



IRB Meeting Attendance Policy

PURPOSE

This policy defines the expectations for committee member attendance of convened meetings, quorum, attendance by guests and investigators.

SCOPE

IRB Committee Members, IRB Staff, Meeting Guests, Investigators

RESPONSIBLE OFFICIAL(S)

Institutional Official, Director of Research, IRB Chairperson, IRB Staff

POLICY

Meeting Attendance and Quorum

All members of IRB are expected to attend the convened meeting. The quorum for any convened IRB meeting is 50% of the voting membership plus the non-affiliated community member. The IRB cannot conduct business in the absence of the non-affiliated community member. Ex-Officio Members are not included in determining or establishing a quorum at the meetings.

Members of the IRB should contact the IRB Chairperson or a member of the IRB Administrative Staff in advance of the meeting if they know that they will be unable to attend. The IRB Chairperson may assign an alternate member to fill in for the regular member or allow teleconference opportunities for regular members who are unable to attend the meeting in person.

Attendance by Alternate Members

Alternate members of the IRB may be used to fill in for regular members when the regular committee member is unable to attend the meeting. In such cases the assigned alternate member will be included in quorum counts and will function as a full voting member.

Alternate members who are not assigned to fill in for absent regular members are encouraged to attend the IRB meeting and participate in the protocol discussion. In such cases, the alternate will not be counted towards the quorum and will not be permitted to vote on agenda items.

Attendance by Ex-Officio Members

Ex Officio Members are generally expected to attend convened meetings of the IRB. Ex-Officio members do not count towards the quorum and are not permitted to vote on decisions.

Attendance of the IRB Meeting by Consultants

The IRB at their discretion may invite individuals with particular expertise to serve as an ad hoc consultant when expertise is needed to assist in reviews that are deemed to require expertise beyond or in addition to that which is available on the IRB. Consultants may either join the meeting in person or via teleconference. Consultants must sign a confidentiality agreement prior to the start of the meeting. Consultants do not count toward a meeting quorum. Video and/or audio recording of the meeting by consultants is not permitted.

Attendance of the IRB Meeting by Guests

Guests may be permitted to attend IRB to observe the meeting from designated gallery seating. The presence of guests should be announced at the beginning of the IRB meeting. Guests should sign the confidentiality agreement prior to the start of the meeting. Video and/or audio recording of the meeting by guests is not permitted.



Attendance of Meeting by Investigators

Investigators may be invited to attend portions of the IRB meeting in which their protocol is discussed. The investigator may be present for portions of the discussion in which the overview of the protocol is presented and initially discussed. The investigator should not be present for the final deliberation and vote on the proposal. Video and/or audio recording of the meeting by investigators is not permitted.



APPROVAL PAGE

Approved by: _____

Robert J. Ketchum, Ph.D.
Associate Dean, Academic & Pre-Clinical Affairs
Authorized Institutional Official for Research
Burrell College of Osteopathic Medicine



APPROVED
Signed Copy on
File in ORSP