

IBC SOP:	Statement on Meeting Process	
SOP#500.00	IBC Approval: 9/14/2022	IO Approval: 6/6/2023

5.0 General Guidelines

The A&M-SA IBC will meet at least twice annually or as frequently as required to conduct official business. The RCC (Research Compliance Coordinator) is the point of contact for all meeting related information. Official meeting dates will be posted on the IBC website. Individuals wishing to attend may request to do so by emailing the RCC at ibc@tamusa.edu.

All meetings will be held in person or through a live interactive format (e.g. video conference/WebEx/Zoom). The Chair will guide all proceedings of the meeting.

Quorum

A quorum of voting members is required to conduct official business in a convened meeting.

Quorum consists of a simple majority of voting members. Members with a conflict of interest must abstain from voting but are still counted towards quorum. Alternate members attending a meeting are not counted towards the quorum, unless the committee members they substitute for are (1) absent in person or by teleconference or (2) has a conflict of interest in the project being reviewed. If quorum is lost during a meeting, the IBC cannot vote on an item until the quorum is restored. Voting members may propose motions pertinent to discussion, or second motion when allowed by the Chair.

Agendas and Meeting Materials

The IBC Chair sets the meeting agenda. The Chair is responsible for ensuring all agenda items are discussed. IBC members may request an item to be included on the agenda. The RCC will distribute the agenda in advance of a scheduled meeting. Members will electronically receive other meeting materials such as applications for review through their secure e-mail.

5.1 Role of IBC Chair

The IBC Chair will call the meeting to order after a quorum of voting members has been attained. To begin deliberations, the IBC Chair will seek confirmation of confidentiality from each member and request members to declare any conflict of interest for an agenda item. The Chair will notify the member(s) with the conflict that they will be recused during discussion/vote. The IBC Chair will announce the item, call for discussion and request a motion on each agenda item after discussions have been completed. The IBC Chair will announce the end of the meeting.

5.2 Review of Protocols

At the discretion of the Chair, DRC (Director of Research Compliance) and/or IO (Institutional Officer), an investigator may be invited to attend the convened IBC meeting and answer questions or concerns from the reviewers. IBC members perform independent reviews of the protocol and provide feedback regarding the risk assessment, gaps in procedures, completeness of forms, and other details.

The IBC Chair assigns primary and secondary reviewers to lead the committee discussion for a particular protocol. The primary reviewer summarizes the feedback of the entire committee. Upon



reaching a consensus, the Chair will request a motion by voting members to: approve as is, approve with administrative corrections, approve with modifications, defer, or unapprovable.

5.3 Notification of Committee Decision

The Principal Investigator will receive written notification of any modifications required to secure approval. The Principal Investigator will receive written decisions of the committee. The final approval letter will include the IBC decision on the biocontainment/biosafety level to be used for the proposed research, any special safety considerations, and applicable sections of the NIH Guidelines, along with the approval period (begin/end dates), and the annual renewal date. All protocols have a 3-year approval period. Any changes to the approved protocol must be submitted in writing.

5.4 Dispute Resolution

If an investigator disagrees with the IBC guidance or decision, they may bring his or her concerns to the IBC Chair. An IBC full committee decision, however, cannot be overturned by the IBC Chair, DRC, Institutional Official, or Office of Research and Graduate Studies personnel.

History:

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