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|  INSTITUTIONAL REVIEW BOARD ADMINISTRATION | OIA-042 SOP: IRB Meeting Attendance Monitoring | | | | |
| | NUMBER | DATE | AUTHOR | APPROVED BY | PAGE |
| | OIA-042 | 09/06/2023 | B. Mooso | G. Firestein | 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 Office of IRB Administration (OIA) 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 REQUIREMENTS

- 3.1 None

4 RESPONSIBILITIES

- 4.1 OIA staff members and IRB chair carry out these procedures.

5 PROCEDURE

- 5.1 At convened IRB meetings, consult the *OIA-305 WORKSHEET: Evaluation of Quorum and Expertise*, or equivalent, to determine that the meeting is appropriately convened by meeting the “QUORUM REQUIREMENTS” and advise the IRB chair when the meeting is appropriately convened.
- 5.2 Before each protocol consult the *OIA-305 WORKSHEET: Evaluation of Quorum and Expertise*, or equivalent, to determine that the meeting is appropriately convened by meeting the “EXPERTISE REQUIREMENTS” and advise the IRB chair when the meeting is not appropriately constituted for the review of that protocol.
- 5.3 When a member leaves the meeting for any reason, including for a conflicting interest, consult the *OIA-305 WORKSHEET: Evaluation of Quorum and Expertise*, or equivalent, to determine that the meeting continues to be appropriately convened by meeting the “QUORUM REQUIREMENTS” and “EXPERTISE REQUIREMENTS” and notify the IRB chair when the meeting is not appropriately convened.

6 MATERIALS

- 6.1 *OIA-001 SOP: Definitions*
- 6.2 *OIA-305 WORKSHEET: Evaluation of Quorum and Expertise*

7 REFERENCES

- 7.1 [21 CFR 56.108\(c\)](#)
- 7.2 [45 CFR 46.108\(b\)](#)