

MAKING DECISIONS

1. Statement or identification of the topic or problem under consideration. Clarification. Deletion of extraneous issues. Delimiting.
 2. Ascertainment and agreement upon the facts. BC p. 12
 3. Agreement upon the spiritual or administrative principles involved. Documentation from the Baha'i writings or official notices.
 4. Full and frank discussion of the matter. Consultation.
 5. Offering of a resolution. Making and seconding a motion.
 - a. Statement of motion.
 - b. Seconding of motion.
 - c. Discussion of motion.
 - d. Making and seconding amendments to the motion.
 - e. Discussion of the amendments. Limitation of discussion (has priority).
 - f. Calling for the question.
 - g. Voting on the amendments.
 - h. Voting on the motion.
 - i. Announcement of the results of the voting. No minority position.
 6. Execution of the motion. Plans, dates, responsibilities, personnel.
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Good consultation is likely to result when:

1. Participation is encouraged.
2. The problem or topic is well defined.
3. There is agreement or acceptance expressed.
4. The facts are ascertained and stated.
5. Divergent points and positions are arbitrated.
6. Actions are decided upon and assigned for execution.
7. Suggestions are solicited.
8. Opinions are clearly and fully stated.
9. Frankness and honesty prevail.
10. Underlying guiding principles are identified and applied.
11. Information is made available to all.
12. Information is solicited for clarification.
13. Progress is summarized periodically.
14. Comments are integrated toward a consensus.
15. Solutions are proposed only after consideration and discussion of facts.
16. Leadership functions are not strictly centralized.
17. Courtesy is maintained among members.
18. Participation among members is general--not monopolized.
19. Several alternatives are considered.
20. Final decisions are not hastily made.
21. Individual member status differences are minimized.
22. Ideas are not associated with personalities.
23. Pertinent and stimulating questions are posed.
24. Negative opinions are utilized to stimulate improved alternatives.