

## Standard Operating Procedure 201 - IRB Meetings, Quorum, and Voting

**Scope:** This procedure outlines the conduct of Institutional Review Board meetings at Southern Utah University, including the frequency, attendance, quorum, and voting procedures for each meeting.

**Relevant Regulations:** [45 CFR 46](#) (specifically [§46.108](#)); SUU IRB Policy [6.20](#)

**Related Procedures:** n/a

### 1. IRB Meetings

#### a. Frequency and Location

- i. IRB meetings will be scheduled during the academic year months in which faculty are on contract, beginning in September and terminating in April.
- ii. The IRB chairperson may call for ad hoc IRB meetings to address urgent action items that cannot wait until the next scheduled IRB meeting.
- iii. Scheduled IRB meetings may be canceled if the IRB does not have voting items to address in a given meeting.
- iv. IRB meetings may be held online or in person

#### b. Attendance

- i. All IRB committee members are expected to attend IRB meetings. This includes the chairperson, co-chairperson, vice chair, and members representing the university's various colleges and units.
- ii. In addition, non-members may be invited to IRB meetings to aid in the review of human subject research-related business. Examples of non-members who may be invited to IRB meetings include research or content specialists within or beyond the SUU community and principal investigators of research proposals that are reviewed by the convened IRB.

#### c. Quorum

- i. In order to conduct business, the IRB must maintain a quorum. A quorum is the minimal number and types of IRB members.

- ii. A quorum consists of A) a majority of IRB committee members and B) at least one nonscientist.
- iii. Calculations of Majority
  - 1. Since IRB membership may change from year to year, calculations of majority must be made to help ensure that a quorum is reached in each meeting.
  - 2. When the total number of IRB committee members is an even number, a majority for the purposes of quorum is calculated by dividing the total number of committee members by 2 and adding 1 (e.g., 12 members  $\div$  2 = 6; 6 + 1 = 7 members for a majority).
  - 3. When the total number of IRB members is an odd number, a majority for the purposes of quorum is calculated by dividing the total number of committee members by 2 and rounding to the nearest whole number (e.g., 11 members  $\div$  2 = 5.5; nearest whole number is 6 members for a majority).
- d. Voting
  - i. To vote on business in an IRB meeting, there must be a quorum. If a quorum is not present at the time of a vote, the vote **will** not be conducted.
  - ii. Approval of all action items requires a majority of all voting members present at the meeting.
  - iii. Note that IRB members who recuse themselves due to conflict of interest concerning a particular business item do not count towards quorum.