

	<b>SOP: IRB Meeting Attendance Monitoring</b>		
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**1 PURPOSE**

- 1.1 This SOP establishes the process to monitor quorum and expertise at convened IRB meetings.
- 1.2 The process begins when the IRB/HRPP staff member responsible for monitoring quorum notifies the IRB chair that quorum has been attained and the meeting is called order.
- 1.3 The process ends when the meeting is adjourned.

**2 REVISIONS FROM PREVIOUS VERSION**

- 2.1 None.

**3 POLICY**

- 3.1 **SOP Statement**

**4 RESPONSIBILITIES**

- 4.1 IRB/HRPP staff members carry out these procedures.

**5 PROCEDURE**

- 5.1 At meetings consult the HRP-305 - 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.
- 5.2 Before each protocol consult the HRP-305 - WORKSHEET - Quorum and Expertise 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, or a member attending by teleconference disconnects (including a Conflicting Interest) consult the HRP-305 - WORKSHEET - Quorum and Expertise 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 HRP-305 - WORKSHEET - Quorum and Expertise

**7 REFERENCES**

- 7.1 45 CFR §46.108(b)
- 7.2 21 CFR §56.108(c)
- 7.3 AAHRPP elements II.1.D, II.1.E, II.2.D