

**INSTITUTIONAL REVIEW BOARD  
SOP 304: 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. Hybrid Meetings**

- 1.1 The IRB meetings will be held in-person and electronically via Microsoft Teams. This mixed meeting type allows members to choose based on preference and/or schedule.
- 1.2 The Meeting Invite will be provided to the IRB members and the Principal Investigator, if applicable, the week of IRB.
- 1.3 All IRB members must be on the call simultaneously.

### **2. Quorum**

- 2.1 The IRB meeting may not convene until quorum is established. The IRB administrator will track when IRB members enter the meeting room to determine quorum. The IRB Chair will take attendance for the official record.
  - 2.1.1 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.
  - 2.1.2 Ad hoc consultant reviewer(s) may not be used to establish a quorum.
  - 2.1.3 When FDA-regulated research is reviewed, there shall be one member who is a physician.
  - 2.1.4 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.
- 2.2 The IRB administrator will monitor the meeting room for late arrivals and early departures of IRB members.
- 2.3 The IRB administrator will inform the IRB Co-Chair if quorum is lost during the convened meeting. If quorum is lost, 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.
- 2.4 Members of the IRB who have a financial/conflict of interest must declare their conflict prior to discussion of the protocol and recuse themselves. In this setting, recusal means leaving the room/meeting room and then waiting for re-entry.

### **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 Members of the IRB must abstain from voting when technology is such that they are unable to hear the discussion leading up to the recommendation.

3.4 Members of the IRB who recuse themselves must not be in the room/meeting room during the vote.

3.5 There is to be no voting by proxy.

3.6 The prisoner representative shall only vote on protocols involving prisoners as subjects.

**SCOPE**

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