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Owner Dawn Benson:
SVP, General
Counsel
Area Institutional
Review Board
(IRB)
Applicability Phoebe Putney
Memorial
Hospital
Reference Policy
Tags

Institutional Review Board (IRB) Voting

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. The IRB may conduct convened meetings by telephone or video conferencing as long as the following two (2) conditions have been satisfied and are 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)

Approval Signatures

Step Description	Approver	Date
Final Approval	Deborah Angerami: CEO	9/27/2023
	Janine Sarti: Deputy General Counsel	9/27/2023

Applicability

Phoebe Putney Memorial Hospital

History

Edited by Sarti, Janine: Associate General Counsel on 9/27/2023, 7:44AM EDT

The first sentence of Section 5(a) has been revised to state "The IRB may conduct convened meetings by telephone or video conferencing as long as the following two (2) conditions have been satisfied and are clearly documented in the minutes:"

Last Approved by Sarti, Janine: Associate General Counsel on 9/27/2023, 7:44AM EDT

Last Approved by Angerami, Deborah: President/CEO PPMH on 9/27/2023, 11:12AM EDT

Activated on 9/27/2023, 11:12AM EDT

Administrator override by Williams, Mary: Paralegal on 3/12/2025, 5:29PM EDT

Owner changed from Janine Sarti to Dawn Benson.