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)