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| UWO – HSREB & NMREB | GUIDELINE | 1-G-005 | Page 1 of 1 |
| EFFECTIVE: January 1, 2001 | INABILITY TO ACHIEVE OR MAINTAIN QUORUM AT REB MEETING | | |

The University of Western Ontario makes every effort to ensure the membership present at an REB meeting consists of all the required members as per all relevant regulations and guidelines. Every member of the REB has a named alternate. However, it is inevitable that last minute emergencies, illness, or the vagaries of the weather may prevent a scheduled member from attending a meeting, and leave no opportunity to arrange for their alternate to attend or review the protocols.

If a quorum is not attained or is lost during a meeting; but, in the opinion of the Chair,

- a) to delay the review of the protocol would cause hardship on potential subjects or the researchers; and
- b) the members who are on hand, possess sufficient experience and expertise to properly assess the risks and benefits of the research,

the members of the REB who are present will review the protocol and make recommendations.

Prior to the meeting (if there is sufficient time) or prior to informing the researcher of the REB's decision and recommendations, the missing member of the required quorum will be asked to provide comments about the protocol and identify any areas of concern from their perspective.

REB Minutes must document meeting attendance.

All decisions made without a quorum must be ratified at the next regular meeting of the REB.

Based on past experience, it is expected that meetings that do not achieve or maintain quorum will be a rare occurrence.