

Phoebe Putney Health System, Inc.

**POLICY TITLE:** INSTITUTIONAL REVIEW BOARD (IRB) VOTING

**ENTITY:** PPMH

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**Approved by:** IRB CHAIR

**Effective Date** 1-28-2015

**Review Period:** 3 Years

**Review Date:** 10-28-2020

**Contact Information:** IRB COORDINATOR

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**Scope:** The IRB Voting policy applies to all research involving human subjects, including behavioral, biomedical, and social sciences.

**Purpose:** To provide guidance to the Institutional Review Board (IRB) on proper voting procedures and ensure compliance with federal guidelines.

**Definitions:** N/A

**Policy:**

1. The quorum to conduct business at a convened meeting is a majority of the IRB members. In addition, in order for a vote to be conducted, one member whose primary concerns are in a non-scientific area must be present.
2. In order for an IRB member to be eligible for voting, they must be independent of the investigator and sponsor of the proposed research. An IRB member will be ineligible to vote if:
  - a. The IRB member is listed as a member of the research team;
  - b. The investigator or sponsor is an immediate family member or relative;
  - c. There is a financial conflict of interest; or
  - d. There is a reporting relationship to the investigator or sponsor.
3. No member may be counted for purposes of determining quorum or participate in the IRB's initial or continuing review of any project in which the member has a conflicting interest except to provide information requested by the IRB. In addition, the conflicted member must physically leave the room during deliberations and voting.
4. The IRB Chair and Alternate Members are included in the number to determine quorum. If an Alternate member is attending in the place of a regular member then they are allowed to vote on all matters for

that meeting. To maintain objectivity (i.e., not influence other members' voting), the Chair will only vote if needed to break a tie.

5. Meetings Convened via Conference Call

- a. Although physical presence at the meeting is usually required, participation via telephone conference call will be allowed under limited circumstances **as long as** the following two (2) conditions have been satisfied and clearly documented in the minutes:
  - i. The member participating via conference call has received all pertinent material prior to the meeting, and
  - ii. The members can actively and equally participate in the discussion of all protocols.
- b. Members participating via conference call can vote and be counted for quorum. However, opinions of absent members that are transmitted by mail, telephone, telefax, or email may only be considered by the attending members and not be counted as votes or quorums.

6. Any meeting during which quorum should fail (e.g., those with conflicts being excused, early departures, loss of a non-scientist, etc.) will be terminated from further voting unless and until quorum can be restored.

7. Approval by a majority of the voting members present is required for a research protocol to be implemented at a PPMH facility.

**Procedure:** This section has been intentionally left blank. Please refer to related policies for applicable procedures.

**References:**

- 21 CFR 56.108(c)
- 45 CFR 46.108(b)

**REVISION HISTORY**

Revision Number	Description of Changes	Approvals	Date
N/A	Initial release of Policy for PPHS Policy Management System (Compliance 360 Program). This policy replaces all previous versions.	IRB Committee	1-28-2015
1	Added language to clarify IRB Chair and Alternate Members vote. This policy replaces all previous versions.	IRB Committee	4/12/2016
N/A	Reviewed – No Changes	IRB Committee	10-28-20

