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. IRB staff members carry out these procedures.

4. PROCEDURE
   4.1. IRB staff will monitor the following:
   4.1.1. The IRB meeting will be called to order by the Meeting Chair when quorum exists. Quorum is defined as a majority of the voting members or designated alternates and the presence of at least one non-scientist. Quorum is documented within the electronic IRB software for that meeting and in the meeting minutes.
   4.1.2. Before each study with special quorum requirements is reviewed, and when members leave the meeting for any reason, the IRB administrative staff continually monitors to make sure valid quorum is maintained before each vote.
   4.1.2.1. For research involving FDA-regulated test articles, a licensed physician must be present.
   4.1.2.2. At least one member should represent the general perspective of research participants (such as the community member, bioethicist, or other Board members who have participated in research as subjects).
   4.1.2.3. For VA research the IRB will refer to the applicable VHA handbook for requirements for review of VA research.
   4.1.2.4. For federally sponsored research involving prisoners, if applicable the prisoner representative must be present as a voting member.
   4.2. IRB members with a Conflict of Interest will not be counted toward quorum for a given vote, and will be asked to leave the room during deliberation and the vote.
   4.3. Notify the Meeting Chair when quorum requirements are not met so that no further actions or votes may be taken until quorum is restored.
   4.4. A member or his/her alternate must attend at least 75% of Full Board meetings. At least one unaffiliated member and member who represents the general perspective of subjects must also be in attendance for 75% of Full Board meetings.

5. REFERENCES
   5.1. IRB REGULATORY GUIDANCE: Quorum (HRP-431)