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1. PURPOSE

- 1.1. This **policy** describes the process to monitor quorum at convened meetings of the University of Georgia Institutional Review Board (IRB) and attendance requirements of IRB members.

2. DEFINITIONS

- 2.1. **Regular member:** a primary member of the IRB.
- 2.2. **Alternate member:** a member who is designated to substitute for a regular IRB member for an entire meeting or at any time during a meeting. Alternate members have qualifications comparable to the applicable regular member and may serve as alternate for more than one regular IRB member.
- 2.3. **Voting member:** when both a regular member and his/her designated alternate attend a meeting, only one may count toward the quorum and may vote on any specific protocol. This member is called the “voting member.”
- 2.4. **Quorum:** to achieve quorum at meetings, at least one more than half the number of regular IRB Roster members, including a **nonscientist** and a member who represents the general perspective of participants, must be present. When the membership roster consists of an even number (N), a quorum is defined as $(N/2)+1$.
 - 2.4.1. The nonscientist and the member who represents the general perspective of participants may be the same individual.

3. POLICY

- 3.1. Voting members of the IRB establish the IRB meeting quorum.
 - 3.2. Voting members must be listed on the **IRB roster** at the time of the meeting.
 - 3.3. The IRB Chair is a voting member.
 - 3.4. Each unaffiliated regular member must attend at least 2/3 of the convened meetings annually. Unaffiliated alternate members must attend at least 1/3 of convened meetings annually.
 - 3.5. If the alternate member and the regular member for whom the alternate member is substituting are both present, only one member may vote.
 - 3.5.1. An alternate member may not vote in place of a regular member unless s/he is listed as an alternate specifically for that regular member.
 - 3.6. A member who represents the general perspective of participants is present at convened meetings.
 - 3.7. When voting members have a **conflicting interest**, they may neither serve as the primary or secondary reviewer nor vote on the item and must not count toward quorum for that item. See *Policy and Procedures: Conflicting Interests of IRB Members and Consultants*.
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3.8. If a quorum is lost during the meeting, no vote may be taken until the quorum is restored.

4. PROCEDURES: IRB Staff

- 4.1. At meetings, IRB staff must consult the *WORKSHEET: Quorum and Expertise* to determine that the meeting is appropriately convened by meeting the quorum requirements and notify the IRB Chair when the meeting is appropriately convened.
- 4.2. IRB staff must consult the *WORKSHEET: Quorum and Expertise* before each protocol, or when a member leaves the meeting room for any reason, to determine that the meeting is appropriately convened by meeting the quorum requirements and notify the IRB Chair when the meeting is not appropriately convened.

5. MATERIALS

- 5.1. WORKSHEET: Quorum and Expertise

6. REFERENCES

- 6.1. Policy and Procedures: Conflicting Interests of IRB Members and Consultants