

**Department:** UAMS Institutional Review Board  
**Policy Number:** 3.2  
**Section:** Committee Membership  
**Effective Date:** July 31, 2002  
**Revision Date:** June 1, 2005; March 5, 2004

**SUBJECT: Quorum**

Except when an expedited or exempt review procedure is used, the IRB Committee may take official actions regarding proposed research only at convened meetings in which a majority of the voting members of the IRB Committee are present, including at least one member whose primary interests are in nonscientific areas.

The Chair may vote and counts toward the quorum.

Approval of research is by a majority of those members present at the meeting.

**VA Research** may not be acted upon at a convened meeting unless at least one CAVHS representative is present to vote on the project.

**Prior to Calling a Meeting to Order in ARIA:** The IRB Administrator running the meeting will check for the following before informing the Chair that the meeting can be called to order:  
Minimum number of reviewers required for the specific committee is present;  
At least one CAVHS representative is present;  
At least one individual experienced in working with children  
A non-scientist representative is present;  
And note any alternates present and the primary member for whom they are substituting.

If any item on the agenda includes prisoners, pregnant women, mentally disabled or economically or educationally disadvantaged persons, the IRB Administrator in conjunction with the staff person taking minutes, will document that at least one member present is knowledgeable or experienced in working with this type of participant. If no reviewer with the appropriate background is present, the item will be deferred until a later meeting.

**Failure of Quorum During Meeting.** Should the quorum fail during a meeting (e.g., loss of a majority through abstention of members with conflicting interests or early departures, or absence of a nonscientist member), the IRB may not take further actions or votes unless the quorum can be restored.