

DEPARTMENT: INSTITUTIONAL REVIEW BOARD
POLICY NUMBER: 009
SECTION: IRB REVIEW PROCEDURES
REVIEW RESPONSIBILITY: IRB
EFFECTIVE DATE: AUGUST 13, 2003
REVISION DATE:
LAW IMPLEMENTED: 45 CFR 46.107,108

SUBJECT: IRB Quorum Requirement for Full Committee Review

1. Except as provided when utilizing expedited or exempt review procedures, the IRB Committee may only review proposed research at convened meetings at which a majority of the voting members (a quorum) of the IRB Committee are present, including at least one member whose primary interests are in nonscientific areas. No official actions may be taken at a meeting unless a majority of the members are present.
2. Should there be a quorum failure of members during a convened meeting (for example, members with conflicts being excused, early departures, loss of a non-scientist), then the committee should cease from further voting until the quorum can be restored.
3. Except as provided when utilizing expedited or exempt review procedures, no IRB meeting shall be convened without a nonscientist member being present for the duration of the meeting. No official action may be taken by the full committee without the presence of a nonscientific member.
4. Telephone Participation. Whenever possible, the IRB Committee meetings shall take place with all participating IRB members physically present. However, circumstances may warrant conducting IRB Committee meetings via telephone conference call. In order for a telephone participation meeting to occur, each participating IRB Committee member must receive all pertinent material prior to the meeting, and be able to actively and equally participate and communicate in the discussion of all protocols. Official Committee actions may be taken at a meeting in which members participate via telephone. The minutes of such meetings shall clearly document the above, in addition to the usual regulatory requirements that must be demonstrated in the minutes.
5. Conflict of Interest. It is prohibited for any IRB Committee member to participate in the IRB Committee's initial or continuing review of a project in which the member has an actual conflict of interest, or the appearance that a conflict of interest should arise or exist, except to provide information requested by the IRB Committee.
 - a) IRB Committee members shall absent themselves from the meeting room when the IRB Committee votes on research in which they have a

conflicting interest and such matter should be noted in the IRB Committee meeting minutes.

- b) In order to avoid any actual or perceived conflicts of interest, or the appearance thereof, no participating IRB Committee member may hold an equity interest (such as a partnership, stock, or profit-sharing) in the entity requesting IRB Committee review. No participating IRB Committee member may be paid more than reasonable compensation or receive more than reasonable benefits for IRB related activities. In addition, no IRB Committee member may receive compensation or benefits under arrangements that could impede or otherwise discourage the objective decision making that is necessary on behalf of human subjects.