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. Use “WORKSHEET: Quorum (HRP-431)” to determine whether the meeting is appropriately convened:
   4.1.1. Before the meeting is called to order
   4.1.2. Before each study with special quorum requirements is reviewed
   4.1.3. When members leave the meeting for any reason

4.2. When evaluating quorum do not count IRB members with a <Conflicting Interest>.
4.3. Notify the <Meeting Chair> when quorum requirements are not met.

5. REFERENCES

5.1. None