1. PURPOSE
   1.1. This procedure establishes the process to monitor an IRB meeting for quorum and expertise.
   1.2. This procedure begins when the meeting is called to order.
   1.3. This procedure ends when the meeting is adjourned.

2. POLICY
   2.1. None

3. RESPONSIBILITY
   3.1. HRPP staff members carry out these procedures.

4. PROCEDURE
   4.1. Before the meeting is called to order, use “WORKSHEET: Quorum (HRP-431)” to determine whether the meeting will be appropriately convened considering the items on the agenda and anticipated attendance for each item.
   4.2. When members anticipated to be present leave the meeting, use “WORKSHEET: Quorum (HRP-431)” to determine whether the remainder of the meeting will be appropriately convened considering the items on the agenda and anticipated attendance for each item.
   4.3. Use “WORKSHEET: Quorum (HRP-431)” to determine whether the meeting is appropriately convened before review of each agenda item that has special quorum requirements not anticipated at the beginning of the meeting.
   4.4. When evaluating quorum do not count IRB members with a <Conflicting Interest>.
   4.5. Notify the <Meeting Chair> when quorum requirements are not met.

5. REFERENCES
   5.1. None