



IACUC SOP:	<b>TAMU-S-008</b>	Title:	<b>IACUC Meeting Management</b>		
		Location	Effective Date	Review By	
		<b>College Station/Dallas/Galveston/Kingsville</b>	06/01/2024	05/31/2027	
		<b>Houston</b>	07/01/2024	05/31/2027	

**1. PURPOSE**

- 1.1. To describe the process for full committee review by a convened meeting of the IACUC.

**2. SCOPE**

- 2.1. This document addresses the IACUC meeting only and should be viewed as an adjunct to other TAMU SOPs:
  - 2.1.1. Document retention is performed as described in TAMU-S-001
  - 2.1.2. Full committee review is performed as described in TAMU-S-002
  - 2.1.3. Composition, appointment, responsibilities, and training of the IACUC is as described in TAMU-S-006
  - 2.1.4. Protocol and amendment submission review criteria is as described in TAMU-S-009

**3. RESPONSIBILITY**

- 3.1. The **IACUC Chair** is responsible for leading the IACUC meeting and facilitating conduct of IACUC business; ensuring members with a conflict of interest are recused from the meeting during deliberation and vote taking; confirming quorum is maintained for business to occur.
- 3.2. The **IACUC Vice-Chair** is responsible for carrying out the responsibilities of the Chair as needed (e.g.: conflict of interest, unavailability to perform duties).
- 3.3. **IACUC Members** are responsible for attending and participating actively in convened committee meetings; review of meeting materials and documents to make an informed decision as to outcome; self-identifying potential conflicts of interest prior to deliberation and voting so that the member may be recused from the meeting; voting their conscience; maintaining confidentiality of the meeting proceedings; participating in member training when offered by AWO staff or others.
- 3.4. The **AWO Staff** is responsible for scheduling meetings on behalf of the IACUC and arranging physical and/or electronic meeting spaces; taking attendance and tracking quorum during the meeting; drafting the meeting agenda; providing copies or access to documents and materials for review by the IACUC before and/or during the meeting; monitoring outcome of committee voting; drafting, routing and maintenance of meeting minutes; processing actions voted on by the IACUC; providing support and training to the IACUC.

**4. DEFINITIONS AND/OR ACRONYMS**

- 4.1. **Alternate Member:** An IACUC member who acts as a substitute for a full voting member when the voting member is unavailable to act in an official IACUC capacity. The alternate member must represent the same membership category as the member replaced and is expected to vote their conscience rather than represent the position of the member they are replacing. An alternate may only replace one voting member at a time. Alternate Members are non-voting and do not contribute to quorum unless they are substituting for a voting member. Alternate members when substituting for a voting member perform the same duties, and must meet the same expectations, as the voting member they are replacing.
- 4.2. **Amendment:** Significant change to on-going animal activity or research project as described in an approved animal use protocol.
- 4.3. **(Animal) Activities:** Conditions in which actions are taken in order to achieve aims, including but not limited to husbandry, euthanasia, record keeping, use of general lab and equipment safety.
- 4.4. **AUP:** Animal Use Protocol. Document submitted by the PI indicating the housing and research procedures involving animals.
- 4.5. **AV:** Attending Veterinarian. Individual designated by Texas A&M University to fulfill the regulatory role of AV. May also describe veterinary staff who report directly to, and have delegated authority from, the AV.
- 4.6. **AWO:** Animal Welfare Office. Supports the IACUC administratively.



- 4.7. **Conflict of Interest:** A situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties; or exploits the relationship for personal benefit.
- 4.8. **Confidentiality:** Ensuring that information is accessible only to those authorized to have access; non-disclosure of sensitive information (e.g.: meeting deliberations, investigations) with persons not affiliated with the IACUC.
- 4.9. **DMR:** Designated member review. Review performed by qualified IACUC member(s) appointed by the IACUC Chair to serve as the designated reviewer(s) as described in TAMU-S-002.
- 4.10. **FCR:** Full committee review. Review and formal vote performed by a convened quorum of the members of the IACUC as described in TAMU-S-002.
- 4.11. **IACUC:** Institutional Animal Care and Use Committee. Institutional body responsible for ensuring adherence to federal regulations relating to the care and use of animals in teaching, testing and research. Appointed by the Institutional Official.
- 4.12. **IACUC Chair:** Chair of the IACUC appointed by the Institutional Official.
- 4.13. **IACUC Leadership:** Committee comprised of the IACUC Chair, IACUC Vice-Chair(s), Attending Veterinarian, and Animal Welfare Office Director.
- 4.14. **Member:** Committee member appointed to the IACUC by the Institutional Official, who may serve as either a voting or alternate member.
- 4.15. **Quorum:** Majority of the total number of voting members of the IACUC. The minimum number of members of the committee that must be present to conduct full committee review as defined in regulation. Members with a conflict of interest (real or perceived) do not contribute to the quorum for that vote.
- 4.16. **SOP:** Standard Operating Procedure. SOP documents are developed by the IACUC to provide procedural standards for the activities performed by the committee.
- 4.17. **Voting Member:** Member contributing to the quorum on an official vote.

## 5. PROCEDURE

### 5.1. Frequency

- 5.1.1. The IACUC will meet as often as necessary to support the animal care and use program, though no less than once every six months

### 5.2. Agenda and Meeting Materials

- 5.2.1. Meeting agendas are drafted by members of the IACUC Leadership and AWO staff.
- 5.2.2. Proposed agendas are disseminated to the general membership prior to the meeting.
- 5.2.3. IACUC members may contribute additional agenda items.
- 5.2.4. Meeting materials are available to all IACUC members for review during the meeting, with some materials available for review in advance, when possible

### 5.3. Attendance

- 5.3.1. Attendance will be taken to establish quorum and voting majority.

### 5.4. COI

- 5.4.1. Members are expected to self-identify COI.
- 5.4.2. COI may also be identified by the IACUC Chair or other meeting participant.
- 5.4.3. Members may not participate in the deliberation or vote on the item for which they have the COI.

### 5.5. Quorum

- 5.5.1. A quorum of members must be present (in person, via web, video, or teleconference) for business to be conducted.
- 5.5.2. IACUC members with a COI do not contribute to the quorum.

### 5.6. Voting

- 5.6.1. A passing vote is a vote of the majority of the IACUC members present at the meeting, with the following exception:
  - 5.6.1.1. A unanimous vote is required to send an AUP or amendment for review by DMR subsequent to FCR.
- 5.6.2. IACUC members with a COI do not contribute to the vote.



**5.7. Minutes**

5.7.1. Minutes will indicate:

- 5.7.1.1. Attendance of all participants in the meeting, including visitors
- 5.7.1.2. When an alternate member participates as a voting member
- 5.7.1.3. When a member enters after the meeting has been convened and/or leaves prior to adjournment
- 5.7.1.4. When a member is recused due to COI
- 5.7.1.5. Items presented to the IACUC for informational purposes.
- 5.7.1.6. Items reviewed by the IACUC
- 5.7.1.7. Deliberations of the committee including minority opinions
- 5.7.1.8. Outcome of the IACUC’s review

5.7.2. Draft minutes are distributed for IACUC member review and approval

5.7.3. Approved minutes will be maintained as per TAMU-S-001

**6. REFERENCES, MATERIALS, AND/OR ADDITIONAL INFORMATION**

- 6.1. USDA [AWAR](#) Section §2.31 & §2.35
- 6.2. [PHS Policy](#) IV.B.
- 6.3. [IACUC/AWO Referenced Documents](#): (requires TAMU NetID authentication)
  - 6.3.1. TAMU-S-001 Document Management
  - 6.3.2. TAMU-S-002 IACUC Submission Review Mechanisms
  - 6.3.3. TAMU-S-006 Composition, Appointment, Responsibilities, and Training of the IACUC
  - 6.3.4. TAMU-S-009 AUP Review Criteria

**7. HISTORY**

Effective Date	Version #	Description
08/03/2020	000	College Station/Galveston: New document; replaced AWAP 207 (draft document). Reviewed and approved via email.
09/01/2020	001	Houston/Kingsville: New format and content; replaced IBT-116 (previously retired/expired). Reviewed and approved via email.
09/15/2020	002	Dallas: New format and content; replaced CD-116 (previously retired/expired)
09/01/2021	003	College Station/Galveston: Renewal; updated definitions. Reviewed and approved via email.
10/01/2021	004	Houston/Kingsville: Renewal; updated definitions. Reviewed and approved via email.
10/19/2021	005	Dallas: Renewal; updated definitions
03/24/2022	006	College Station/Dallas/Galveston: Merging of Dallas animal care and use program with College Station/Galveston
10/20/2022	007	College Station/Dallas/Galveston/Kingsville: Merging of Kingsville animal care and use program with College Station/Dallas/Galveston.
06/01/2024	008	College Station/Dallas/Galveston/Kingsville: Renewal; updated definitions, voting clarification for DMR subsequent to FCR
07/01/2024	009	Houston: Renewal; updated definitions, voting clarification for DMR subsequent to FCR