DIVISION OF RESEARCH & INNOVATION Research Integrity & Compliance	**Institutional Animal Care and Use Committee** **Standard Operating Procedures**

Title: Full Committee Meeting Procedures

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Approval/Date:

Jamie Peno — 12/22/2020

Jamie Peno — **Date**

Director, Research Integrity and Compliance

REVISION HISTORY

Date	Description	Author
21-September-2026	Updated to reflect and streamline current processes	J. Kissling

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 meet as needed throughout the year, and no less than twice per calendar year.

It is the responsibility of the committee to perform program reviews and facility inspections 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 meetings where decisions are made by the Full Committee include a quorum of voting members (see IACUC Procedure 01.02 IACUC Roles and Responsibilities).

DEFINITIONS AND ABBREVIATIONS

UNT - University of North Texas, Denton
IACUC - Institutional Animal Care and Use Committee
SOP/SOPs - Standard Operating Procedure(s)
AUP - Animal Use Protocol
DMR – Designated Member Review
FCR – Full Committee Review

PROCEDURES

I. 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 time of "Call to Order" and "Adjournment" of the meeting
- **E.** the entrance and exit of members throughout the meeting
- **F.** voting details (i.e., motions made, motions seconded, number of votes for or against a motion, recusals, abstentions)

II. 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 may be rescheduled.

III. 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 PIs 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 PIs or members present to recuse themselves before any deliberation and voting.
  1. 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.
  2. If quorum cannot be met after recusals, the item of business will be "tabled" for the next meeting and 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 is apparent in the deliberations process, the Chair may call for a motion, or a motion can be offered by any voting member.
  1. Acceptable motions are to:
     a) Approve as is
     b) Approve with changes
     c) Table or withhold approval
     d) Disapprove
  2. Motions made on protocols should specify the process that will be used for further review (Administrative, DMR, or FCR)
- **E.** Once a motion has been made, it must be seconded by another voting member to remain an active motion.
  1. If a motion is seconded, the Chair will ask for any further discussion.
  2. If further discussion alters the motion, then it once again will require a second from another voting member.
  3. 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 member to either "approve", "deny", or "abstain."
  4. For a motion to pass, a majority of the quorum present must vote to approve.
  5. 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.
  6. If a motion is passed, the IACUC Administrator will record the number of votes to "approve", "deny", or "abstain."

IV. 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