

 Phoebe	Origination	1/28/2015	Owner	Dawn Benson: SVP, General Counsel
	Last Approved	9/29/2026	Area	Institutional Review Board (IRB)
	Effective	9/29/2026	Applicability	Phoebe Putney Memorial Hospital
	Last Revised	9/29/2026	Reference	Policy
	Next Review	9/28/2029	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:

Quorum: The minimum number of IRB members required to conduct official business at a convened meeting. A quorum consists of a majority of the voting IRB members, including at least one non-scientific member, who are present at a convened meeting and are eligible to participate in the review of the research under consideration. Quorum must be maintained throughout the review, deliberation, and voting process for IRB actions to occur.

Majority: More than one-half of the IRB members who are present and eligible to vote at a convened meeting where quorum is maintained. Approval of a research activity requires the affirmative vote of a

majority of those members present and voting on the matter.(To calculate the majority of IRB members who are present at a meeting, take the total number of voting members, divide the number by 2, and add 1 more. In dividing an odd number in half, round your answer up to the nearest whole number and add one more.)

Alternate Member: A formerly-appointed IRB member who will serve in place of a designated primary voting member when the primary member is unavailable, absent, recused, or otherwise unable to participate in a convened meeting or review. When serving in place of the designated primary member, the alternate member has the same authorities, responsibilities, and voting privileges as the primary member. An alternate member may not vote or be counted toward quorum when the primary member is present and participating in the review of the same item.

Policy:

1. In order to conduct business at a convened meeting, a quorum must be present. 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 a 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 members participating via conference call have 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. When a quorum fails or is lost (e.g., due to excused conflicts, early departures, or the loss of a non-scientist, etc.), the meeting will be terminated, and all voting will be stopped immediately 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
CEO/Final Approval	Kim Gilman: President PWMC & PPHS Post-Acute Svcs.	9/29/2026
Owner/Legal Approval	Dawn Benson: SVP, General Counsel	9/29/2026

Applicability

Phoebe Putney Memorial Hospital

History

Edited by Williams, Sarah: Compliance Analyst on 9/29/2026, 11:28AM EDT

DEFINITIONS:

* The following terms and definitions were added:

Quorum: The minimum number of IRB members required to conduct official business at a convened meeting. A quorum consists of a majority of the voting IRB members, including at least one non-scientific member, who are present at a convened meeting and are eligible to participate in the review of the research under consideration. Quorum must be maintained throughout the

review, deliberation, and voting process for IRB actions to occur.

Majority: More than one-half of the IRB members who are present and eligible to vote at a convened meeting where quorum is maintained. Approval of a research activity requires the affirmative vote of a majority of those members present and voting on the matter. (To calculate the majority of IRB members who are present at a meeting, take the total number of voting members, divide the number by 2, and add 1 more. In dividing an odd number in half, round your answer up to the nearest whole number and add one more.)

Alternate Member: A formerly-appointed IRB member who will serve in place of a designated primary voting member when the primary member is unavailable, absent, recused, or otherwise unable to participate in a convened meeting or review. When serving in place of the designated primary member, the alternate member has the same authorities, responsibilities, and voting privileges as the primary member. An alternate member may not vote or be counted toward quorum when the primary member is present and participating in the review of the same item.

POLICY:

1: The sentence previously read as:

"The quorum to conduct business at a convened meeting is a majority of the IRB members".

1: The sentence has been revised and currently reads as:

"In order to conduct business at a convened meeting, a quorum, or a majority of the IRB members (or half of the voting members plus one), must be present."

6: The sentence previously read as:

"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."

6: The sentence has been revised and currently reads as: "When quorum fails or is lost (e.g., due to excused conflicts, early departures, or the loss of a non-scientist, etc.), the meeting will be terminated, and all voting will be stopped immediately unless and until quorum can be restored."

NOTE: The policy changes for the IRB Voting Policy were reviewed and approved at the IRB Committee Meeting on Tuesday, September 29, 2026.

Draft saved by Benson, Dawn: SVP, General Counsel on 9/29/2026, 2:01PM EDT

Edited by Benson, Dawn: SVP, General Counsel on 9/29/2026, 2:03PM EDT

In the change on conducting business, the definition of quorum was not consistent with the definition at the beginning. Since quorum is already defined, I just took out the inaccurate definition at that spot and left the word quorum.

Last Approved by Benson, Dawn: SVP, General Counsel on 9/29/2026, 2:03PM EDT

Last Approved by Gilman, Kim: President PWMC & PPHS Post-Acute Svcs. on 9/29/2026, 2:28PM EDT

Activated on 9/29/2026, 2:28PM EDT

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