



TITLE: IRB Meeting Attendance Monitoring
PURPOSE: Monitor quorum at convened IRB meetings
RESPONSIBILITIES: HSPP Staff
PROCEDURES:

QUORUM REQUIREMENTS: For a motion to be approved, it needs the approval of more than half of the members present at the meeting. (e.g., if there are 10 or 11 members present at the meeting, 6 votes are required for approval, which is greater than 5 and 5.5, respectively.)

Prior to the IRB Chair calling a convened meeting to order, consult the “HRP-305 - WORKSHEET: Evaluation of Quorum and Expertise” to determine that the meeting is appropriately convened by meeting the “QUORUM REQUIREMENTS”. Notify the IRB chair when the meeting is appropriately convened.

Before each business item on the agenda of a convened meeting is discussed, consult the “HRP-305 - WORKSHEET: Evaluation of Quorum and Expertise” to determine that the meeting is appropriately convened by meeting the “EXPERTISE REQUIREMENTS”. Notify the IRB chair when the meeting is not appropriately constituted for the review of that protocol.

If an IRB Committee member leaves the meeting room for any reason (including a Conflicting Interest), consult the “HRP-305 - WORKSHEET: Evaluation of Quorum and Expertise” to determine that the meeting continues to be appropriately convened by meeting the “QUORUM REQUIREMENTS”. Notify the IRB chair when the meeting is not appropriately convened.

MATERIALS:

- HRP-305 - WORKSHEET: Evaluation of Quorum and Expertise.

REFERENCES:

- 45 CFR §46.108(b)
- 21 CFR §56.108(c)

REVIEW/REVISIONS: From 10/01/2010 version: Renumbered from P&P-042.