

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

<b>DEPARTMENT:</b>	Institutional Animal Care and Use Committee
<b>POLICY NUMBER:</b>	IACUC-008
<b>REPLACES:</b>	
<b>EFFECTIVE DATE:</b>	June 10, 2005
<b>REVISION DATE:</b>	March 4, 2011
<b>POSTED FROM:</b>	

**TITLE:** Minutes, Meetings And Quorum

**SUMMARY:**

The Institutional Animal Care and Use Committee (IACUC) 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 [Public Health Service (PHS) Policy IV. E., and 9 CFR Part 2 Subpart C 2.35 (a)]. IACUC 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. The IACUC shall meet semiannually to review institutional programs and facilities for the care and use of animals.

**POLICY/PROCEDURE:**

008-1 Meetings

- 008-1.1 Meetings for protocol review will be held the first Tuesday of every month, unless directed otherwise by the IACUC Chairperson.
- 008-1.2 Emergency meetings may be called by the Chairperson or Institutional Official with at least forty-eight hours notice to members.
- 008-1.3 Meetings for semiannual inspection of institutional programs and facilities will be held each June and December, unless directed otherwise by the IACUC Chairperson. Research protocols may be reviewed at this meeting, at the discretion of the Chairperson.

008-1.4 The IACUC will be provided a draft agenda and a copy of all materials for review at least five business days in advance of a regularly scheduled meeting. The draft agenda will include listings and identifiers for all research project applications awaiting action by the IACUC.

## 008-2 Minutes

008-2.1 Minutes of all IACUC meetings shall be recorded and include [PHS Policy IV.E.1., and 9 CFR Part 2 Subpart C 2.35 (a)(1)]:

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 refer to the discussion and reasons leading to particular IACUC 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 IACUC;

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 deferring review, and;

008-2.1.7 Date of next scheduled continuing review of an approved project.

008-2.2 The draft minutes will be made available for review by all IACUC members no later than two-weeks following the respective meeting.

008-2.3 Once approved, minutes will be made available to the Institutional Official within one week. Approved minutes shall be retained for at least three years after completion of the research. Draft minutes shall be destroyed.

## 008-3 Quorum

008-3.1 Certain official IACUC actions require a quorum. These include: Full Committee review of research protocols {PHS Policy IV.C.2 and Animal Welfare Regulation (AWR) §2.31(d)(6)}, and suspension of an activity (PHS Policy IV.C.6. and AWR §2.31(d)(6)). “Quorum” is defined as a majority (greater than 50%) of the voting members of the IACUC. A protocol is only approved if a quorum is present, and if more than 50% of the votes cast are in favor of approval, provided that the votes in favor are at least equal to a majority of the quorum. Proxy votes will not be used. PHS Policy and the AWA require that in order to suspend an activity, the IACUC 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 members present, provided that the votes in favor are at least equal to a majority of the quorum.

008-3.2 There is no requirement that any particular member, or category of members, be present at all IACUC meetings.

#### REFERENCES:

ARENA / OLAW, “The Institutional Animal Care and Use Committee Guidebook”, 2<sup>nd</sup> Ed. NIH. Bethesda, MD. 2002

NIH, “Public Health Service Policy on Humane Care and Use of Laboratory Animals”, OLAW. Bethesda, MD. 2000

Submitting Office: Office of Institutional Assurances

Approved by:

\\s\ Anne Clancy, IACUC Chairperson, 3/24/2011

\\s\ William R. Morton, VMD, Attending Veterinarian, 3/30/2011

\\s\ Mason Craig Bailey, Manager/Office of Animal Care, 3/24/2011