the facility that you are attending as an H&I member.
10. Do not give out your phone number or any personal information to residents. If the facility allows us to give out our phone numbers to clients, then it is still up to the H&I volunteer to decide whether or not they feel comfortable doing so.
11. It is suggested that no qualified H&l member ever conduct a meeting/presentation alone if at all possible. However if no other qualified H&l member is available we must still fulfill the commitment.
12. Remember.....your actions reflect not only on you, but on NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other H&l members.

"TO ASSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE PROVIDE THE NECESSARY SERVICES.'