This guidance document is used to evaluate whether an IRB meeting is or will be appropriately convened.

1. **Quorum requirements (All must be met)**
   
   1.1 • A majority of the IRB members are present (see Footnote 1)
   
   1.2 • Alternate members have been provided the same material that the primary member would have been provided (see Footnote 2)
   
   1.3 • Members unable to be present at the convened meeting participating by video-conference or conference telephone call have been provided all pertinent documents in advance of the meeting and can actively and equally participate in the discussion of all protocols
   
   1.4 • At least one IRB member is present whose primary concerns are in nonscientific areas
   
   1.5 • At least one IRB member is present whose primary concerns are in scientific areas
   
   1.6 • At least one IRB member is present who represents the general perspective of subjects
   
   1.7 • At least one attendee is knowledgeable of the science involved in the research
   
   1.8 • One of the following is true:
   
   • The research does not involve an investigational drug or device
   
   • At least one member is present who is a physician
   
   1.9 • One of the following is true:
   
   • The research does not involve <Prisoners> as subjects
   
   • At least one member is present who is a prisoner or prisoner representative with a close working knowledge and understanding and appreciation of prison conditions from the prisoner’s perspective, if applicable
   
   1.10 • One of the following is true:
   
   • The research does not involve <Prisoners> as subjects
   
   • A majority of the members (exclusive of prisoner members) have no association with the prison(s) involved, apart from their membership on the IRB
   
   1.11 • One of the following is true:
   
   • The research is not funded by the National Institute on Disability and Rehabilitation Research
   
   • The research does not purposefully require inclusion of children with disabilities or individuals with mental disabilities as subjects
   
   • At least one attendee is primarily concerned with the welfare of children with disabilities or individuals with mental disabilities
   
   1.12 • One of the following is true:
   
   • The research does not involve community-based participatory research
   
   • At least one attendee is familiar with community-based participatory research
   
   1.13 • If the IRB reviews research that involves categories of subjects vulnerable to coercion or undue influence, one or more individuals who are knowledgeable about or experienced in working with such subjects are present.
   
   1.14 • At least one of the VA members has to be present during the review of VA research

2. **Notes**

2.1 • Majority” means greater than half. Opinions of the absent members that are transmitted by mail, telephone, fax, or e-mail may be considered by the attending IRB members but may not be counted as votes or the quorum for convened meetings.

2.2 • Alternate members serve the same function as the primary IRB members they are replacing.

2.3 • If the clinical trial involves a drug to be used for dental purposes only, the member can be from a dental discipline