Policy # BP-23-2012

Policy Title: IACUC By-Laws

Policy: The IACUC has established the following by-laws to guide its actions in meetings and other necessary activities.

1. Meetings
   A. The IACUC Chair is a voting member of the IACUC. The Chair may abstain from voting to break a tie. The Chair may not make a second motion, but may ask for a motion to be made on any matter.
   B. The Chair shall call the IACUC meeting to order and conduct the meeting. The Chair shall direct the IACUC discussion and action on the items listed in the Agenda. To preserve quorum or for logistical reasons, the Chair may rearrange the order in which the items are addressed.
   C. The Chair will call for a vote after a Member makes a motion and another Member “seconds the motion.” Members indicate their vote in favor of or opposed to the motion or to abstain, by a hand count. The IACUC staff count the number of votes and the numbers are noted in the Meeting Minutes.
   D. A vote of a majority of the members present at a convened IACUC meeting (one in which a quorum is present), is required for approval of:
      a. Meeting Minutes.
      b. New Protocols/3year renewals/USDA annual renewals or protocol modifications brought for FCR. (Exceptions to the Guide, AWA, etc. are reviewed in the context of the protocol and approved by the same vote.)
      c. Semiannual Program Evaluations, Facilities inspections, and Reports to the IO.
      d. IACUC Policies or major modifications to IACUC Policies.
   E. To inform the members of the following actions, a list or report is presented at an IACUC Meeting. No vote is required on these items:
      a. Protocols in which approval has been granted by DMR after the conditions set by the IACUC (via vote to RMTSA) have been met.
      b. Major Modifications to protocols approved by DMR.
      c. Minor Modifications to protocols approved by the Chair or the AV.
      d. Minor Modifications to IACUC Policies made by the Chair.
      e. Exemption Requests approved by the Chair.
      f. Reciprocation Approval granted by the Chair.
      g. IACUC Training Report.
      h. PAM Report

2. Evaluation and response to events of non-compliance:
   A. Noncompliance with the Animal Care and Use Program at the University can range from a very minor act to a significant incident. Circumstances surrounding a particular event can influence whether the
IACUC determines the event to be significant. The IACUC will consider the following in evaluating noncompliance:

a. Whether harm to an animal or other harm has occurred. If so, its severity.

b. Specifically, with what directive is the action noncompliant? (e.g., Protocol, Policy, AWAR, Assurance, Guide, etc.)

c. Are there prior similar acts of noncompliance?

d. How was the noncompliance discovered? (e.g., self-report, other)

B. Other relevant factors. Depending on the degree and significance of noncompliance, the IACUC may vary its response to a particular act of noncompliance. The IACUC seeks to be consistent in responding to similar acts of noncompliance and therefore has created these guidelines:

a. Where no animal has been harmed and it is a first time event, the goal of the response should be educational. Therefore, notification should be only to the individual(s) directly involved. Verbal communication to the PI is preferable to an official letter, which is often seen as punitive.

b. Where it is a repeat event, in most cases, the IACUC will request that a letter be sent to the PI/individual. However, the Chair may wish to telephone first.

c. Where there is significant or continuing noncompliance, the IACUC will consider its reporting obligations.

d. Where appropriate, the IACUC will consult the policy on Animal Welfare Investigating and Reporting (Policy #BP-12-2012) and the policy on the Suspension of Approved Animal Activities (Policy #BP-21-2013).