



## SOP: IRB Meeting Attendance Monitoring

NUMBER	APPROVED BY	EFFECTIVE DATE	PAGE
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### 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 11/22/2018

### 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)