1 PURPOSE
1.1 This procedure establishes the process to monitor quorum at convened IRB meetings.
1.2 The process begins when the IRB Office 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 PREVIOUS VERSION
2.1 Revised from previous version dated 08/01/2015

3 POLICY
3.1 None.

4 RESPONSIBILITIES
4.1 IRB Office staff members carry out these procedures.

5 PROCEDURE
5.1 At meetings consult the "WORKSHEET: Quorum and Expertise (HRP-305)" to determine that the meeting is appropriately convened by meeting the "QUORUM REQUIREMENTS" and notify the IRB chair when the meeting is appropriately convened.
5.2 Before each project or meeting item consult the "WORKSHEET: Quorum and Expertise (HRP-305)" to determine that the meeting is appropriately convened by meeting the "EXPERTISE REQUIREMENTS" and notify the IRB chair when the meeting is not appropriately constituted for the review of that protocol.
5.3 When a member leaves the meeting room for any reason (including a Conflicting Interest) consult the "WORKSHEET: Quorum and Expertise (HRP-305)" to determine that the meeting continues to be appropriately convened by meeting the "QUORUM REQUIREMENTS" and notify the IRB chair when the meeting is not appropriately convened.

6 MATERIALS
6.1 WORKSHEET: Quorum and Expertise (HRP-305)

7 REFERENCES
7.1 45 CFR §46.108(b)
7.2 21 CFR §56.108(c)