



SOP: IRB Meeting Attendance Monitoring				
NUMBER	DATE	AUTHOR	APPROVED BY	PAGE
HRP-042	12/15/2021	Huron	D. Durbin	1 of 1

## 1 PURPOSE

- 1.1 This procedure establishes the process to monitor quorum at convened IRB meetings.
- 1.2 The process begins when the IRB 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 REVISIONS FROM PREVIOUS VERSION

- 2.1 None.

## 3 POLICY

- 3.1 None.

## 4 RESPONSIBILITIES

- 4.1 IRB staff members carry out these procedures.

## 5 PROCEDURE

- 5.1 At meetings consult HRP-305 - WORKSHEET - Quorum and Expertise 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 protocol consult HRP-305 - WORKSHEET - Quorum and Expertise 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 HRP-305 - WORKSHEET - Quorum and Expertise 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 HRP-305 - WORKSHEET - Quorum and Expertise

## 7 REFERENCES

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

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