



**Institutional Review Board**

University of Missouri-Columbia

Standard Operating Procedure

Meeting Procedures

## Meeting Procedures

Effective Date: February 16, 2001  
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Associate Vice Chancellor, Research

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Purpose

Scope

Policy/Procedure

### 1.0 Purpose

To aid in assuring knowledge and compliance of all persons involved in any aspect of human subject research by documenting IRB meeting procedures

### 2.0 Scope

The SOP applies to all human subject research falling under the purview of the University of Missouri Institutional Review Board.

### 3.0 Policy/Procedure

As meetings are convened for the dispensation of IRB business, certain procedures will apply. For the purposes of this policy, the chair refers to the IRB chair, vice-chair or designated IRB member that will chair the meeting. The IRB reserves the right to limit items on the agenda if time constraints will not allow adequate discussions.

All board members, including alternate members and those who will attend the meeting through video or teleconference, will receive the complete board packet at least 5 days prior to the meeting. The primary reviewer is expected to review these materials in depth and complete the review checklist. Other board members are expected to have a working

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knowledge of all materials and be able to engage in a meaningful discussion of the project. IRB staff will use a laptop and projector to display all research materials being discussed during the meeting.

The IRB meeting procedures are as follows:

1. The IRB staff and Chair shall assure valid quorum is present before a meeting can be convened.
2. The IRB staff and Chair shall assure the attendance of at least one nonscientific member before convening the meeting.
3. The IRB staff and Chair shall assure a valid quorum is maintained throughout the meeting. If the quorum fails at any time during a convened meeting, the meeting is terminated from further action until a valid quorum can be restored.
4. The IRB staff shall record the names of every member present at each convened meeting in the minutes as evidence of a valid quorum.
5. The IRB staff will document the attendance of the unaffiliated member and member who represents the general perspective of participants. Minutes will reflect attendance by these member/members at 80% of meetings held.
6. The IRB Staff will ensure the required appropriate representatives for the projects to be reviewed will be present at the meeting. This includes, when applicable, members who were knowledgeable about or experienced in working with participants vulnerable to coercion or undue influence (Prisoner representative for prisoner research, VA representative for VA research, and experienced individuals for any other vulnerable populations as applicable.)
7. The IRB Chair shall call the meeting to order.
8. Announcements shall be made and Chair comments will be delivered.
9. The meeting Chair shall initiate and proceed with the items of business as documented on the Agenda.
10. The Chair will identify the protocol immediately subject to review and the assigned Primary Reviewer, excusing any member with a conflict of interest with the protocol before presentation of the project occurs.
11. The Primary Investigator may be asked to attend either to present or to answer questions from the board.
12. The Primary Reviewer will give an overview of the protocol, including but not limited to, the relevant requirements set forth by 45 CFR 46, the informed consent

document, any supplemental materials, recommendations and rationale for proposed actions. The Primary Reviewer must also determine if the Board has sufficient information to take action on the proposal, and if not, must provide the board with the reason(s) for such a determination. The Primary Reviewer will end the overview by entering a motion of the recommended action.

13. Once the motion has been seconded, the nonscientific reviewer will present their concerns and comments and the motion will be opened to the floor for discussion.
14. The Chair will greet and escort out of the room any Principal Investigator, Consultant, or guest who has been requested to appear before the Board to answer questions pertaining to the project.
15. The Chair will call for a vote on the motion on the floor and will assure the votes are recorded in accordance with 45 CFR 46.115(a)(2) which specifies the recording of the total vote count and the delineation of votes FOR, AGAINST, and ABSTAINING.
16. The Chair shall announce the results of the vote to the Board. In order for research to be approved, it must receive the approval of a majority of the members present at the meeting, (a majority consist of  $\frac{1}{2} + 1$ ).
17. The Chair will proceed through the agenda to each item.
18. The IRB staff shall assure that the minutes are recorded according to the Minutes SOP.
19. At the conclusion of all business, closing announcements will be made.
20. The Chair will adjourn the meeting.

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