

BASC H&I Sub Committee Special Meeting Agenda

12/14/2021

- I. Opening – Serenity Prayer
 - II. 12 Traditions of NA (See Below)
 - III. 12 Concepts of NA (See Below)
 - IV. Special Meeting Introduction
 - V. Proposal Reading
 - VI. Clarifying Questions
 - VII. Proposal Pros and Cons
 - VIII. Open Discussion
 - IX. Consensus Based Decision Making – BASC Procedure (See Below)
 - X. Concluding Prayer
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ZOOM Meeting Login Information

Topic: Hospitals and Institutions Subcommittee - Special Meeting
Time: Dec 14, 2021, 06:30 PM Mountain Time (the US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5057098541>

Meeting ID: 505 709 8541

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Meeting Agenda Notes/ Points for Consideration

The format for this meeting was created by an ad hoc group of the H&I subcommittee. (Bill C, Mindy Z, and Brian S.) In developing this format this group relied on the advice and experience of Boulder Area members: Chuck C, Suzanne C, and Carl K. World Service member, Steve R.'s guidance and perspective was considered.

- The meeting is scheduled for 2 hours over zoom.
- This is a special meeting of the Boulder Area H&I Subcommittee. The agenda will be limited to the consideration of the H&I Young Person's Meeting Proposal. No other business of subcommittee will be discussed.
- All participants will be muted unless recognized to speak.
- Mindy Z. and Kat M. will answer questions posed in section VI.
- The discussion in section VIII. will be open to all attendees. Comments will be limited to 2 minutes.
- The Consensus Based Decision Making section in IX. will follow the guidelines of the BASC. (see below)
- Acknowledging that these are special times and our guidelines do not directly address this type of situation, the H&I Subcommittee voting will occur in accordance with the Boulder Area H&I guidelines (see below) and will be limited to active panel members who served when covid began or after (March 2020). The intention is to permit the maximum level of participation.
- If you know of someone who is missing but should be included on the list below, please notify Brian S. at 303.929.7912.

Voting Panel Members:

Ready to Work - Jeff R, TJ, Bill C, CJ, Marcus S, Tara P,

Centennial Peaks - Scott, Chris D, Katie D, Sam L, Bill C, Justin, Christian F, Grace F, Taylor F is scheduled to start in January.

Boulder County Jail (M)- Christian F, David M, Albert S, TJ, Don T

Boulder County Jail (W) - open PC, Larissa B, Taylor F, Tara P

Broomfield County Jail (W) - Rebecca, Skye, Nikki, Khelsy, Suzanne

Broomfield County Jail (M)- open PC...., Don T, Albert S, Christian F, Chuck C, Joseph C, TJ R

ARC - Brian S, Bill C, David M, Christian F

Kat M. (proposed Panel C.)

The Twelve Traditions of NA

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority— a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Concepts of NA Service

1. To fulfil our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfil the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Boulder Area Service Committee Guidelines: Consensus-Based Decision Making Process

1. Bring proposals to the B.A.S.C. that are formulated in advance with as much collaboration as possible to facilitate the consensus decision process.
2. Maker of the proposal speaks first to the intent.
3. Open up the floor for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal).
4. Facilitator asks whether anyone has reservations about the proposal. These are heard and they may be answered or the proposal may be modified.
5. Once all reservations have been heard and answered in this way, Facilitator asks, "Do we have consensus?" Participants respond in one of four ways:
 - a. Assent. This means that the Decision Maker supports the proposal. The Decision Maker has heard the discussion, has had a chance to participate in the process of finalizing the proposal and is in agreement with every aspect.
 - b. Assent with Reservations. Done by the Decision Maker raising their hand and simply saying, "Assent with Reservations." The Decision Maker is simply noting that they can support the proposal and continue to have these reservations.
 - c. Stand Aside. A statement that the Decision Maker does not support the proposal, but the Decision Maker's objection is not of the severity to warrant a block. Should the number of Decision Makers opting to be Stand Asides reach 15% or more, this will indicate a consensus too weak to adopt the proposal. The proposal is then either dropped or delegated to the maker of the proposal or an Ad-hoc Committee for reworking.
 - d. 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 one of the Traditions or Concepts is directly violated by this proposal. A Decision Maker who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the specific proposal.

Boulder Area Hospitals and Institutions Subcommittee Guidelines: Approved 9/13/2020

Article I: Name and Purpose

The Boulder Area Hospitals and Institutions (H&I) Subcommittee is a group of service members of Narcotics Anonymous (NA), which exists for the purpose of carrying the NA recovery message to addicts in hospitals, recovery houses, prisons, and related lockdown facilities. H&I members are governed by the general rules of the facilities in which we operate.

This is a subcommittee of the Boulder Area Service Committee (BASC). We shall maintain effective communication and complete accountability to the BASC.

Regular H&I subcommittee meetings are to be held on the second Tuesday of every odd month at 6:30 pm.

Article II: Functions of the Subcommittee

1. Elect officers and panel coordinators to communicate with the facilities we serve. Each facility must have a panel coordinator who meets the requirements for the position
2. Disseminate all information to and from all panels through their panel coordinator
3. Disburse NA literature to the panel leaders
4. Conduct bi-monthly business meetings
5. Provide a H&I service representative for participation at the area and regional levels
6. Coordinate the development of new H&I meetings, presentations, and orientations

Article III: Elections

The subcommittee's officers shall consist of chairperson, vice chairperson, secretary, and panel coordinators. All officers are to be elected by a majority vote of the subcommittee, except the chairperson, who is elected by the BASC.

1. Eligible voters are anyone who has been actively participating in H&I service and must be present at the time of vote.
2. All officers are elected for a term of one year and will be eligible for reelection. In the spirit of rotation, it is recommended that officers do not exceed two consecutive terms unless there are no other willing volunteers.
3. An officer absent for more than two consecutive subcommittee meetings is grounds for dismissal.
4. Any subcommittee officer, except for the chairperson, may be removed from office by a majority vote of the subcommittee.
5. In the case of resignation, the vice chairperson shall automatically assume the position of chairperson until the BASC is able to elect a new chairperson.

Article IV: Qualifications and Duties of Officers

Chairperson requires two years clean, six months of prior H&I experience, and a one-year term commitment, according to BASC guidelines. The chairperson must adhere to BASC guidelines as well as H&I subcommittee guidelines. BASC guidelines state a two-year term limit.

1. Prepares the bi-monthly subcommittee agenda
2. Coordinates panels in the absence of panel coordinator until a new panel coordinator is assigned
3. Carries out policies and orders literature
4. Represents the subcommittee at the area and regional levels
5. Keeps a list of addresses and contact information for each hospital and institution the subcommittee is serving
6. Maintains list of all panel coordinators
7. Maintains list of all service members

8. Maintains and provides guidelines
9. Ensures the subcommittee meeting information is accurate on the BASC website and meeting list
10. Reviews and updates the BASC H&I webpage as needed, but not less than once a year

Vice Chairperson requires one year clean and six months involvement with the subcommittee.

1. Assumes the role of the chairperson in the event of his/her absence
2. Assumes the role of secretary in the event of his/her absence
3. Willing to transition to the Chairperson position

Secretary requires one year clean.

1. Takes and distributes minutes of all subcommittee meetings
2. Updates and distributes a Help Wanted flyer as needed
3. Sends minutes and Help Wanted flyers to the BASC webservant to post on the BASC website
4. Keeps a record of all subcommittee members including phone and email

Panel Coordinator requires one year clean and six months involvement in the subcommittee. Panel coordinators are elected by a majority vote of the subcommittee after being cleared to enter the facility, completed facility orientation, and served in that facility for no less than three months. Panel coordinators are required to attend subcommittee meetings and provide a report.

1. Instructs panel members and interested service members on facility requirements, regulations and their general rules
2. Responsible for obtaining and maintaining meeting materials, such as literature, schedules, and CD's
3. Reports to the subcommittee on the facility meetings
4. Participates in learning days or orientations
5. Maintains contact with the facility as needed

Article V: Panel Members requirements for each facility are as follows:

1. No clean time required to attend subcommittee meetings
2. Three months clean to attend and six months clean required to speak on panels (outside of jails)
3. H&I jail service typically requires two years off paper and one year clean
4. Jails require members to complete a volunteer application, pass a background check, and attend orientation before they can serve on the panel

Panel members may sponsor individuals in jails and institutions as a member of NA. Members are reminded that when sponsoring individuals, you are acting as a sponsor and a member of NA, not as a representative of H&I. Your visits must be cleared with the facility coordinator.

Article VI: Literature

1. The H&I Chairperson may purchase literature within the BASC budget for H&I
2. The BASC H & I literature funds can be utilized to purchase a recorder, CD's, and other materials for the H&I library
3. The H&I subcommittee's function is to carry the message to addicts who have very limited or no access to it otherwise. Therefore, there are no restrictions on fund raisers or sale of

merchandise to supply literature for individuals and groups in the facilities we serve. All activities and functions such as these must be approved by the BASC

4. The H&I Regional subcommittee may have literature available if the BASC cannot meet the financial needs of H&I

Article VII: Amendments

Guidelines may be amended by a subcommittee majority as appropriate.

Article VIII: General Information

Any service member of the subcommittee is automatically disqualified from service upon relapse. The member may be eligible for service when they meet the guidelines for that position.

Any member not conforming to the rules of the facility shall automatically be relieved of service by either the panel coordinator or subcommittee.

Any member who is volunteering outside of H&I service or working in a facility shall not participate in the panels serving that facility. This is to keep the message of NA clear and to avoid personal and professional conflict.

Length of clean time and facility requirements are to be rigidly upheld by the subcommittee and panel coordinators.

You are reminded that the H&I subcommittee exists to share the NA message, our experience, strength and hope in accordance with our fifth tradition which states that we have, "but one primary purpose, to carry the message to the addict who still suffers."