

Title: **Membership and Meeting Guidelines**

Effective Date: **July 27, 2011** Revision # **02**

Standard Operation Procedure Number: **IACUC-RVW-029** Last Committee Review: August 8, 2017

Purpose/Scope

The purpose of this Standard Operating Procedure (SOP) is to define membership and meeting procedures.

Background

Minimum composition of an Institutional Animal Care and Use Committee (IACUC) is mandated by Federal Law and Public Health Service (PHS) policy.

- a. Federal Law
 - i. Animal Welfare Act (AWA) CFR 9 Section 2.31 requires a minimum of 3 committee members
 1. Chairperson
 2. Attending Veterinarian
 3. Unaffiliated member
 4. No more than 3 members may be from the same administrative unit (i.e. University Department)
- b. PHS Policy (IV, A, 3, b)
 - i. Requires that the Committee be made up of a minimum of 5 members.
 1. Chairperson
 2. Attending Veterinarian
 3. Practicing scientist
 4. Non-scientist
 5. Non-affiliated member

References

1. 9 CFR Ch. 1, Subchapter A- Animal Welfare Regulations, Part 2, Subpart C, Section 2.31(b) (1-4).
2. PHS Policy on Humane Care and Use of Laboratory Animals, Section IV; A3. b-c.

Policy/Procedures

Composition, Appointments, Qualifications and Term Limits

1. The MSU IACUC follows the PHS policy with all required members being represented. Additional members are appointed by the Institutional Official (IO) to establish a committee with a broad range of experience and expertise.
2. An appropriate convened meeting of the IACUC must have at least a quorum (greater than half of voting members) of the members present.
3. The IACUC, in accordance with IACUC-RVW-027 will, at its discretion, invite individuals with competence in special areas to assist in the review of protocols which require expertise beyond or in addition to that available on the IACUC.
4. Members are appointed to the IACUC for a three year term.
5. Inappropriate conduct or lack of attendance or participation in IACUC activities shall constitute sufficient reason to remove a member from the IACUC at the discretion of the IO.
6. IACUC Members will complete a Member Evaluation Form no less than annually. Members who are unable to attend two-thirds of the meetings held annually or receive an unsatisfactory member evaluation may be replaced.

Conduct of Meetings

1. The IACUC shall meet a minimum of once every 6 months (CFR 9 Sec 2.31).
2. IACUC meetings are scheduled on a monthly basis.
3. IACUC meetings may be cancelled if no business requiring a vote is pending.

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4. Committee decisions are adopted by a majority vote of the members present. Minutes will reflect all majority and minority opinions. All members are strongly encouraged to express opinions for purpose of robust discussions.
5. In exceptional circumstances, the IACUC may conduct other than face-to-face meetings.
 - a. Members must be given ample notice to be able to participate.
 - b. A quorum must be able to be convened.
 - c. The quorum must be able to communicate with each other in real time fashion.
6. The IACUC Chairperson may call Emergency Meetings outside the normal schedule. In the event that a concern involving the care and use of animals is raised by a MSU employee or by a member of the public, or there is a report of non-compliance, and there is the potential that an animal's well-being is affected, a meeting must be held at the earliest possible time. If an animal's well-being is not an issue, the decision to call an emergency meeting is at the discretion of the IACUC Chairperson.

Reviewed:

IACUC Chairperson

Date

Research Compliance Director

Date