HOSPITALS AND INSTITUTIONS (H & I)
Sub-Committee Guidelines And Procedures

ARTICLE I Basic Definition Of The Sub-Committee

The Regional H & 1 Sub-committee is a standing Sub-committee of the Pacific Cascade Regional Service Committee. H & I has be created in harmony with Tradition Nine to unify efforts of 12 step work within Hospitals & Institutions. We shall maintain an effective liaison and cooperation with the PCRSC. This committee shall adhere to the H & I guidelines approved by the fellowship through the World Service Conference.

ARTICLE II Functions Of the Sub-Committee

Section 1. To serve as a pooling place of area H & I experience and resources.
Section 2. To conduct quarterly business meetings.
Section 3. To provide a communication link between the Area and World levels of H & I service work.
Section 4 Compile, maintain and update a list of all appropriate hospital and institutions in the Region and keep track of which ones are served by Area Committees and which ones are not serviced add all.
Section 5. Maintain and update a map of the Region that denotes H & I meetings.
Section 6 Communicate with facilities that are not served by Areas to inform them about NA and to provide them with NA literature.
Section 7 To hold a yearly H & I service workshop.
Section 8 To support input for publication in the H & I newsletter, “Reaching Out”.
Section 9. To submit a budget to the Regional Service Committee as requested.
Section 10. To review and update the guidelines as necessary.
Section 11 To encourage NA members to carry the message through H & I.
Section 12. To submit any changes or amendments to these guidelines to the RSC for approval.

ARTICLE III Membership And Elections

Section 1. Membership shall consist of voting and non-voting members.
A) Non-voting members shall include any interested NA member.
B) Voting members shall consist of:
1) Vice-chairperson
2) Secretary
3) Area H & I Chairperson or their designated representative.
Section 2. All officers (except Chairperson) are elected by a majority vote by the voting membership.
Section 3. The Chairperson will vote as a tie breaker.

Section 4. In no case may any officer of the Committee cast two (2) votes, i.e., if the officer is also Area H & I Chairperson.

Section 5. A quorum of one-third of the voting participants must be present for any vote to be taken on work that is being presented to the Committee. A voting member may send a proxy vote to be cast when the quorum is met.

Section 6. The Chairperson is elected by the RSC at the next quarterly meeting following the World Service Conference. All other officers are elected at the following quarterly RSC H & I meeting.

Section 7. All positions are for a period of one (1) year.

Section 8. Interim appointments or elections shall not constitute a full term.

ARTICLE IV Membership Requirements

Section 1. Members should be among the most well informed, active H & I service workers in the Region.

Section 2. Shall have demonstrated a working knowledge of the 12 Steps & 12 Traditions, service structure and H & I guidelines.

Section 3. Shall have the time and ability to make the commitment to serve on the Regional H & I Sub-committee.

Section 4. Removal from the Committee is necessary when any of the following situations arise:

A) Relapse
B) Failure to notify the committee of absence, prior to any scheduled meeting.
C) Failure to carry out tasks and responsibilities delegated to them by the Committee
D) Misappropriation of Fellowship funds.

ARTICLE V Officer Qualification And Responsibilities

Section 1. Chairperson

A) Elected by the RSC according to RSC guidelines.
B) Conduct meeting in an orderly manner according to the established format.
C) Maintain regular communication and correspondence between WSC H & I Sub-committee, WSO Project Coordinator, and Are H & I committees.
D) Serve as representative to the RSC, and submit a written quarterly report to RSC
E) Suggested clean time - two (2) years.
F) One (1) year experience in H & I work.

Section 2. Vice-Chairperson

A) Suggested clean time is one (1) year.
B) Compile, maintain, and update a list of appropriate hospitals and institutions in the Region.

C) Maintain and update a map of the Region that denotes the H & I meetings within the Region. Presides over the Sub-committee meetings when the Chairperson is unavailable.
D) In case of resignation or removal, the Vice-Chairperson shall temporarily assume the position of Chairperson until the Region elects a new Chairperson.

Section 3. Secretary
A) Suggested clean time is one (I) year.
B) To record the minutes of all meetings.
C) To copy and distribute said minutes two (2) weeks after each meeting. Minutes are distributed to all voting Committee members, and non-voting members who have requested minutes. A copy of said minutes is to be sent to the H & I Project Coordinator at WSO.
D) To keep records of all Committee members.
E) Maintain a list of attendance of all meetings.
F) Maintain a correspondence file.
G) Send out a notice of upcoming meetings two (2) weeks prior to the date. This notice should go to all voting members, and non-voting members who had requested minutes at the last meeting.

ARTICLE VI **Suggested Format For Regional H & I Meetings**
A) Moment of Silence and Serenity Prayer.
B) Read the l2 Traditions.
C) Read "Why H & I".
D) Take roll of voting and non-voting members.
E) Read, amend if needed, and approve the minutes from the last meeting.
F) Officer's reports.
G) Area reports (3 minutes each, written).
H) Old Business.
I) New Business.
J) Announcements.
K) Schedule next sub-committee meeting.
L) Close with group hug & Prayer.