

BSGAR meeting Etiquette

A productive and successful meeting results when all Members show courtesy and respect in both their language and behaviour.

BSGAR Members can contribute to our meetings in an administrative capacity, as Chair or Vice Chair, and by exchanging ideas, summarising discussion points, or asking questions to clarify what has just been said or agreed.

In BSGAR we aim for best practice at both face-to-face and online meetings as follows;

When invited to a meeting, notify the organiser if you intend to attend or not, or confirm a nominated deputy where appropriate.

Whenever possible, arrive/log in a few minutes before the meeting start time so that it can begin promptly.

Meetings are for the benefit of everyone in attendance. No one person has the right to dominate or be disruptive. Members should address one another courteously and should feel comfortable enough to make their contributions.

While the Chair is responsible for managing the meeting it is everyone's responsibility to ensure their contributions are constructive. The Chair will aim to ensure that meeting times and agenda items are managed well so that everything can run to time. The Chair should also manage contributions, keep contributors from repeating themselves, ensure a few individuals do not monopolise the meeting time, actively solicit the views of quieter Members, and ensure that any agreed actions are captured.

Everyone in a BSGAR meetings should treat others, and expect to be treated, with courtesy and respect. In particular, disagreements should be expressed professionally and courteously.

Body language is important. Meeting participants should refrain from negative behaviours, such as eye rolling or note passing, which can inhibit participation from others.

Individuals have been invited to attend a BSGAR meeting for a good reason e.g expertise, position or authority to decide the next steps. Attendees should give full attention to the meeting by turning phones to silent mode, switching off notifications and refraining from non-meeting related (*or external*) communications. It can take several minutes to refocus fully on a discussion after even a brief distraction from e-mails or other messages.

Those wishing to speak should signal their intention to the Chair and wait to be invited to speak. Before speaking, members should construct the points to be made and stick to them, speaking for as short a time as possible without repetition, using clear language.

When asking questions, be succinct. Bear in mind that others may also have questions and the meeting has a time limit.

In order to make best use of time, listen to issues that other speakers address, the questions from the other Members, and the answers provided.

The Chair has a duty to outlaw disruptive practices, first by warning offenders and, as a last resort should the behaviour persist, by asking the offender to leave.

A Member making a contribution on behalf of a group external to the meeting should ensure that the contribution accurately reflects the view of the external group.

After the meeting respond to action items as expeditiously as possible. This will save valuable time at the next meeting.

TOP TIPS for attending a BSGAR meeting

- Arrange to be present for the whole meeting
- Read the minutes and any attached meeting documents
- Check the agenda
- Make notes on what you may want to say
- Prepare written responses for specific items if previously requested
- Really listen to what people say
- Leave other problems at the door
- Consider complimenting the work of at least one Member
- Ensure that any criticisms are made constructively by including a positive suggestion
- Make at least one well prepared contribution

Notes for Chairs

The Chair devises the agenda and facilitates effective discourse at meetings.

Registered Charity Number: 1208678

Registered Address: BSGAR, The Royal College of Radiologists, 63 Lincoln's Inn Fields, London, WC2A 3JW

The Chair determines when the meeting has moved from one agenda item to another.

Freeflowing discussion is sometimes fine but the Chair may decide that, for clarity and to allow for a fair hearing for all participants, contributions should be mediated via the Chair. This is especially important for online meetings.

The Chair must ensure that meetings run to time and that agenda items are afforded appropriate attention.

The Chair should also manage contributions from Members, keep contributors from monopolising the meeting through repetition or verbosity and should actively solicit the views of quieter Members.

Decision making by consensus is ideal but, if the Chair determines that this is not possible, a vote of the Members between the options under debate may be proposed. If the vote is a dead heat then the Chair has a casting vote.

The majority view prevails and a majority decision, once made, stands.

A Member who does not exhibit the conduct described in this document and/or who disrupts the effectiveness of meetings may be subject to summary exclusion from an ongoing meeting at the decision of the meeting Chair, and may be subject to formal complaint to the Executive Committee via the BSGAR Management of Complaints and Escalation Policy.

If you have any queries or suggestions, please contact us at secretary@bsgar.org

Adopted by the BSGAR Executive Committee 18 September 2024