

## WORKSHEET: Quorum

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

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### 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 is not otherwise affiliated with the organization and is not part of the immediate family of a person is affiliated with the organization
- 1.7  At least one IRB member is present who represents the general perspective of subjects
- 1.8  At least one attendee is knowledgeable of the science involved in the research
- 1.9  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
- 1.10  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
- 1.11  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
- 1.12  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
- 1.13  If the research involves community-based participatory research, at least one attendee is knowledgeable of this type of research
- 1.14  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
- 1.15  The members present reflect the expertise, experience, knowledge and perspectives required in "WORKSHEET: IRB Composition (HRP-430)"

### 2. Additional quorum requirement for an IRB that reviews protocols conducted at ANCC Nursing Magnet Institutions (All must be met) *(2014 Magnet Application Manual, Chapter 4, Organizational Overview Items, page 43)*

- 2.1  One of the following is true:  
 The principal investigator or coprincipal investigator is not a nurse  
 At least one IRB member is voting who is a nurse

### 3. Notes

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### 3. Footnotes

- 3.1 "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.
- 3.2 Alternate members serve the same function as the primary IRB members they are replacing.
- 3.3 If the clinical trial involves a drug to be used for dental purposes only, the member can be from a dental discipline