

Table of Contents

Section 1: Definitions

- 1.1- How Heroin Anonymous works in Phoenix, AZ
- 1.2- Anonymity
- 1.3- Membership
- 1.4- Flyers
- 1.5- Advertisements

Section 2: H.A. Meetings, H&I Meetings

- 2.1: Regular Meetings
- 2.2: Hospitals and Institutions Meetings

Section 3

- 3.1: Definition of an H.A. Group
- 3.2: Definition of an H.A. Homegroup

Section 4: Group Trusted Servants – Homegroup Level

Section 5: Service at the Intergroup Level

- 5.1: Intergroup Level, General Guidelines
 - A: Purpose
 - B: Membership
 - C: Voting Procedures
 - D: Election Procedures
 - E: Constitution of a Quorum
 - F: Monthly Regular PIHA Meeting Schedule
- 5.2: P.I.H.A. Board of Directors (BOD)
 - A: Chairperson
 - B: Vice-Chairperson
 - C: Secretary
 - D: Treasurer
 - E: Advisor

Section 6: Standing Committees of Phoenix Intergroup

- 6.1: Hospitals and Institutions Committee
- 6.2: Chips and Literature Committee

Section 7: Etcetera

- 7.1: Basic Parliamentary Procedures
- 7.2: The Twelve Traditions
- 7.3: Heroin Anonymous Twelve Concepts for World Service

Section 1: Basic Definitions

1.1: HOW HEROIN ANONYMOUS WORKS IN PHOENIX, AZ

Heroin Anonymous in Phoenix has always tried to adhere to the principles and traditions of our fellowship as a whole. We want to maintain our identity as an anonymous fellowship whose primary purpose is to carry the message to the heroin addict who still suffers. We recognize the danger of affiliation with other groups or organizations. In keeping with the Twelve Traditions, Heroin Anonymous in Phoenix, hereafter referred to as Phoenix Intergroup of Heroin Anonymous (or P.I.H.A.), has developed working principles which guide our actions. Some of these follow:

1.2: ANONYMITY

Individual anonymity is paramount. No H.A. Member has the right to disclose the identity or membership of any other H.A. Member. We must always maintain personal anonymity at the level of press, radio, television, film, and internet. Inquiries for verification of a person's membership are always turned down; P.I.H.A. Under no circumstances makes such a disclosure. However, Chairpersons of H.A. Meetings routinely sign "attendance verification cards" from treatment programs, courts, or probation departments.

1.3: MEMBERSHIP

In the spirit of Tradition Three, "The only requirement for membership is a desire to stop suffering from heroin addiction", an addict is a member of Heroin Anonymous if they have the desire to stop suffering from heroin addiction.

1.4: FLYERS

Flyers, which announce special speakers may only use the speaker's first name and the first initial of their last name, and may also mention the city the speaker is from. All flyers must include the H.A. Logo, with the registered trademark symbol, and a pull date. Flyers must be cleared and approved by the P.I.H.A. Advisor before they can be printed and distributed. They must not include any reference to facilities or outside enterprises in such a way as to imply any endorsement of these facilities. All proposed dates for H.A. Events must be approved and cleared through P.I.H.A. This is to ensure that there are no other events scheduled for the same date.

1.5: Any and all advertisements for H.A. Events must be approved prior to their publication at the monthly business meeting of Phoenix Intergroup.

Section 2: H.A. Meetings

2.1: Regular Meetings

CLOSE MEETING- Attendance is restricted to H.A. Members only.

OPEN MEETING- Attendance by anyone interested in H.A. Is permitted. Visitors are, however, asked to respect the anonymity of those attending the meeting.

2.2: HOSPITALS AND INSTITUTIONS MEETINGS

OPEN HOSPITALS AND INSTITUTIONS (H&I) MEETINGS- Attendance is restricted to H.A. Members only. No visitors are permitted at any time. The Seventh Tradition is never observed, but the meeting may at the request of the hospital or institution be listed in the H.A. Meeting Directory.

CLOSED HOSPITALS AND INSTITUTIONS MEETING- Open only to people on the Hospitals and Institutions Committee, their guest speakers, and clients of the hospitals or institution. No visitors are permitted at any time. These meetings are not listed in the meeting directory, nor do they observe the Seventh Tradition.

Section 3: THE HEROIN ANONYMOUS GROUP

The basic unit in H.A. is the local Group, which is autonomous in matters not affecting other Groups or H.A. as a whole.

The Group has but one primary purpose, to carry its message to the heroin addict who still suffers. Each Group is self-supporting through their own contributions, as according to the Seventh Tradition. As the Twelve steps are our guide to personal recovery, the Twelve Traditions are our guide to Group unity, growth and discipline.

The importance of the Group, what it constitutes, and its functions can't be stressed enough. Maintenance of our recovery is greatly enhanced by the sharing of our experience, strength and hope with each other.

Most addicts in H.A. Achieve and sustain their recovery as a direct result of working the Twelve Steps with the guidance of a sponsor. Many of these same addicts find the inspiration to get a sponsor and work the Twelve Steps in a Group of H.A. The Group is the heart of the fellowship of Heroin Anonymous and it is vital to the "newcomer" as well as the "old-timer".

The Group's first responsibility – perhaps best expressed by the First Tradition "Our common welfare should come first; personal recovery depends on H.A. Unity.

Most meetings follow a more or less set format, although distinctive variations have developed. A leader describes the program briefly for the benefit of the newcomers, and then turns the meeting over to the speaker or participation. A "Speaker Meeting" involves one or more speakers, who relate their experience, strength, and hope. A "Participation Meeting" involves individuals voluntarily sharing their experience strength and hope.

Some time during the meeting, there is usually a period of announcements of interest to the meeting. A collection is taken to cover rent, literature, and chips, refreshments, contributions to the Intergroup and World Service Office as per the Seventh Tradition.

3.1: DEFINITION OF AN H.A. GROUP

A Group is recognized as an H.A. Group if the following conditions are met:

- 1.) The only requirement for membership is a desire to stop suffering from heroin addiction.
- 2.) It is fully self-supporting.
- 3.) Its primary purpose is to carry its message to the heroin addict who still suffers.
- 4.) It has no outside affiliations.

- 5.) It has no opinion on outside issues.
- 6.) Its public relations policy is based on attraction rather than promotion. Its members maintain their personal anonymity at the level of press, radio, television and films.

3.2: DEFINITION OF AN H.A. HOMEGROUP

A group is a H.A. Homegroup if it meets the conditions for a H.A. Groups defined above, and wishes to be a Homegroup. A Homegroup must be recognized by P.I.H.A. To be considered a part of P.I.H.A.

Section 4: GROUP TRUSTED SERVANTS- HOMEGROUP LEVEL

As Tradition Two reminds us, "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." They do, however, lead. Group servants at any level should therefore be familiar with the Twelve Steps and the Twelve Traditions. The following are suggested guides for the formation and organization of Heroin Anonymous Groups in the Phoenix, Arizona Area. Each Heroin Anonymous Group is, however, autonomous and may organize itself within the Traditions as it sees fit.

4.1: GROUP SECRETARY

The Group Secretary is a trusted servant whose responsibility lies in providing the H.A. Group with the leadership best suited to ensure that the Homegroup operates within the Twelve Steps and Twelve Traditions. The suggested requirements for this office are a minimum of 6 months of continuous sobriety, and a working knowledge of the Twelve Steps and the Twelve Traditions. Duties and responsibilities include:

- 1.) Seeing that the format, in accordance with the group conscience, is followed.
- 2.) Seeing that responsibilities of other trusted servants are met.
- 3.) Seeing that 7th Tradition collection is accounted for in accordance with the group conscience, through the I.R.
- 4.) Seeing that the group conscience is represented through the I.R. At the Phoenix Intergroup monthly business meeting.
- 5.) Seeing that rent for meeting space is paid.
- 6.) Keeping an accurate, up to date record of changes in the group conscience.
- 7.) Keeping a record of the Homegroup list.
- 8.) Keeping a record of each officer's election date

SUGGESTED SOBRIETY REQUIREMENT – 6 MONTHS

SUGGESTED TERM OF OFFICE – 1 YEAR

4.2: INTERGROUP REPRESENTATIVE (I.R.)

The I.R. Is the link between Phoenix Intergroup and the Homegroup. It is the responsibility of the I.R. To carry the conscience of the group to the monthly business meeting of P.I.H.A. The I.R. Is not, however, necessarily bound by this group conscience when voting at P.I.H.A., in keeping with Concept III of the Twelve Concepts for World Service, the traditional "Right of Decision." The I.R. Is also responsible for bringing monthly donations from the 7th Tradition to P.I.H.A., the purchasing of chips and literature, and keeping receipts and records of these transactions. The suggested requirements and responsibilities for the office of I.R. Are as follows.

- 1.) A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service.
- 2.) That the person be an active member of the homegroup.

- 3.) A commitment to attend the P.I.H.A. Monthly business meeting
- 4.) Keeping the alternate I.R. Informed, and notifying them if they cannot attend the monthly P.I.H.A. Meeting.
- 5.) Take the group's 7th Tradition donations to Intergroup, and maintain records and receipts of these donations.

SUGGESTED TERM OF OFFICE – 1 YEAR

SUGGESTED SOBRIETY REQUIREMENT – 6 MONTHS

4.3: ALTERNATE INTERGROUP REPRESENTATIVE

The Alternate I.R. Assumes the duties and responsibilities of the I.R. When necessary, such as attending Phoenix Intergroup monthly business meeting when the regular I.R. Is unable to attend. The suggested requirements are the same as those for I.R.

SUGGESTED TERM OF OFFICE – 1 YEAR

SUGGESTED SOBRIETY REQUIREMENT – 1 YEAR

4.4: GROUP TREASURER

The purpose of the Group Treasurer is to keep an open record of the Group's income and expenses, and to give the group a monthly financial report. The Group Treasurer disperses funds for the purchase of any needed materials and turns over the 7th Tradition donation to the I.R. The group's finances should be open to any and all Homegroup members upon request.

SUGGESTED TERM OF OFFICE – 1 YEAR

SUGGESTED SOBRIETY REQUIREMENT – 1 YEAR

4.5: MEETING CHAIR PERSON

The Meeting Chairperson presides over the regular meeting of the group (and in some cases selects the speakers if the meeting is a speaker meeting). This person may arrive early and works together with the Group Secretary to see that the meeting is set up and started punctually.

SUGGESTED TERM OF OFFICE – 1 YEAR

SUGGESTED SOBRIETY REQUIREMENT – NONE

4.6: GREETERS, MEETING SET-UP, AND CLEAN-UP

Greeters are persons assigned to the door to greet people when they arrive at the meeting and introduce themselves. This person helps to make those who come buy the meeting feel welcome. Other Group members may be of service by arriving early to set up the meeting, or staying after to clean up after the meeting

SUGGESTED TERM OF OFFICE – 1 MONTH

SUGGESTED SOBRIETY REQUIREMENT – NONE

Section 5: SERVICE AT THE INTERGROUP LEVEL

5.1: INTERGROUP LEVEL GENERAL GUIDELINES

A: PURPOSE

area, The purpose of P.I.H.A. is to serve Heroin Anonymous Groups in the Phoenix and to make decisions concerning the business affairs and services of Heroin Anonymous in Phoenix, Arizona in the spirit of the Twelve Traditions and Twelve Concepts for World Service.

B: MEMBERSHIP

The membership of Phoenix Intergroup is composed of an I.R. From each H.A. Group in Phoenix, Arizona Area, the Chairpersons from each sub-committee, and the Board of Directors. Visitors are welcome to attend and participate but may not make motions or vote.

C: VOTING PROCEDURES

Those eligible to vote at Phoenix Intergroup are the IRs from each H.A. group in Phoenix, Arizona area, the chair-persons from each sub-committee, and the board of Directors. The members of the Board of Directors have one vote each, except in elections where the Board of Directors has one vote collectively. A simple majority of all eligible voters in attendance at a regularly constituted meeting is necessary for the adoption of any motion or resolution, with the exception of motions concerning changes to the guidelines of P.I.H.A.. Each voting member of Phoenix intergroup is limited to carrying no more than one Homegroup; if a member is voting in an election or other matter that has been taken to the Homegroup for consideration, that member may cast votes representing a maximum of two Homegroup's group consciences. A two-thirds majority of all eligible votes is required for any change or revisions to the Phoenix Intergroup Guidelines.

D: ELECTION PROCEDURE

The election procedure is a four month process. The first month, four months prior to an election, the upcoming election is announced. In the second month, nominations are made and seconded. In the third month, each nominee or their representative will have the option of giving a short presentation of their qualifications. Each nominee must submit his or her qualifications in writing, with enough copies for each member of P.I.H.A.. IRs will then take these "service resumes" back to their homegroups. In the fourth month, the IRs will return to vote their group's conscience on written ballots. The BOD of P.I.H.A. will cast one vote representing the BOD's group conscience. A two-thirds majority of voting members will be needed for election. If there are more than two candidates and none receive a 2/3 majority, the two candidates receiving the most votes in the initial balloting will be voted on, until a 2/3 majority is reached in a vote between those two. The election process will be held as follows:

- Advisors in the months of March-June
- Board members in the months of September-December
- Chips and Literature Chair in the months of September- December

Upon the unfortunate circumstance that any P.I.H.A. elected position is unable, or unwilling, to fulfill the responsibilities (i.e. consistent attendance at monthly business meeting, report presentations, etc.), the Board of Directors are responsible for contacting this individual and asking for their recommitment to the position. If this individual does, in fact, resign, and there is no elected alternate already in place, the BOD is responsible for appointing an individual to fulfill the current positions elected term.

If this individual does, in fact, recommit but continues to be unable or unwilling, to fulfill the responsibilities of the position, the BOD is responsible for replacing this individual in the manner described above. At all times, the utmost care must be taken to ensure the elected position the opportunity to serve.

E: CONSTITUTION OF A QUORUM

A quorum shall consist of two-thirds of the eligible votes at any regular Intergroup or special Intergroup meeting, held upon proper notification. A quorum will be established at the beginning of each meeting and stay in force for the duration of that meeting's business.

F: MONTHLY REGULAR P.I.H.A. MEETING SCHEDULE

The regular business meeting of Phoenix Intergroup is held on the first Sunday of each month. Chips and Literature (and bookmarks) are available during the business meeting starting at 2:00 PM. Special meetings may be called by the Chairperson of Phoenix Intergroup with proper notification.

5.2: P.I.H.A. BOARD OF DIRECTORS (BOD)

The Phoenix Intergroup Board of Directors shall consist of five persons, Chairperson, Vice-Chairperson, Secretary, Treasurer, and an Advisor. Persons shall be elected to the BOD by Phoenix Intergroup; however, the B.O.D. itself may appoint a person to the Board to fill a vacant position. Election for the Board of Directors of Phoenix Intergroup is a 4-month process beginning in September (with the exception of Advisor position which will begin in March), with new Directors taking office in January. Members should serve no more than 2 consecutive terms.

A: CHAIR PERSON

It is recommended that the candidates for Chairperson have 2 years of sobriety, be able to identify as heroin addicts, and be active in Heroin Anonymous. They should also have necessary time available to engage in the H.A. Service activity required of this position. A further recommendation is that the nominee shall have served, or is presently serving on Phoenix Intergroup in some capacity. The Chairperson is selected by the voting members of P.I.H.A.. It is also suggested that the Chairperson be familiar with the basic parliamentary procedures; and have a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts for World Service. The Chairperson is responsible for signing any contracts entered into by Phoenix Intergroup or its sub-committees. The Chairperson chairs the monthly P.I.H.A. business meeting but carries no vote except in the case of a tie, in which case, the chairperson will break a tie with one vote.

B: VICE-CHAIRPERSON

It is recommended that the candidates for Vice-Chairperson have 2 years of sobriety, be able to identify as heroin addicts, and be active in Heroin Anonymous. They should also have necessary time available to engage in the H.A. Service activity required of this position. A further recommendation is that the nominee shall have served, or is presently serving on Phoenix Intergroup in some capacity. It is also suggested that the nominee be familiar with the basic parliamentary procedures; and have a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts for World Service.

In the absence of the Chairperson the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson helps to co-ordinate all sub-committee functions. It is suggested that the nominee be familiar with basic parliamentary procedures.

C: SECRETARY

The Secretary is a trusted servant whose responsibility is to maintain, in good form, certain

records and minutes for P.I.H.A., as described below. It is recommended that the candidates for Secretary have 6 months of sobriety, be able to identify as heroin addicts, and be active Heroin Anonymous. They should also have necessary time available to engage in the H.A. Service activity required of this position. A further recommendation is that the nominee shall have served, or is presently serving on Phoenix Intergroup in some capacity. It is also suggested that the nominee be familiar with the basic parliamentary procedures; and have a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts for World Service.

Duties and responsibilities:

- To keep minutes of the Phoenix Intergroup monthly business meetings and the monthly Board of Directors meetings
- To prepare a draft agenda and minutes of the previous monthly P.I.H.A. meeting
- To maintain, in good form, all minutes of the Phoenix Intergroup business meetings to include written reports from those committees responsible to submit written reports.
- To keep records of all elections and terms of office
- To keep up to date H.A. Calendars
- To keep an accurate record of any changes to the guidelines.

SUGGESTED TERM OF OFFICE – 1 YEAR

SUGGESTED SOBRIETY REQUIREMENT – 6 MONTHS

D: TREASURER

It is recommended that candidates for Treasurer have 2 years of sobriety, be able to identify as heroin addicts, and be active Heroin Anonymous. They should also have necessary time available to engage in the H.A. Service activity required of this position. A further recommendation is that the nominee shall have served, or is presently serving on Phoenix Intergroup in some capacity. It is also suggested that the nominee be familiar with the basic parliamentary procedures; and have a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts for World Service.

The Treasurer collects, records, deposits group contributions, and pays all debts incurred by Phoenix Intergroup. The Treasurer gives a monthly financial report to Phoenix Intergroup and makes records available to the officers of Phoenix Intergroup. The budget for any sub-committee of P.I.H.A. is contingent upon the availability of funds. Each committee's monthly budget may be adjusted to the needs of H.A. As a whole with the agreement of the Treasurer of P.I.H.A. and the head of the committee in question. If the head of the committee and the Treasurer do not agree, the matter will be resolved by P.I.H.A. itself at the next regularly scheduled business meeting.

*Special Note: All charges to any Phoenix Intergroup account must be cleared through the Treasurer. The Treasurer shall issue an appropriate purchase order number. Persons making unauthorized purchases or charges on any account will be held personally responsible for such charges.

*Special Note: Any standing committees that have a cash or checking account are required to bring a monthly statement similar to the Treasurer's Report to the regular monthly P.I.H.A. meeting

SUGGESTED TERM OF OFFICE – 1 YEAR

SUGGESTED SOBRIETY REQUIREMENT – 2 YEARS

E: ADVISOR

It is recommended that candidates for Advisor have 2 years of sobriety, be able to identify as heroin addicts, and be active Heroin Anonymous. They should also have necessary time

available to engage in the H.A. Service activity required of this position. A further recommendation is that the nominee shall have served, or is presently serving on Phoenix Intergroup in some capacity. It is also suggested that the nominee be familiar with the basic parliamentary procedures; and have a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts for World Service.

Advisors do not represent; they serve. Their purpose is to insure the continuation and growth of Heroin Anonymous in the Phoenix, Arizona area. Their function is to deal with things inside and outside the Fellowship which affect the continuation and growth of Heroin Anonymous in the Phoenix Area. They are the guardians of the Twelve Traditions and Twelve Concepts.

The Advisors do not have the authority to control Heroin Anonymous, or to change the nature of the Fellowship. Our Second Tradition ensures that major policy decisions will be made by the group conscience of P.I.H.A.. The practical function of the Advisor position is to offer guidance to members, groups, and committees in matters concerning the Traditions or matters which affect Heroin Anonymous as a whole. Advisors are encouraged to attend monthly business meetings of P.I.H.A. as well as sub-committee meetings.

The Advisor will approve all flyers to be distributed to the fellowship in the Phoenix Area.

TERM OF OFFICE – 2 YEARS

SUGGESTED SOBRIETY REQUIREMENT – 2 YEARS

Section 6: STANDING COMMITTEES OF PHOENIX INTERGROUP

The following represent the Standing Sub-Committees of Phoenix Intergroup:

*Hospitals and Institutions Committee (6.1)

*Chips and Literature Committee (6.2)

Each sub-committee is directly responsible to Phoenix Intergroup and the Chairperson of each subcommittee, or their designated representative, shall report at each regularly scheduled meeting of Phoenix Intergroup. Each committee should elect, as Chairpersons, members with considerable sobriety. Where possible, qualifications pertaining directly to the services required in the particular committee are desirable. All standing sub-committee Chairpersons shall serve a term of 1 year, but shall be eligible for re-election. It is suggested that the chairperson and vice-chairperson be selected by the committee from its seasoned members.

*Special Note: It is suggested that standing committees update their guidelines (If changes have been made) at the beginning of each year and provide the BOD of Phoenix Intergroup a copy of the updated guidelines by February of the same year

*Special Note: If a standing committee has a budget, said committee should submit a copy of a projected budget to the treasurer and chair of P.I.H.A. in the month of December.

6.1: HOSPITALS AND INSTITUTIONS COMMITTEE

The purpose of Hospitals and Institutions Committee is to carry our message of recovery to addicts in hospitals and institutions. The functions of this committee are as follows:

- A) When allowed to do so, take H.A. meetings into facilities within the Phoenix, Arizona area.
- B) Provide a Liaison (HPI) between treatment facilities and groups on the outside
- C) Arrange purchasing and distribution of literature for H.A. H&I meetings in hospitals and institutions while coinciding with facility guidelines.
- D) Understand, respect, and adhere to all facility regulations
- E) Make information about H.A. 's functions and purpose available to hospitals and

institutions.

F) Seek out new facilities which will accept an H.A. H&I Meeting

G) Provide speakers for treatment facilities, as required

H) Inform Phoenix Intergroup of activities of H&I Committee at the regular monthly business meeting

I) Submit an annual budget to Phoenix Intergroup

J) Any standing committee that has a cash or checking account are required to bring a monthly statement similar to the treasurer's report to the monthly business meeting of P.I.H.A..

6.2: CHIPS AND LITERATURE COMMITTEE

Chairperson: The chairperson is suggested to have 6 or more months of continuous sobriety and attend all Phoenix Intergroup monthly business meetings. The chair shall also carry the monthly committee report and carry a vote

Suggested commitment is for 1 year

Co-Chair: The co-chairperson is suggested to have 6 or more months of continuous sobriety and attend all Phoenix Intergroup monthly business meetings. The co-chair shall also carry a vote if the chairperson is not present at P.I.H.A..

Suggested commitment is for 1 year.

Both will fulfill the primary responsibility of their positions: To make chips and literature available at monthly business meetings of P.I.H.A.. Also, make chips and literature available at other times when possible and prudent.

Section 7: ETCETERA

7.1: BASIC PARLIAMENTARY PROCEDURE

*Motion – Any list of business brought before Phoenix Intergroup on which an action or decision is proposed.

A.) A motion must be seconded before it can be discussed

B.) Following discussion on a motion, a call to vote may be made. If the call to vote carries, the motion on the floor may be voted upon

*Eligibility – Those eligible to vote or make motions before Phoenix Intergroup are IRs, Members of the Board of Directors, and Chairpersons of Standing Committees.

(or their representatives) The board of Directors has one vote each, except in elections where they have one vote collectively.

1.) A simple majority of eligible voters is required for the adoption of most motions.

2.) In most cases a vote is by voice with members signifying either "Aye" or "Nay". If the vote is not unanimous, then a show of hands is called for.

3.) In elections, a written ballot is required.

4.) Before the vote is actually taken the Chair calls for the secretary to restate the motion

5.) A motion which passes is "carried".

*A quorum consisting of 2/3 the represented H.A. Homegroups is required for the adoption of any motion or resolution regarding the guidelines for P.I.H.A..

*Point of Information – A Point of Information is a question of the Chair, or someone else the Chair designates to answer, regarding the motion on the floor. Points of Information will be taken after debate is heard since many questions are answered during the debate.

*Questions regarding the motion may be directed to the person making the motion, though

the person asking the question still retains the floor.

*A Point of Order – A Point Of Order can be raised by anyone at any time during the course of the meeting as long as it relates to a breach of the rules. This point takes precedent over anything else.

*Types of Motions

- 1.) Motion to accept the minutes – A motion to accept and approve the minutes of the previous month's meeting, and add these to the record.
- 2.) Motion to accept the Treasurer's report – A motion to accept and approve the Treasurer's report and add it to the record.
- 3.) Friendly Amendment to the motion – A request to add something to the motion under discussion, it is up to the person making the motion to accept or reject a Friendly Amendment. If a friendly amendment is accepted, then it becomes a part of the motion.
- 4.) Motion to suspend the rules – A motion to forgo the regular order of business, usually so that a motion can be made.
- 5.) Motion to table – This suspends discussion on the motion until the next scheduled business meeting of P.I.H.A..
- 6.) Motion to call for a vote – This suspends all discussion on a motion, and, if carried, requires that the motion currently under discussion be voted upon at once. A second and simple majority vote are required to carry a motion to call for a vote.
- 7.) Motion to close – A motion to adjourn the meeting, it must be a unanimous vote.
- 8.) Motion to limit debate – A motion to limit debate can be made in one of two ways:
 1. By time- a specific period of time is allotted to discussion, after which the vote is taken.
 2. By members – a specific number of P.I.H.A. members may be allowed to present their views, after which a vote is taken.
- 9.) Motion to reconsider – Once a motion has passed, it cannot be reconsidered except by a motion to reconsider the vote, or a “Right of Appeal” under the Fifth Concept for World Service. A motion to reconsider must be made by a person who voted on prevailing side during the debate. The Fifth Concept of the Twelve Concepts for World Service, the “Right of Appeal” should always be observed, “assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will carefully be considered”
- 10.) Motion to Withdraw – A motion may be withdrawn by the person who made it before a vote is taken.

**Special Note: In general, Phoenix Intergroup attempts to follow Basic Parliamentary Procedure as described in “Robert's Rules of Order”. There are however, important exceptions in regards to where these conflict with the Twelve Traditions and/or the Twelve Concepts for World Service, which must always take precedence.

Just a Friendly Reminder: Principles Before Personalities

7.2: THE TWELVE TRADITIONS OF H.A.

1. Our common welfare should come first; personal recovery depends upon H.A. 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 H.A. membership is a desire to stop suffering from heroin addiction.
4. Each group should be autonomous except in matters affecting other groups or H.A. as a whole.

5. Each group has but one primary purpose - to carry its message to the heroin addict who still suffers.
6. A H.A. group ought never endorse, finance, or lend the H.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every H.A. group ought to be fully self-supporting, declining outside contributions.
8. Heroin Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. H.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Heroin Anonymous has no opinion on outside issues; hence the H.A. 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.

7.3: THE TWELVE CONCEPTS FOR WORLD SERVICE

1. Final responsibility and ultimate authority for H.A. World Services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of H.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs.
3. To insure effective leadership, we should endow each element of H.A.—the World Services Board of Trustees and its service corporations, staffs, committees, and executives—with a traditional “Right of Decision.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the World Service Board of Heroin Anonymous.
7. The Charter and Bylaws of the World Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs.
The Conference Charter is not a legal document; it relies upon tradition and the H.A. Purse for final effectiveness.
8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of H.A. Tradition, taking care that it never

becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

*Adapted from the "Twelve Concepts for World Service" by Bill Wilson as adopted by the 12th Annual General Conference of Alcoholics Anonymous in April 26, 1962.

*It should be noted that the "Twelve Concepts" refer to and specify service and concepts that are not applicable to Heroin Anonymous at the level of P.I.H.A., H.A.W.S., etc. at this time (March 30th, 2006.)