In order to promote complete and adequate review of research and research-related activities the IRB is comprised of 11 Primary, voting members with diverse backgrounds and experiences. IRB members represent a variety of professions and disciplines to assure appropriate expertise is available to evaluate applications. Alternate members may substitute for a Primary member for whom they are designated if a Primary member is not present or is recused. In this case, the Alternate member may vote; otherwise an Alternate may attend the meeting but may not vote on any action. All members are appointed by the Chancellor of LSUHSC-NO. The Board is comprised of both males and females and at least one member whose primary expertise is in a non-scientific area. There is at least one member whose primary concerns are in scientific areas. At least one member represents the perspective of research participants. At least one member is not an employee or an immediate family member of a person affiliated with the institution. Membership is reviewed at the end of each academic year, although continual monitoring of membership is conducted to maintain needed diversity. Members are apprised of the membership reviews, changes in membership of the Board, and of other issues, such as individual requests for augmented meeting attendance or other suggestions during the next convened meeting.

A quorum of the Board is defined as a majority of the membership. Alternate members attending the meeting in a non-voting capacity do not count toward the quorum. No member may participate in the initial or continuing review of any project in which the member has a conflicting interest except to provide information requested by the Board. Members with conflicting interests will leave the meeting room during the deliberations and voting on said project and may not be counted towards the quorum for that vote. These recusals are documented in the minutes of each convened meeting, as is the attendance. The Chair, or presiding designee, determines establishment of quorum; this is recorded in the meeting minutes. At least one member whose primary concerns are in scientific areas must be present. At least one physician member must be present when considering FDA-regulated articles. When considering research that involves prisoners as subjects, the prisoner representative must be present. When research involves categories of participants vulnerable to coercion or undue influence, at least one member who is knowledgeable about or experienced in working with such participants must be present.

Minutes will indicate attendance at least 10 of 12 meetings of at least one unaffiliated member. At least one member who represents the general perspective of participants must be present. At least one member whose primary interest is in a non-scientific area must be present. Members must be present to vote, or may be present through teleconference, as all of the meeting materials are provided to the membership on the secure server. A majority of the membership present must vote in the affirmative for a motion to be accepted. If the quorum is lost during a meeting, the IRB cannot take action (vote) on any item until the quorum is restored. If required members (e.g., non-scientific) leave the meeting room, votes cannot be taken until required members are present, even if half of the members are still present.

Information about the Board membership is available from the IRB office, 568-4970.