

**Harvard University
Embryonic Stem Cell Research Oversight (ESCRO) Committee**

Standard Operating Procedure

Title: ESCRO Meetings ("Meetings SOP")

Control #	Version	Written by	Approved by	Approval date
S-003	v.1.0	Laura Kandziolka, ESCRO Administrator	ESCRO Committee	3/10/2009

1.0 Summary

This Standard Operating Procedure covers all aspects of the meetings of the ESCRO Committee.

1.1 Applies to

- ESCRO Committee/ESCRO Administrator

1.2 Related Documents

- Protocol Review SOP
- Membership SOP

2.0 Meeting Cycle

1. Approximately 2-3 weeks prior to a meeting, the ESCRO Administrator requests an RSVP from all Committee members.
2. The ESCRO Administrator adds full committee review (FCR) protocols to the meeting agenda and assigns two reviewers to each FCR protocol, one technical and one non-technical, based on who is coming to the meeting.
3. Meeting materials are distributed at least one week prior to the meeting.
4. The ESCRO Administrator serves as Secretary to the Committee. Meeting minutes are written by the Administrator, reviewed by the Chair, and approved by the full ESCRO.
5. The minutes for each protocol review are the basis for the post-meeting memos that are sent to each PI with a list of questions and concerns raised by the Committee.

3.0 Quorum

A quorum consists of a simple majority of voting members. Participation by speaker telephone, videoconference, or electronic means constitutes presence at meetings of the Committee as long as all members can participate in the proceedings, deliberations, and votes of the Committee.

4.0 Voting

Voting must take place at a convened meeting. Voting by email or phone, unless done as a participant in a convened meeting, is not permitted. In addition, while a member who is unable to attend a meeting can ask that his/her opinion be presented by a surrogate (e.g., the Administrator,

Chair, or another member), and can recommend a course of action (Approved, Disapprove, etc.; this is most relevant to protocol reviews), the absent member is not afforded an actual vote during the meeting.

A quorum is required for all votes, and a motion passes by a vote of the majority present. Discussion can take place without a quorum; however, no vote can be taken on the issues on the table.

Please refer to the Membership SOP for details on member conflict of interest.

5.0 Scheduling

The upcoming year's meeting schedule is distributed to ESCRO members at least two months prior to the start of the new meeting year. To the extent that they do not conflict with holidays or the Chair's schedule, meetings are the same time each meeting cycle. If necessary, they are scheduled a week earlier or later.