

**INSTITUTIONAL REVIEW BOARD
THE UNIVERSITY OF MONTANA-MISSOULA**

MEETINGS

POLICY: Meetings of the UM IRB shall be conducted by the IRB Chair, and if the Chair is absent, the Vice Chair or a designated member will act as Chair.

PROCEDURES:

1. The IRB meets monthly during the academic year. The IRB also meets during June and August if necessary.
 - a. The Chair submits possible meeting dates for the semester to members of the IRB and confirms the agreed-upon meeting dates with the secretary in the Office of Research. The secretary sends notices of meetings to Board members.
 - b. The secretary will place an announcement of each IRB meeting in the *UM News Forum*.
2. A majority, but no less than six of the current IRB members (including at least one member not otherwise affiliated with the university and one non-scientist) constitutes an official quorum.
3. The Chair conducts each meeting of the IRB, serves as secretary for the meeting, and keeps the minutes of the meeting. When the Chair is absent, the Vice Chair or a designated member performs these duties.
4. A formal vote on each proposal brought before the full IRB for review is required by UM IRB guidelines. Following discussion of a proposal, the Chair will summarize any IRB concerns prior to a vote being taken. The Chair will entertain a motion regarding action on the proposal, and a verbal vote or vote by show of hands will be taken. The Chair will count the number of votes in favor or in opposition to the motion, and abstentions. These counts are recorded in the minutes. If a proposal is voted approval (by a simple majority), the Chair circulates the Approval Sheet among the Board members to be signed by all members approving the proposal.

If a point of order is contested, the Chair will proceed according to *Robert's Rules of Order*.

5. The Chair indicates the determination of the Board on the bottom of Page 1 of the UM IRB Checklist and signs and dates the Checklist.

6. The Chair of the meeting notifies the Project Director or the Project Director's Faculty Supervisor of the IRB's decision as soon as possible after the decision is made, usually within 3-5 business days following the meeting at which the decision was made. Written notice of the decision, including any conditions, is prepared by the Chair and sent to the secretary in the Office of Research, who forwards it to the Project Director or the Project Director's Faculty Supervisor as soon as possible after the decision is made.
7. Except when votes are taken, sensitive information is discussed or student proposals are reviewed, IRB meetings are open to the public.

APPROVED:  DATE: 11/12/03
Chair, UM IRB