
**INSTITUTIONAL BIOSAFETY COMMITTEE
CHARTER****A. Membership**

There shall be no fewer than five (5) voting members. The IBC shall have scientific representation who have expertise with the biologic/hazard described in the researcher's IBC application. The IBC shall have appropriate recombinant and synthetic nucleic acid expertise collectively. The IBC may use consulting experts to execute its responsibilities or acquire needed expertise for select tasks; however, consultants will not be voting IBC members.

Potential IBC member shall be recommended by the Director of Research & Grant Development, Biosafety Officer, or IBC members, and will be appointed by the Dean. Members shall include:

- a. Chair will be a voting member of the IBC and appointed by the Dean.
- b. Vice-Chair will be a voting member of the IBC, nominated by a member of the IBC, and elected by a simple majority vote.
- c. Biosafety Officer will be a voting member and serve indefinitely by virtue of the position.
- d. Director of Safety & Security will be a voting member and serve indefinitely by virtue of the position.
- e. At least two (2) members that are not affiliated with the institution.

B. Membership Terms

- a. Internal members shall serve three (3) year staggered terms.
- b. External members that are not affiliated with the institution shall serve three (3) year terms.
- c. Terms for all members are renewable with no limit to the number of renewals.

C. Responsibilities

The committee will assess the safety of research involving biohazardous material.

Meetings will be conducted as follows:

- a. Meetings will be scheduled on an as-needed basis through the year.
- b. A quorum is met when at least half of the voting membership is present.
- c. Whenever possible, IBC meetings should take place when all participating IBC members physically present. However, if circumstances warrant an IBC meeting via teleconference, each member should have received all pertinent material prior to the meeting and each member must be able to actively and equally participate in all discussion.