

**SEATTLE CHILDREN'S RESEARCH INSTITUTE  
OPERATING POLICIES / PROCEDURES**

**DEPARTMENT:** Institutional Biosafety Committee (IBC)  
**POLICY NUMBER:** IBC-008  
**REPLACES:** IBC-008  
**EFFECTIVE DATE:** 10/15/2008  
**REVISION DATE:** 3/08/2011  
**POSTED FROM:** Exempt per RIA-01-14.2.3

**TITLE:** Minutes Meeting & Quorum

**SUMMARY:**

The IBC shall meet monthly and on an emergency basis, as necessary, to conduct initial and ongoing review of research protocols. Minutes of all meetings including: records of attendance, activities of the Committee, and Committee deliberations shall be recorded and maintained by the IBC Chair. IBC approval shall be granted only by majority vote at a convened meeting during which a quorum is present, or by the Designated Reviewer process should members not call for Full Committee Review.

**POLICY/PROCEDURE:**

## 008-1 Meetings

- 008-1.1 Meetings will be held on the last Tuesday of the month, unless directed otherwise by the IBC Chair or if there is no new committee business.
- 008-1.2 Emergency meetings may be called by the Chair or President of Research with at least forty-eight hours notice to members.
- 008-1.3 The IBC will be provided an agenda and a copy of all protocols for review at least five business days in advance of a regularly scheduled meeting. The agenda will include listings and identifiers for all research project applications awaiting action by the IBC.

## 008-2 Minutes

- 008-2.1 Minutes of all IBC meetings shall be recorded and include:
  - 008-2.1.1 Records of attendance at the meeting;

- 008-2.1.2 Activities of the committee including corrections or approval of previous minutes, presentation of program, policy, facility and compliance reports, and decisions on policies protocols and amendments;
  - 008-2.1.3 Deliberations that refer to the discussion and reasons leading to particular IBC decisions. Minutes should include, at a minimum, a summary of the key points discussed prior to committee decision;
  - 008-2.1.4 Actions taken by the IBC;
  - 008-2.1.5 Votes on these actions including the number of members voting for, against and abstaining;
  - 008-2.1.6 The basis for requiring modifications in, withholding approval or review, and;
  - 008-2.1.7 Date of next scheduled continuing review of an approved project.
- 008-2.2 The minutes will be made available for review by all IBC members and the President no later than two-weeks following the respective meeting.
- 008-2.3 Minutes shall be retained for at least three years after completion of the research.
- 008-3 Quorum
- 008-3.1 Certain official IBC actions require a quorum. These include: Full Committee review of a research project and suspension of an activity. “Quorum” is defined as a majority (greater than 50%) of the voting members of the IBC. A protocol is only approved if a quorum is present, and if more than 50% of the quorum votes in favor of approval. In order to suspend an activity, the IBC must review the matter at a convened meeting of the quorum of its members. The suspension must be approved by a majority vote of the quorum present.
  - 008-3.2 There is no requirement that any particular member, or category of members, be present at all IBC meetings.

Submitting Office: Institutional Biosafety Committee

Approved by:

\\s\ David Moore 10/15/2008  
IBC Chair | Director, Research Technical Operations

\\s\ James B. Hendricks, PhD 10/15/2008  
President, Seattle Children’s Research Institute