

Guiding Principles For Meetings And Consensus Building

From Eli Mina, *The Complete Handbook of Business Meetings*
AMACOM 2000. Page 5

- A meeting's success is ultimately measured by the quality of the decisions made in it.
- Fairness, equality, common sense, and principle must always be in the forefront.
- Always assume people are reasonable, and this will likely become a self-fulfilling prophecy.
- Never attribute to malice what can reasonably be attributed to a misunderstanding.
- Rules of order are intended to facilitate progress, not to impede it.
- To truly gain control, leaders must know how to share control and build partnerships.
- It is much easier to be a critic than a creator.
- God gave us two ears and one mouth so that we could listen at least twice as much as we speak.
- Diversity of opinions is healthy. An opposing view or criticism should not be interpreted as a threat but just as another piece of the bigger truth on which wiser decisions can be based.