**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**

**SUBJECT: Quorum**

The IRB 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 counts toward quorum and must vote on every action unless the Chair has a conflict.

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

**Prior to Calling a Meeting to Order:** 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 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.

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 ensure 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 administratively removed from the agenda and deferred until a later meeting with appropriate representation.

**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.