

**STATEN ISLAND
HOSPITALS & INSTITUTIONS
SUBCOMMITTEE POLICY JANUARY 2024**

PURPOSE: THE HOSPITALS & INSTITUTIONS SUBCOMMITTEE OF THE STATEN ISLAND AREA SERVICE COMMITTEE INITIATES, COORDINATES, AND CONDUCTS ALL STATEN ISLAND AREA NARCOTICS ANONYMOUS H&I PRESENTATIONS AND ACTIVITIES.

A) DEFINITION: THE H&I SUBCOMMITTEE IS A GROUP OF MEN AND WOMEN - ONLY MEMBERS OF NARCOTICS ANONYMOUS - WHO BELIEVE IN THE CONCEPT "TO ENSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED EVER DIE WITHOUT HAVING A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE PROVIDE THE NECESSARY SERVICES." THIS CONCEPT SHOULD ALWAYS BE OUR PRIMARY CONCERN. THIS WILL INSURE THAT WHEN AN ADDICT WHO IS HOUSED IN A CORRECTIONAL FACILITY, HOSPITAL, RECOVERY HOUSE, REHAB, OR DETOX, REACHES OUT FOR RECOVERY, NA WILL BE THERE.

B) FUNCTIONS:

- 1) CONDUCT MONTHLY BUSINESS MEETINGS
- 2) SERVES AS A DISTRIBUTION POINT FOR LITERATURE AND MEETING LISTS. REPORTS THESE TRANSACTIONS TO S.I.A.S.C.
- 3) SELECTS AND TRAINS MEMBERS WHO ARE TO CONDUCT H&I PRESENTATIONS
- 4) IN COOPERATION WITH PUBLIC INFORMATION, MAKES ALL INITIAL CONTACT WITH FACILITIES
- 5) PREPARES H&I POLICIES AND GUIDELINES FOR THE H&I SUBCOMMITTEE
- 6) SERVES AS A COMMUNICATIONS LINK BETWEEN H&I SUBCOMMITTEE, S.I.A.S.C., AND H&I SUBCOMMITTEE AT G.N.Y.R. AND WORLD LEVELS
- 7) PROVIDE TRAINING, ORIENTATION, WORKSHOPS, AND PROVIDE 2 LEARNING DAYS PER CALENDAR YEAR

C) COMMITTEE CONSISTS OF: A CHAIR, A VICE-CHAIR, SECRETARY, LITERATURE COORDINATOR, ASSISTANT LITERATURE COORDINATOR, PANEL-COORDINATOR, ASSISTANT PANEL-COORDINATOR, PANEL LEADERS, AND TRAINEES.

D) FORMING THE COMMITTEE

- 1) NA MEMBERS INTERESTED IN H&I SERVICE ARE INVITED TO THE REGULAR MONTHLY MEETING OF THE H&I SUBCOMMITTEE THROUGH ANNOUNCEMENTS MADE AT MEETINGS AND/OR H&I SUPPORT SERVICE FLYERS
- 2) THE H&I SUBCOMMITTEE CHAIR WILL BE ELECTED BY S.I.A.S.C. ACCORDING TO ELECTION PROCEDURES OUTLINING S.I.A.S.C. GUIDELINES (THE H&I SUBCOMMITTEE WILL NOMINATE A CANDIDATE FOR THE CHAIR POSITION, WHO MUST BE PRESENTED TO S.I.A.S.C. ONE MONTH PRIOR TO THE ANNUAL ELECTION)

- 3) THE VICE-CHAIR, SECRETARY, LITERATURE COORDINATOR, ASSISTANT LITERATURE COORDINATOR, PANEL-COORDINATOR, ASSISTANT PANEL-COORDINATOR, PANEL LEADERS, AND TRAINEES WILL BE ELECTED FROM THE RANKS OF THE H&I SUBCOMMITTEE MEMBERS.

E) REQUIREMENTS AND RESPONSIBILITIES THE FOLLOWING OUTLINE OF RESPONSIBILITIES IS ONLY A SUMMARY. TRUSTED SERVANTS WILL OFTEN BE CALLED UPON TO DO A LOT MORE THAN THESE GUIDELINES DESCRIBE. THE SUCCESS OR FAILURE OF A COMMITTEE DEPENDS UPON THE DEDICATIONS AND LEADERSHIP OF ITS TRUSTED SERVANTS.

1) **CHAIRPERSON**

REQUIREMENTS:

- a) 2 YEARS NA CLEAN TIME
- b) 1 YEAR H&I SERVICE EXPERIENCE
- c) ABILITY TO ORGANIZE AND GIVE THE COMMITTEE DIRECTION AND MOTIVATION
- d) WORKING KNOWLEDGE OR 12 STEPS, 12 TRADITIONS, 12 CONCEPTS, AND H&I GUIDELINES OF NA
- e) DURATION OF COMMITMENT: 1 YEAR
- f) MAXIMUM 2 YEARS

RESPONSIBILITIES

- a) KEEPS ORDER IN THE MONTHLY BUSINESS MEETING
- b) KEEPS DISCUSSION BRIEF AND ON TOPIC
- c) ENSURES UPHOLDING OF 12 TRADITIONS AND 12 CONCEPTS
- d) MAINTAINS A COMMUNICATIONS LINK BETWEEN THE H&I SUBCOMMITTEE AND THE S.I.A.S.C. BY GIVING A MONTHLY REPORT AT THE STATEN ISLAND AREA SERVICE COMMITTEE MEETING
- e) ATTEND G.N.Y.R. H&I MONTHLY SUBCOMMITTEE MEETINGS
- f) ATTEND STEERING COMMITTEE MEETING WHEN REQUIRED (BUSINESS SUCH AS FLIER APPROVAL, MOTIONS, OR BUDGET INCREASES, ETC.)
- g) PROVIDE 2 LEARNING DAYS PER CALENDAR YEAR

2) **VICE CHAIR**

REQUIREMENTS:

- a) 2 YEARS NA CLEAN
- b) 1 YEAR H&I SERVICE EXPERIENCE
- c) WORKING KNOWLEDGE OF 12 STEPS, 12 TRADITIONS, 12 CONCEPTS, AND H&I GUIDELINES OF NA
- d) DURATION OF COMMITMENT: 1 YEAR
- e) MAXIMUM 2 YEARS

RESPONSIBILITIES

- a) HELPS CHAIR RUN AN ORDERLY BUSINESS MEETING
- b) ACTS AS CHAIR IN CHAIR'S ABSENCE

- c) IF OFFICE OF CHAIR IS VACANT, SERVES AS CHAIR UNTIL A NEW CHAIR IS ELECTED BY S.I.A.S.C.

3) SECRETARY

REQUIREMENTS

- a) 1 YEAR NA CLEAN TIME
- b) 6 MONTHS H&I SERVICE EXPERIENCE
- c) PRIOR SERVICE EXPERIENCE WITH GOOD NOTE TAKING AND COMPUTER SKILLS
- d) DURATION OF COMMITMENT: 1 YEAR
- e) MAXIMUM 2 YEARS

RESPONSIBILITIES

- a) ATTENDS ALL H&I SUBCOMMITTEE MEETINGS
- b) TAKES AN ACCURATE SET OF MINUTES AT EACH MONTHLY H&I SUBCOMMITTEE BUSINESS MEETING AND DISTRIBUTE TO ALL SUBCOMMITTEE MEMBERS UPON REQUEST
- c) KEEP AN UPDATED LIST OF ALL PRESENTATIONS WITH DAY, TIME, FACILITY OR INSTITUTION, AND CURRENT PANEL LEADER.
- d) KEEP RECORDS OF NAMES, PHONE NUMBERS, AND ATTENDANCE AT SUB-COMMITTEE MEMBERS AT MONTHLY BUSINESS MEETINGS.

3) LITERATURE COORDINATOR

REQUIREMENTS

- a) 1 YEAR NA CLEAN TIME
- b) 6 MONTHS H&I SERVICE EXPERIENCE
- c) DURATION OF COMMITMENT: 1 YEAR
- d) MAXIMUM 2 YEARS

RESPONSIBILITIES

- a) DISTRIBUTES NA CONFERENCE APPROVED LITERATURE AND ANY OTHER ITEMS THE SUBCOMMITTEE USES IN CARRYING THE MESSAGE TO THE PANEL LEADERS.
- b) KEEP A COMPLETE RECORD OF ALL TRANSACTIONS AND GIVE A REPORT AT ALL REGULAR SUBCOMMITTEE MEETINGS TO INSURE ACCOUNTABILITY
- c) WORKS WITH THE CHAIR AND THE SUBCOMMITTEE TO ENSURE THAT LITERATURE ORDERS REMAIN PRUDENT AND WITHIN BUDGET
- d) MUST ATTEND ALL MONTHLY SUBCOMMITTEE MEETINGS
- e) REGULAR AUDITS SHOULD BE DONE FOR ACCOUNTABILITY, LITERATURE INVENTORY, AND TO REVIEW CURRENT H&I NEEDS

4) LITERATURE COORDINATOR ASSISTANT

REQUIREMENTS

- a) 1 YEAR NA CLEAN TIME

- b) 6 MONTHS H&I SERVICE EXPERIENCE
- c) DURATION OF COMMITMENT: 1 YEAR
- d) MAXIMUM 2 YEARS

RESPONSIBILITIES

- a) ASSISTS LITERATURE COORDINATOR IN DISTRIBUTING AND STAMPING LITERATURE
- b) MUST ATTEND ALL MONTHLY SUBCOMMITTEE MEETINGS

5) PANEL COORDINATOR

REQUIREMENTS

- a) 1 YEAR NA CLEAN TIME
- b) 1 YEAR H&I SERVICE EXPERIENCE
- c) DURATION OF COMMITMENT: 1 YEAR
- d) MAXIMUM 2 YEARS

RESPONSIBILITIES

- a) MAINTAINS RECORD OF CONTACT INFORMATION FOR ALL FACILITIES
- b) CONTACTS FACILITIES IF A PRESENTATION WILL NOT BE ABLE TO GO IN
- c) KEEPS RECORD OF ALL MONTHLY PRESENTATIONS AND ANY ISSUES THAT OCCURED, AND GIVES A MONTHLY REPORT AT ALL SUBCOMMITTEE MEETINGS
- d) REPORT THE STATUS OF ALL PANEL LEADERS AND TRAINEES
- e) BE THE DIRECT CONTACT FOR ALL PANEL LEADERS AND HELP COORDINATE COVERAGE FOR PANEL LEADER IF THEY ARE UNABLE TO FULFILL A COMMITMENT
- f) CONTACTS THE CHAIR ABOUT ANY PROBLEM OR SITUATION IN REAL TIME
- g) MUST ATTEND ALL MONTHLY H&I SUBCOMMITTEE MEETINGS

6) PANEL COORDINATOR ASSISTANT

REQUIREMENTS

- a) 1 YEAR NA CLEAN TIME
- b) 1 YEAR H&I SERVICE EXPERIENCE
- c) DURATION OF COMMITMENT: 1 YEAR
- d) MAXIMUM 2 YEARS

RESPONSIBILITIES

- a) ASSIST PANEL COORDINATOR TO KEEP RECORDS OF ALL MONTHLY PRESENTATIONS AND ANY ISSUES THAT OCCURED
- b) CONTACT FACILITIES WHEN PANEL COORDINATOR IS UNAVAILABLE TO DO SO
- c) HELP COORDINATE COVERAGE FOR PANEL LEADERS IF THEY ARE UNABLE TO FULFILL A COMMITMENT
- d) MUST ATTEND ALL MONTHLY SUBCOMMITTEE MEETINGS

7) PANEL LEADER

REQUIREMENTS

- a) 1 YEAR NA CLEAN TIME
- b) COMPLETED 8-WEEK TRAINING MODULE
- c) HAS AT LEAST 1 LEARNING DAY IN THE G.N.Y.R. H&I
- d) DURATION OF COMMITMENT: 6 MONTHS
- e) MAXIMUM 2 YEARS

RESPONSIBILITIES

- a) CHAIR H&I PRESENTATIONS
- b) KEEP CONTINUITY AND FLOW OF THE MEETING
- c) SELECT SPEAKERS WHO HAVE A CLEAR NA MESSAGE OF RECOVERY
- d) BRING TRAINEES INTO FACILITIES AND TRAIN THEM ACCORDING TO THE 8-WEEK TRAINING MODULE
- e) GIVE A MONTHLY REPORT ABOUT THEIR PRESENTATIONS AT THE H&I SUBCOMMITTEE MEETING
- f) MAXIMUM OF 4 PEOPLE IN ANY FACILITY (PANEL LEADER, 2 SPEAKERS, 1 TRAINEE)
- g) CALL PANEL COORDINATOR AFTER THE PRESENTATION TO REPORT THE STATUS
- h) DOES NOT GO INTO A FACILITY ALONE. IF SPEAKER DOES NOT SHOW UP, CONTACT THE PANEL COORDINATOR IMMEDIATELY
- i) ATTEND ALL MONTHLY H&I SUBCOMMITTEE MEETINGS
- j) IT IS YOUR RESPONSIBILITY TO GET COVERAGE IF YOU CANNOT FULFILL COMMITMENT
 - 1) CALL FLOATER
 - 2) CALL OTHER ACTIVE PANEL LEADERS
 - 3) CALL PANEL COORDINATOR FOR ASSISTANCE
 - 4) CALL CHAIRPERSON

8) FLOATER (PANEL LEADER)

REQUIREMENTS

- a) 1 YEAR NA CLEAN TIME
- b) 1 YEAR H&I SERVICE EXPERIENCE
- c) DURATION OF COMMITMENT: 6 MONTHS
- d) COMPLETED 8 WEEK TRAINING MODULE
- e) HAS AT LEAST 1 LEARNING DAY IN THE G.N.Y.R. H&I
- f) COMPLETED AT LEAST 1 TERM IN A STANDING PANEL LEADER COMMITMENT
- g) DOES NOT HOLD CURRENT STANDING PRESENTATION COMMITMENT. NO MORE THAN 2 ACTIVE FLOATERS
- h) DURATION OF COMMITMENT: 6 MONTHS
- i) MAXIMUM 2 YEARS

RESPONSIBILITIES

- a) FILL IN AS THE CHAIR OF H&I PRESENTATIONS AS NEEDED

- b) REPORT ABOUT ALL THE PRESENTATIONS COVERED AT THE H&I SUBCOMMITTEE MEETING
- c) CALL PANEL COORDINATOR TO REPORT THE STATUS AFTER THE PRESENTATION THEY COVERED
- d) MUST ATTEND ALL MONTHLY SUBCOMMITTEE MEETINGS, EVEN IF THEY DID NOT COVER ANY PRESENTATIONS THAT MONTH

PANEL LEADERS WITH PREVIOUS H&I EXPERIENCE

A) PREVIOUS EXPERIENCE IN THE STATEN ISLAND AREA

MUST HAVE SERVED WITHIN THE PAST 5 YEARS
 MUST HAVE MAINTAINED CONTINUOUS NA CLEAN TIME
 MUST HAVE FULFILLED COMMITMENTS IN GOOD STANDING
 MUST BE RECOGNIZED AND VOTED IN BY THE BODY
 DOES NOT NEED TO RE-TRAIN

B) PREVIOUS EXPERIENCE IN THE GNYR (OUTSIDE OF STATEN ISLAND AREA)

MUST HAVE SERVED H&I IN THEIR AREA WITHIN THE GNYR WITHIN THE LAST 5 YEARS
 MUST HAVE MAINTAINED CONTINUED NA CLEAN TIME
 MUST BE RECOGNIZED BY THE BODY

TRAINING: MUST BE MONITORED AT A PRESENTATION BY A CURRENT PANEL LEADER AT LEAST TWICE: HE/SHE BRINGS THE SPEAKER AND RUNS THE PRESENTATION WHILE BEING OBSERVED

C) PREVIOUS H&I EXPERIENCE OUTSIDE THE GNYR

MUST JOIN THE SIA H&I SUBCOMMITTEE AS A TRAINEE AND COMPLETE THE 8-WEEK TRAINING MODULE

9) TRAINEES

REQUIREMENTS

- a) 6 MONTHS **STREET** NA CLEAN TIME
- b) BE RECOGNIZED BY THE H&I SUBCOMMITTEE BY GIVING THEIR QUALIFICATIONS (MUST HAVE A WILLINGNESS TO SERVE, A SPONSOR, A HOME GROUP, A WORKING KNOWLEDGE OF NA STEPS AND TRADITIONS, SPEAK CLEAR NA LANGUAGE, RECOVERING IN NA, AND ATTEND NA MEETINGS ON A REGULAR BASIS)
- c) IT IS RECOMMENDED THAT TRAINEES READ THE H&I SUBCOMMITTEE POLICY BEFORE BEGINNING TRAINING

RESPONSIBILITIES

- a) COMPLETE THE 8-WEEK TRAINING MODULE WITHIN A MAXIMUM 4 MONTH TIME PERIOD. TRY TO GO TO EACH FACILITY WE SERVE AT LEAST ONCE.
- b) WILL RECEIVE CURRENT H&I PANEL LEADER PHONE NUMBERS AND COMMITMENT SHEET, THE DO'S AND DON'TS, AND THE OPENING STATEMENT

- c) ATTEND A G.N.Y.R. H&I LEARNING DAY
- d) ATTEND ALL MONTHLY H&I SUBCOMMITTEE MEETINGS

TRAINING MODULE (8-WEEK)

- **1 TRAINING PER WEEK**
- **VISIT VARIOUS FACILITIES**
- **COMPLETE WITHIN A MAXIMUM OF 4 MONTH TIME PERIOD**
- WEEKS 1 & 2: TRAINEE OBSERVES, BUT DOES NOT SHARE DURING PRESENTATION
- WEEKS 3 & 4: TRAINEE HANDS OUT THE READINGS, MAY SHARE DURING THE PRESENTATION
- WEEKS 5 & 6: TRAINEE LEADS THE PRESENTATION, BUT THE PANEL LEADER GETS THE SPEAKERS
- WEEKS 7 & 8: TRAINEE LEADS THE PRESENTATION AND ALSO GETS THE SPEAKERS
- TRAINEES WILL NEED MINIMUM 1 YEAR NA CLEAN TIME TO BE VOTED INTO A COMMITMENT

F) SPEAKER GUIDELINES

- 1) 6 MONTHS NA CLEAN TIME
- 2) CLEAR NA MESSAGE OF RECOVERY
- 3) SPEAK CLEAR NA LANGUAGE
- 4) IDENTIFY THEMSELVES AS ADDICTS
- 5) WILLINGNESS TO SHARE EXPERIENCE, STRENGTH, AND HOPE
- 6) FOLLOW THE GUIDELINES OF S.I.A.S.C. AND H&I SUBCOMMITTEE
- 7) ADHERE TO THE DO'S AND DON'TS FOR H&I SERVICE

G) ATTENDANCE POLICY

TO ENSURE THAT THE ATTENDANCE POLICY AS IT PERTAINS TO THE SIAH&I CHAIRPERSON IS EQUAL TO THAT OF THE GENERAL MEMBERSHIP OF THE H&I SUBCOMMITTEE (VICE-CHAIR, SECRETARY, LITERATURE COORDINATOR, PANEL-COORDINATOR, PANEL LEADERS, AND TRAINEES), CREATING EQUAL ACCOUNTABILITY TO THE SUBCOMMITTEE AS A WHOLE.

LET US BE REMINDED OF THE FOLLOWING SPIRITUAL PRINCIPLES AS THEY PERTAIN TO SERVICE: **DEDICATION** AND **SELFLESS-SERVICE**.

CHAIR

THAT THE SIAH&I CHAIRPERSON DURING THEIR ONE YEAR TERM OF SERVICE TO THE SIA H&I SUBCOMMITTEE ATTEND AT LEAST 9 OUT OF 12 OF ALL OF THE FOLLOWING: SUBCOMMITTEE MEETINGS, S.I.A.S.C. MEETINGS, AND G.N.Y.R H&I SUBCOMMITTEE MEETINGS. IF THE AFOREMENTIONED REQUIREMENTS AREN'T BEING FULFILLED, IT IS THE OPINION OF THE H&I SUBCOMMITTEE AS A WHOLE THAT THE CHAIRPERSON WILL BE EXPECTED TO RESIGN. IF, FOR ANY REASON, THE CHAIRPERSON DISPLAYS AN UNWILLINGNESS TO RESIGN, THEN WE, AS A COMMITTEE, ARE RESPONSIBLE TO REPORT OUR FINDINGS TO THE S.I.A.S.C. STEERING COMMITTEE, WHO WILL REVIEW

OUR FINDINGS AND INITIATE THE NECESSARY ACTION AS IT PERTAINS TO THIS SITUATION.

IF THE SIAH&I CHAIRPERSON MISSES 2 CONSECUTIVE S.I.A.S.C. MEETINGS OR G.N.Y.R.H&I MEETINGS AS A WHOLE, THE SIA H&I CHAIRPERSON WILL BE EXPECTED TO RESIGN. IF, FOR ANY REASON, THE CHAIRPERSON DISPLAYS AN UNWILLINGNESS TO RESIGN, THEN WE, AS A COMMITTEE, ARE RESPONSIBLE TO REPORT OUR FINDINGS TO THE S.I.A.S.C. STEERING COMMITTEE, WHO WILL REVIEW OUR FINDINGS AND INITIATE THE NECESSARY ACTION AS IT PERTAINS TO THIS SITUATION. THIS IS IMPORTANT TO ENSURE THAT NO NEGATIVE PATTERNS OF ATTENDANCE ARE CREATED WITHOUT ACCOUNTABILITY, AND TO ENSURE THAT THE MEMBERSHIP OF S.I.A. NARCOTICS ANONYMOUS, THE MEMBERS OF THE S.I.A.S.C., AND THE H&I SUBCOMMITTEE MEMBERS, ARE KEPT WELL-INFORMED OF PERTINENT AREA, H&I SUBCOMMITTEE, AND G.N.Y.R.H&I BUSINESS.

VICE-CHAIR

THAT THE SIAH&I VICE-CHAIRPERSON ATTEND THE MONTHLY GNYR H&I SUBCOMMITTEE MEETING, IN KEEPING WITH THE APPRENTICE SYSTEM (TRAINING POSITION, TEMPORARY WORKING GUIDE TO SERVICE)

THAT THE SIAH&I VICE-CHAIRPERSON, DURING THEIR 1 YEAR TERM OF SERVICE TO THE H&I SUBCOMMITTEE, ATTEND AT LEAST 9 OUT OF 12 OF ALL OF THE FOLLOWING: SUBCOMMITTEE MEETINGS, S.I.A.S.C. MEETINGS, AND G.N.Y.R H&I SUBCOMMITTEE MEETINGS. IF THE AFOREMENTIONED REQUIREMENTS AREN'T BEING FULFILLED, IT IS THE OPINION OF THE H&I SUBCOMMITTEE AS A WHOLE THAT THE VICE-CHAIRPERSON WILL BE EXPECTED TO RESIGN.

IF THE SIAH&I VICE-CHAIRPERSON MISSES 2 CONSECUTIVE H&I SUBCOMMITTEE MEETINGS, S.I.A.S.C. MEETINGS, OR GNYR H&I SUBCOMMITTEE MEETINGS, THE VICE-CHAIRPERSON WILL BE EXPECTED TO RESIGN

GENERAL MEMBERSHIP

SECRETARY, LITERATURE COORDINATOR, PANEL-COORDINATOR, PANEL LEADERS

IF THE AFOREMENTIONED MISS 2 CONSECUTIVE MONTHLY H&I SUBCOMMITTEE MEETINGS, THEY WILL BE EXPECTED TO STEP AWAY FROM THEIR COMMITMENT. ONLY ILLNESS AND WORK RELATED ISSUES CAN BE DISCUSSED FURTHER

TRAINEES

IF TRAINEES MISS 2 CONSECUTIVE MONTHLY H&I SUBCOMMITTEE MEETINGS, REGARDLESS OF THE TRAININGS THEY HAVE COMPLETED, THEY WILL BE EXPECTED TO BE RE-RECOGNIZED BY THE H&I SUBCOMMITTEE AND BEGIN THEIR TRAINING MODULE FROM THE BEGINNING.

REMOVAL FROM THE H&I SUBCOMMITTEE

- RELAPSE

- THREE CONSECUTIVE ABSENCES FROM THE MONTHLY SUBCOMMITTEE MEETING WITHIN THE YEAR WILL RESULT IN DISCUSSION FOR REMOVAL. THE DISCUSSION WILL ONLY BE FOR ILLNESS AND WORK-RELATED ISSUES
- FAILURE TO FULFILL RESPONSIBILITIES AND CARRY OUT THE TASKS DELEGATED TO EACH SUBCOMMITTEE MEMBER

H) BUSINESS AND VOTING

- A SIMPLE MAJORITY IS REQUIRED TO PASS A MOTION (51%)
- POLICY CHANGES REQUIRE $\frac{2}{3}$ VOTING MEMBERS (CONSIDERED QUORUM)
- MUST BE A TRAINED PANEL LEADER OR SUBCOMMITTEE EXECUTIVE MEMBER WITH A MINIMUM 1 YEAR CLEAN TO BE A VOTING H&I MEMBER
- CHAIR DOES NOT HAVE A VOTE, CAN ONLY VOTE TO BREAK A TIE

I) MOTION MAKING

- ALL MOTIONS WILL BE MADE UNDER NEW BUSINESS
- TWO PROS AND TWO CONS WILL BE HEARD
- THEN THE MOTION WILL BE VOTED ON OR TABLED (51%)