

Title	Policy On IRB Meeting Attendance By Individuals Other Than IRB Members
Approval Required	IRB
Revision Level	1
Revision Date	June 11, 2015

## 1 SCOPE

1.1 This policy details who is allowed to attend IRB meetings.

## 2 POLICY

2.1 All Baker College IRB meetings will be open to the public.

2.1.1 Individuals having business before the board, including those submitting a protocol for review or requesting other action may attend at their discretion, but will not be required to attend for action to proceed on their request.

2.1.1.1 The Chair has a responsibility to ensure that the business of the board can be conducted without interruption. If an individual with business before the board has been removed from meetings of the board in the past due to disruptive behavior, the Chair has the discretion to deny access to the meeting so that normal business can be conducted.

2.1.2 Individuals not having specific action before the board, who choose to attend, may do so at the discretion of the Chair.

2.1.2.1 The Chair has a responsibility to ensure that the business of the board can be conducted without interruption. If an individual has been removed from meetings of the board in the past due to disruptive behavior, the Chair has the discretion to deny access to the meeting so that normal business can be conducted.

2.1.3 The primary responsibility of the board is to protect the rights of those individuals who are, may become, or have been human subject participants in research overseen by the board. While it is desirable to allow unfettered public access to meetings, the ability of the board to complete its responsibilities must be maintained. Individuals, both those with business pending as well as those without business, may be removed from board meetings if their behavior becomes disruptive and creates an atmosphere where the board cannot adequately perform their work.

2.1.4 To provide members of the academic and surrounding community, or others with concerns they wish to address to the board adequate opportunity to be heard, a period of open comment will be held at the beginning of each meeting. The total time for public comment will be limited to 30 minutes per scheduled board meeting. If no one is present to address the board, or if all concerns are addressed prior to the end of this 30 minute period, public comments will cease, and the board will move on to regularly scheduled business. Persons arriving or requesting an opportunity to speak before the board after the close of the public comment period will be required to wait until the following meeting, even if they express a desire to speak within 30 minutes after the board convenes. Persons unable to address the board because the public comment period has ended may be added to the agenda for the following meeting at the discretion of the board Chair.

- 2.1.5 Investigators are allowed to attend any board meeting in which their protocol will be reviewed. If present, the board may choose to seek input or clarification from the primary investigator on issues related to the protocol under discussion. Such input will be limited to requests from the board directed at the primary investigator. If the investigator chooses to address the board without a board request, they will be required to address the board during the regularly scheduled public comment period.

### 3 PROCEDURE

- 3.1 Individuals seeking to attend any scheduled meeting of the IRB must contact the Chair of the IRB no less than 24 hours in advance to notify the Chair of their intent. The Chair will be responsible for rescheduling the meeting room, if necessary, to accommodate the number of persons who have declared their intent to attend the meeting.
- 3.2 If any individual or group of individuals behave in a manner that keeps the board from adequately addressing the business of the board, the individual(s) involved will be asked to stop engaging in the disruptive behavior. If the behavior continues, the individual(s) will be asked to leave the meeting so that the board may continue its work.
- 3.2.1 If an individual(s) has/have been asked to leave the meeting, and refuses to do so, the Chair may contact campus security or other agencies for the protection of public safety as is necessary to successfully have the individual(s) removed from the meeting.
- 3.2.2 In the event that no public safety officers are available, or such officers are unable to remove the individual(s) from the meeting, the meeting shall be suspended until such time that a new meeting can be scheduled to complete the business of the board.
- 3.2.3 Upon determining that an individual(s) needs/need to be removed from the meeting, the Chair and/or other members of the board, or public safety officers if they are involved, will make reasonable attempts to identify by name the individual(s) involved in any disruption. The names of these individuals will be given to the Chair who will maintain a file detailing the disruption, who was involved and the outcome. The Chair will retain the right to deny access to the meeting for any individuals where documentation exists showing they have been disruptive in previous meetings.

REVISION LEVEL	REVISION DATE	REVISION COMMENTS
0	September 24, 2003	Initial Issue
1	June 11, 2015	Language Changes

APPROVALS:

Approved By \_\_\_\_\_

Date \_\_\_\_\_

Latest Revision Approved By \_\_\_\_\_

Date \_\_\_\_\_

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