

**Department:** UAMS Institutional Review Board  
**Policy Number:** 3.2  
**Section:** Committee Membership  
**Effective Date:** July 31, 2002  
**Revision Date:** March 5, 2004; June 1, 2005; January 24, 2011; August 6, 2015; February 15, 2016; May 12, 2020

**SUBJECT: Quorum**

### **POLICY**

The convened IRB may take official actions regarding proposed research only when the majority of the voting members of the committee are present, including at least one member whose primary interests are in nonscientific areas.

### **DEFINITIONS**

#### **A. Nonscientist:**

1. For non-FDA regulated research, individuals whose training, background, and occupation would incline them to view research activities from a standpoint outside of any biomedical or behavioral scientific discipline.
2. For FDA-regulated research, individuals with little or no scientific training or background and who have primary concerns in the non-scientific area. Nurses, pharmacists and other biomedical health professionals should not be regarded as having primary concerns in the non-scientific area.

**B. Quorum** – The number of members of a group required to be present to conduct business. For the UAMS IRB, this number shall be one more than half of the voting members listed on the IRB roster, and shall include at least one nonscientist. The convened board will also include members with appropriate backgrounds to review the research.

### **PROCEDURE**

- A.** The Chair counts toward quorum and must vote on every action unless the Chair has a conflict. If the Chair has a conflict and must recuse himself or herself, another committee member will lead the meeting until the Chair can return.
- B.** The IRB Administrator running the meeting will confirm the following items before telling the Chair the meeting may be called to order:
- Minimum number of reviewers required for the specific committee is present; At least one individual experienced in working with children is present (unless there are no pediatric studies on agenda);
  - A non-scientist representative is present; and
  - Note any alternates present and the primary member for whom they are substituting.
- C.** If any agenda item involves prisoners, a prisoner representative will be present for the discussion and vote.
- D.** If any agenda item involves pregnant women, people with impaired decision-making capacity, or economically or educationally disadvantaged persons, the IRB Administrator and Chair, in conjunction with the staff person taking minutes, will ensure that at least one member present has the appropriate background or experience to review research involving this type of participant. If no reviewer with the appropriate background is present, the item will be administratively removed from the agenda and deferred until a later meeting with appropriate representation.
- E.** 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), the IRB shall take no further actions or votes until the quorum is restored.

## **REFERENCES**

45 CFR 46.107

45 CFR 46.108(b)

OHRP IRB Registration Process FAQs

21 CFR 56.107

FDA January 1998 Guidance titled Institutional Review Boards Frequently Asked Questions

AAHRPP Element II.2.D