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IRB Meetings

Convened meetings of the IRB are usually held on the second Wednesday of every other month, starting in January. Dates and times of the meetings are listed on the [About the IRB page](#), or by calling the IRB Office at (925) 422-0260. Ad hoc meetings may be called to address specific protocol issues. IRB Office staff typically contact Board members approximately two to three weeks before a meeting to confirm attendance and ensure that quorum is achieved.

Full-board discussions require a majority of Board members (51%) to be present during protocol discussions. One of the attendees must be a nonscientific member. A majority of members present (51%) must vote to approve or disapprove a protocol. Proxy votes are not permitted. In the event that an IRB member has a conflict of interest with any protocol submitted for review, that member must disclose this conflict to the IRB Chair. The member will not be allowed to participate in the study's deliberation/discussion, vote on the study's approval/disapproval, or be counted toward quorum requirements for that particular protocol.

Board members receive copies of protocol packets, including supporting documentation, and any other documents relating to items on the agenda approximately one week before the meeting.

