

**INSTITUTIONAL REVIEW BOARD  
SOP 303: IRB MEETING ADMINISTRATION**

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**POLICY**

Except when an expedited review procedure is used, the IRB will review proposed research at convened meetings where a quorum exists. A quorum is defined as one half of the number of regular members present, plus one. For a roster containing an odd number, e.g. membership is nine, a quorum of five is acceptable. A quorum consists of regular members or their alternate, and includes at least one member whose primary concerns are in scientific areas, and one member whose primary concerns are in non-scientific areas.

The IRB will meet monthly, or at some other frequency determined by the IRB Co-Chair and/or the IRB administrator.

**PROCEDURES**

**1. Maintaining Quorum**

- 1.1 The IRB meeting may not convene until quorum is established. It is the responsibility of the IRB administrator to inform the IRB Co-Chair when quorum has been established.
  - 1.1.1 An alternate member may attend in the place of an absent regular member in order to meet the quorum requirements as defined in this policy.
  - 1.1.2 Ad hoc consultant reviewer(s) may not be used to establish a quorum.
  - 1.1.3 When FDA-regulated research is reviewed, there shall be one member who is a physician.
  - 1.1.4 For research conducted or supported by HHS, the prisoner representative does not count towards quorum unless the IRB is reviewing research involving prisoners as subjects.
- 1.2 The IRB administrator is responsible for monitoring the meeting for late arrivals and early departures of members.
- 1.3 It is the responsibility of the IRB administrator to inform the IRB Co-Chair if quorum is lost during a meeting. If quorum is lost during the course of a meeting, the IRB Co-Chair will not allow any further action or votes to be taken until quorum is restored. Quorum must be maintained for each vote to occur.

**2. Meetings Conducted Via Telephone or Video-Conferencing**

- 2.1 Should a member not be able to be physically present during a convened meeting, but is available remotely, the meeting can be convened by telephone or video-conferencing equipment. The member who is not physically present will be connected to the rest of the members via this alternative. The member must be able to hear the discussion and be heard by the convened members. In this manner, all members will be able to discuss the protocol even though one member is not physically present. Members participating by such technology may vote, provided they have had an opportunity to review all the material the other members have reviewed.
- 2.2 When an ad hoc meeting is necessitated, this type of meeting may also be convened by telephone or video-conferencing equipment without any members physically present. Members will be provided the finalized agenda and submission materials for review prior to the meeting. The discussion and voting procedures will follow normal procedures. All members must be on the call simultaneously.

**3. Voting**

- 3.1 Members of the IRB vote upon the recommendations made by the primary reviewers according to the criteria for approval.

3.2 A majority of members must vote in favor of recommendation to be accepted by the IRB.

3.2.1 The IRB administrator is responsible for counting and documenting all votes.

3.3 There is to be no voting by proxy.

3.4 The prisoner representative will only vote on protocols involving prisoners as subjects.

**SCOPE**

This SOP applies to all IRB members and the IRB administrator.