1.0 Reason for Policy
This policy describes the method HRPP uses to convene a duly-authorized IBC meeting.

2.0 Scope of Policy
This policy applies to the University of Minnesota research community and its partners.

3.0 Policy Statement
The IBC reviews all UMN research activities involving rDNA or other potentially hazardous biological agents in convened meetings as required by NIH Guidelines and UMN Policy.

Quorum
A quorum is required to conduct IBC business. The quorum for an IBC meeting is five (5) panel members, in accord with NIH guidelines. IBC senior staff and IBC chair assure that members scientific expertise matches items on the agenda as it is planned and during the meeting. Quorum is established at the outset of IBC business by senior IBC staff. Business is not conducted until quorum is present. Senior IBC staff present at the meetings continuously monitors for maintenance of the quorum and the vote
count on each item reflects changes in the count based on presence or absence of members. In no case is business continued if membership numbers drop below quorum.

**Duration of the Meeting**
Each meeting lasts as long as is necessary to complete the agenda, unless a test of quorum is failed before the agenda has been completed. Actual meeting duration is dependent upon the number of agenda items, the complexity of the discussion for each item, and the inclusion of any additional discussion.

**Deliberations**
Members discuss, for as long as necessary, each proposed project individually. All points of view are explored. Members evaluate whether there are adequate safety procedures in place to protect research personnel, public health, and the environment in terms of:

- Use of proper containment levels per *NIH Guidelines*
- Adequate facilities to conduct proposed work
- Adequate training and expertise of personnel

**Voting Requirements**
All votes are recorded by agenda item as the number of members voting for, against, or abstaining from deliberation. A majority is required to carry the vote on an item. No proxy votes are permitted. Members may attend and vote via telephone/interactive-television when necessary.

**Guests**
On occasion, members request to bring a guest to a convened IBC meeting. If attendance of the guest is approved by the Chair and the Executive Director, the guest must sign a confidentiality statement. The Chairs and IBC staff members reserve the right to recuse the guest from discussion of a study when deemed necessary. Guests are asked to declare conflict of interest for all items of the agenda, and are asked to step out of the meeting when conflicted items are considered.

**Documentation of IBC Action: IBC Staff Role at Meetings**
Each IBC meeting is attended by one or more IBC staff members. During the meeting, staff:

- Document controverted issues and record discussions
- access study files or the database for additional information as requested
- assist in interpretation of the regulations
- serve as a general informational resource for members
- manage meeting materials
- record the attending membership
- document/record the vote in the following format “yay/nay/a abstain” and the reasons for abstentions
- record information regarding the committee decision to be communicated to the researcher

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### 4.0 Required approvals for this document

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director, HRPP</td>
<td>Moira Keane</td>
</tr>
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</table>

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### 5.0 Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Reason for change</th>
<th>Date of release</th>
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<tbody>
<tr>
<td>12/20/11</td>
<td>Policy update</td>
<td>12/20/11</td>
</tr>
<tr>
<td>03/02/10</td>
<td>Revision</td>
<td>03/02/10</td>
</tr>
<tr>
<td>12/08/09</td>
<td>New format and update content</td>
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<tr>
<td>07/11/06</td>
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To obtain a copy of a historical policy, e-mail ibc@umn.edu or call 612-626-5654