



SOP: Committee Review Monitoring

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1. PURPOSE

- 1.1. This procedure establishes the process to monitor an IRB meeting for quorum and expertise.
- 1.2. This procedure begins when the meeting is called to order.
- 1.3. This procedure ends when the meeting is adjourned.

2. POLICY

- 2.1. None

3. RESPONSIBILITY

- 3.1. HRPP staff members carry out these procedures.

4. PROCEDURE

- 4.1. Before the meeting is called to order, use "WORKSHEET: Quorum (HRP-431)" to determine whether the meeting will be appropriately convened considering the items on the agenda and anticipated attendance for each item.
- 4.2. When members anticipated to be present leave the meeting, use "WORKSHEET: Quorum (HRP-431)" to determine whether the remainder of the meeting will be appropriately convened considering the items on the agenda and anticipated attendance for each item.
- 4.3. Use "WORKSHEET: Quorum (HRP-431)" to determine whether the meeting is appropriately convened before review of each agenda item that has special quorum requirements not anticipated at the beginning of the meeting.
- 4.4. When evaluating quorum do not count IRB members with a <Conflicting Interest>.
- 4.5. Notify the <Meeting Chair> when quorum requirements are not met.

5. REFERENCES

- 5.1. None