



SOP: IRB Meeting Attendance Monitoring				
NUMBER	DATE	AUTHOR	APPROVED BY	PAGE
HRP-042	04.11.2013	L. Smith	Dr. Jayaweera	1 of 1

1 PURPOSE

- 1.1 This procedure establishes the process to monitor quorum at convened IRB meetings.
- 1.2 The process begins when the HSRO staff member responsible for monitoring quorum notifies the IRB chair that quorum has been attained.
- 1.3 The process ends when the meeting is adjourned.

2 REVISIONS FROM PREVIOUS VERSION

- 2.1 None.

3 GUIDING PRINCIPLES

- 3.1 None.

4 RESPONSIBILITIES

- 4.1 HSRO staff members carry out these procedures.

5 PROCEDURE

- 5.1 At meetings consult the "WORKSHEET: Quorum and Expertise (HRP-305)" to determine that the meeting is appropriately convened by meeting the "QUORUM REQUIREMENTS" and notify the IRB chair when the meeting is appropriately convened.
- 5.2 Before each protocol consult the "WORKSHEET: Quorum and Expertise (HRP-305)" to determine that the meeting is appropriately convened by meeting the "EXPERTISE REQUIREMENTS" and notify the IRB chair when the meeting is not appropriately constituted for the review of that protocol.
- 5.3 When a member leaves the meeting room for any reason (including a Conflicting Interest) consult the "WORKSHEET: Quorum and Expertise (HRP-305)" to determine that the meeting continues to be appropriately convened by meeting the "QUORUM REQUIREMENTS" and notify the IRB chair when the meeting is not appropriately convened.

6 MATERIALS

- 6.1 WORKSHEET: Quorum and Expertise (HRP-305).

7 REFERENCES

- 7.1 45 CFR §46.108(b)
- 7.2 21 CFR §56.108(c)