



## SOP: IRB Meeting Attendance Monitoring

NUMBER	APPROVED BY	EFFECTIVE DATE	PAGE
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### 1 PURPOSE

- 1.1 This procedure establishes the process to monitor quorum at convened IRB meetings.
- 1.2 The process begins when the IRB Office staff member responsible for monitoring quorum notifies the IRB chair that quorum has been attained.
- 1.3 The process ends when the meeting is adjourned.

### 2 PREVIOUS VERSION

- 2.1 Revised from the previous version dated 04/19/2021

### 3 POLICY

- 3.1 None.

### 4 RESPONSIBILITIES

- 4.1 IRB Office staff members carry out these procedures.

### 5 PROCEDURE

- 5.1 At meetings, consult the WORKSHEET: Quorum and Expertise (HRP-305) to determine that the meeting is appropriately convened by meeting the "QUORUM REQUIREMENTS" and notify the IRB chair when the meeting is appropriately convened.
- 5.2 Before each project or meeting item, consult the WORKSHEET: Quorum and Expertise (HRP-305) to determine that the meeting is appropriately convened by meeting the "EXPERTISE REQUIREMENTS" and notify the IRB chair when the meeting is not appropriately constituted for the review of that protocol.
- 5.3 When a member leaves the meeting room for any reason (including a Conflicting Interest), consult the WORKSHEET: Quorum and Expertise (HRP-305) to determine that the meeting continues to be appropriately convened by meeting the "QUORUM REQUIREMENTS" and notify the IRB chair when the meeting is not appropriately convened.
- 5.4 Refer to the GENERAL: IRB Roster (HRP-601) for designated member substitutions for voting members to ensure quorum is maintained throughout the convened meeting. Notify IRB Chair of substitutions and document in Meeting Minutes.

### 6 MATERIALS

- 6.1 WORKSHEET: Quorum and Expertise (HRP-305)
- 6.2 GENERAL: IRB Roster (HRP-601)

### 7 REFERENCES

- 7.1 45 CFR §46.108(b)
- 7.2 21 CFR §56.108(c)