

**Children's**  
Hospital & Regional Medical Center  
Office of the Vice President for Research

**OPERATING PROCEDURES/POLICIES**

**Committee:** Institutional Review Board  
**Policy Number:** IRB-5  
**Effective Date:** June 20, 2005

**POLICY TITLE:**

**ATTENDANCE REQUIREMENTS OF BOARD MEMBERS**

**POLICY:**

**IRB Board members shall be expected to attend meetings for which they are scheduled. Members with more than one (1) unexcused absence or three (3) excused absences on an annual basis are subject to removal from the Board.**

**PROCEDURE:**

- 5.1 Attendance by Board members at IRB meetings is essential to maintain the integrity of the review process.
- 5.2 Board members scheduled for an IRB meeting who have a scheduling conflict shall contact their alternate to see if the alternate can attend the meeting. Board members with scheduling conflicts must notify the IRB office about the conflict and any arrangements to have the alternate member attend. This will constitute an excused absence.
- 5.3 Any Board member with more than one (1) unexcused absence in a given year shall be subject to removal from the Board as outlined in policy number IRB-7.
- 5.4 Any Board member with more than three (3) excused absences in a given year shall be subject to removal from the Board as outlined in policy number IRB-7.

