

# **UCLA HUMAN RESEARCH POLICY BOARD**

## **BY-LAWS**

OCTOBER 14, 2009

## SECTION I: BOARD CHARTER AND ORGANIZATION

1. **Charter:** The Human Research Policy Board (HRPB) is an administrative board charged with reviewing and recommending policies that affect the protection of human research subjects and is advisory to and appointed by the Executive Vice Chancellor. The HRPB is not authorized to accept or consider appeals of Institutional Review Board decisions.
2. **Chair:** The Executive Vice Chancellor, who appoints Institutional Review Board members upon the advice of the Vice Chancellor for Research, serves as Chair of the HRPB.
3. **Members:** Board membership includes:
  - A. Voting Members:
    - i. The chairs of each of the Institutional Review Boards, *ex officio* members;
    - ii. The Vice Chancellor – Legal Affairs, *ex officio* member;
    - iii. The Vice Chancellor for Research, who serves as the Institutional Official, *ex officio* member;
    - iv. Six distinguished faculty representatives: three with experience in clinical human subjects research, one with experience in non-clinical human subjects research, one from the general medical campus who is not involved in human subjects research, and one at-large member who is not involved in human subjects research; and
    - v. A member of the Academic Senate who will be recommended by the Senate and appointed by the Executive Vice Chancellor. The Academic Senate Representative will have specific responsibility for consulting with the Academic Senate and for bringing Senate leadership comments to the HRPB for its consideration.
  - B. Non Voting Members:
    - i. The Director, Office of the Human Research Protection Program, *ex officio* member;
    - ii. The Assistant Vice Chancellor – Research (for policy and compliance), *ex officio* member; and
    - iii. The Associate Vice Chancellor – Research Administration, *ex officio* member
4. **Guests:** IRB Chair designees will be invited to attend HRPB meetings as observers during the period following their selection and prior to the effective date of their appointments. Other guests may be invited at the discretion of the Executive Vice Chancellor or the Vice Chancellor for Research.
5. **Quorum:** A quorum will consist of 7 voting members.
6. **Record of Deliberations:** HRPB meeting minutes will be the official record of HRPB deliberations, decisions, and recommendations to the Executive Vice Chancellor.
7. **Meetings:** The HRPB will meet at a regularly scheduled time, preferably quarterly.
8. **Changes to By-Laws:** These by-laws may be amended by the Executive Vice-Chancellor upon recommendation and approval by majority of voting HRPB members.

## **SECTION II: NOMINATION AND APPOINTMENT OF POLICY BOARD MEMBERS**

1. To appoint new Policy Board members (other than *ex officio* members), the Executive Vice Chancellor will appoint a three-member nominating subcommittee each year. The subcommittee will be made up of voting members of the Board and will be expected to provide a slate of candidates for each vacancy for consideration by the Executive Vice Chancellor. The slate of candidates will be developed based on consultation by the subcommittee with IRB members, with the IRB Chairs, with the Academic Senate, with appropriate Deans and Department Chairs, the HRPB, and with others deemed by the subcommittee to have relevant input.
2. The Executive Vice Chancellor may return a slate of candidates to the nominating subcommittee for revisions.
3. The appointment by the Executive Vice Chancellor of a candidate to HRPB membership shall be final.

## **SECTION III: BOARD MEMBER SERVICE TERMS AND TERM LIMITS**

1. IRB Chairs will serve as HRPB members throughout their tenure as Chairs.
2. Each of the six distinguished faculty representatives will serve a three-year term, with the six terms staggered so that each year two members' terms expires. The Academic Senate Representative's term of service will also be three years.
3. The Executive Vice Chancellor, in consultation with the nominating subcommittee, may renew the appointment of a distinguished faculty HRPB member for one additional three-year term.
4. A distinguished faculty HRPB member's service should not exceed six consecutive years.

## **SECTION IV: HRPB POLICY STATEMENTS**

1. The Executive Vice Chancellor may at any time, on the recommendation of the HRPB, adopt, revise, amend, or eliminate any policy related to the program for the protection of human research participants at UCLA, based on the Board's deliberation and recommendation.
2. HRPB recommendations to the Executive Vice Chancellor for a policy adoption or revision must be accomplished through a majority vote at a convened meeting where a quorum of members is present.
3. Requests for HRPB consideration of a policy recommendation may be presented to the Board by any member, by the Executive Vice Chancellor, or by any individual or organization that addresses a request to the Chair.

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4. To ensure that HRPB discussions are as broadly and fully informed as possible, HRPB members should consult with any constituency they represent or which they perceive has an interest in a proposed policy or policy revision.
5. Policy recommendations by the HRPB and accepted by the Executive Vice Chancellor will be widely communicated and distributed to IRBs, affected faculty and investigators, the Academic Senate, and all others who so request.
6. Policy statements and a current index of policy statements will be posted on the Office for the Protection of Human Subjects website.