

- We meet and discuss issues in a civilised manner. Our convention is to raise a hand to indicate that we wish to speak and do so when the Chairman indicates. Shouting down another speaker is not allowed.
- We follow the published agenda.
- We record actions and decisions after discussion.
- If a committee member considers that an urgent matter has arisen they shall discuss this matter with the BVF Chairman only. If the Chairman agrees that the matter is urgent, and must be dealt with before the next formal committee meeting, the Chairman will email the committee with details of the matter to be discussed and prescribe deadlines and any other procedural aspects.

The Chairman may, at any point prior to calling for a vote, declare that the discussion is adjourned until the next committee meeting, at which the matter will be included in the Agenda.

- We do not use social media to canvas opinions or lobby members unless it is a decision of the committee to do so.
- Once the committee has made a decision we abide by the concept of 'collective responsibility', and defend the decision to the membership at all times, even where we may personally have voted against the decision.
- We only use the BVF membership database where there is a specific business need within our own BVF portfolio, in accordance with Data Protection legislation.
- Non-committee members may attend committee meetings when invited to do so by the BVF Chairman. Their attendance is limited to that part of the meeting for which their attendance is specifically required for the conduct of committee business.
- Failure to abide by this protocol will result in the committee member doing so being censured or suspended from the committee. Persistent, flagrant or serious infringement may be considered to bring BVF into disrepute, and may be sanctioned in accordance with section 5 of the BVF Constitution.

[End of Document]

Prepared by: GA

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