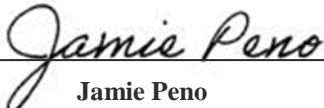
 DIVISION OF RESEARCH & INNOVATION Research Integrity & Compliance		Institutional Animal Care and Use Committee Standard Operating Procedures	
Title: Full Committee Meeting Procedures			
Effective Date:	December 22, 2020	Document Number:	IACUC-SOP-01-13.00
Approval/Date: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <hr style="width: 100%;"/> Jamie Peno Director, Research Integrity and Compliance </div> <div style="text-align: center;"> <hr style="width: 100%;"/> 12/22/2020 Date </div> </div>			
REVISION HISTORY			
Date	Section	Author	

PURPOSE

The University of North Texas Institutional Animal Care and Use Committee has been tasked with the primary responsibility to review all research protocols involving the use of live animals and to ensure that all personnel directly involved have received proper training.

SCOPE

It is the IACUC’s responsibility to meets regularly as needed throughout the year, and no less than twice per calendar year.

It is the responsibility of the committee to perform program and facility inspections and evaluations no less than twice per calendar year. (see IACUC Procedure 01.14 Program Reviews and Facility Inspections)

It is the responsibility of the IACUC to ensure decisions made by the Full Committee require a quorum of voting members (see IACUC Procedure 01.02 IACUC Roles and Responsibilities) be present.

DEFINITIONS AND ABBREVIATIONS

UNT- University of North Texas, Denton

IACUC- Institutional Animal Care and Use Committee

SOP/SOP’s- Standard Operating Procedure(s)

AUP- Animal Use Protocol

PROCEDURES

I. Conduct Procedures of Committee Meetings

1. The IACUC Administrator or designee will record the minutes of each meeting and will include:
 - a) the attendees present
 - b) voting attendees not present
 - c) the topics and basic details of all discussion, including review of old business and new business
 - d) the timestamp of all decisions, as well as the “Call to Order” and “Adjournment” of the meeting
 - e) the timestamp of any attendees recusals and comings and goings throughout the meeting
 - f) voting details (ie. motions made, motions seconded, # of votes for or against a motion, abstentions)
2. The IACUC Chair will call the meeting to order only once a quorum of voting members is present. If quorum is not met within 15 minutes of the scheduled meeting time, the meeting will be rescheduled.
3. The Chair will follow an outlined agenda and will announce each item of business.
 - a) With each item of business, the Chair will ask any PI’s present at the meeting or members most familiar with the topic for a review or summary and open the floor for questions.
 - b) With each item of business, the Chair will ask any PI’s or members present to recuse themselves before any deliberations and voting.
 - i. Any topics of business that require the recusal of voting members cannot be voted upon unless a quorum of voting members is still present after recusals.
 - ii. If quorum cannot be met after recusals, the item of business will be “tabled” for the next meeting and must be noted in the minutes.
 - c) After recusals, the chair may solicit comments and opinions and will allow deliberation of the topic.
 - d) Once a consensus or concise division is apparent in the deliberations process, the chair may call for a motion, or a motion can be offered by any voting member.
 - i. Acceptable motions are to:
 - (i) Approve as is
 - (ii) Approve with changes
 - (iii) Table or withhold approval
 - (iv) Disapprove
 - ii. Motions made on protocols should specify what review process is necessary for any follow up
 - e) Once a motion has been made, it must be seconded by another voting member to remain an active motion.
 - i. If a motion is seconded, then the Chair will ask if for any further discussion.
 - ii. If further discussion alters the motion, then it once again will require a second from another voting member.
 - iii. Once a seconded motion has no further discussion, the chair will call for a vote from the committee by either a “show of hands” or a verbal or written response from each individual to either “approve”, “deny”, or “abstain”.
 - iv. For a motion to pass a majority of the quorum present must vote to approve.
 - v. If a motion does not pass, the Chair will declare the motion dead, or recommend further information be gathered and circulated to the committee for

- future consideration of the motion.
- vi. If a motion is passed, the IACUC Administrator should record the number of votes to “approve”, “deny”, or “abstain”.
4. When all business on the agenda has been completed, the Chair will adjourn the meeting. Minutes will be completed and sent out to all members for review and approval at the following IACUC meeting.

REFERENCES

1. UNT IACUC Procedure 01.14 Program Reviews and Facility Inspections
2. UNT IACUC Procedure 01.02 IACUC Roles and Responsibilities

APPENDICES

IACUC Standard Operating Procedures