

## Sunnybrook REB Standard Operating Procedure Addendum

The Sunnybrook REB has adopted the N2/CAREB REB SOPs and in order to reflect specific Sunnybrook REB requirements, this addendum complements the N2/CAREB REB SOP noted below.

### N2/CAREB REB SOP: # 302 – REB Meeting Administration

N2/CAREB REB SOP	Sunnybrook REB SOP Addendum
<p><b>5.4.8</b> Only those REB members present (i.e., in person, or via videoconference or teleconference) at the Full Board meeting may participate in the deliberation and final decision regarding approval;</p>	<ul style="list-style-type: none"> <li>Members <i>not</i> present at a Full Board meeting may provide comments to the Chair, the primary reviewer or the REB Office Personnel for possible consideration and discussion at the Full Board meeting. However, as indicated in SOP #302, only those REB members present can participate in the final decision regarding approval.</li> </ul>
<p><b>5.6.1</b> The minutes are made available at the next appropriate REB meeting and members are requested to review the minutes and to note any errors for correction;</p>	<ul style="list-style-type: none"> <li>A motion is put forward to approve the previous REB meeting minutes and they are approved by consensus. The motion is recorded in the current REB meeting minutes.</li> </ul>
	<p><b>New Section</b></p> <ul style="list-style-type: none"> <li>The REB Chair or designee may establish an ad hoc subcommittee when one or more submissions require full Board review prior to the next regularly scheduled full Board meeting;</li> <li>The subcommittee composition will be in accordance with the standard REB membership requirements, including a minimum of five members covering all six membership categories;</li> <li>The REB Chair or Vice-Chair will chair the subcommittee meeting;</li> <li>The subcommittee meeting will follow the standard meeting administration procedures;</li> <li>The subcommittee will approve the meeting minutes, which will be provided to the full Board for information at the next available meeting;</li> </ul>

Revision History	
Effective Date	Summary of Changes
March 1, 2018	Original version
December 12, 2023	Approval process of previous meeting minutes clarified
<p>This N2/CAREB REB SOP addendum has been reviewed and approved for use by:</p> <p><i>Keri Durrant</i>  <a href="#">Keri Durrant (Nov 29, 2023 08:23 EST)</a>            _____            Keri Durrant            Director, Human Research Protections Program</p> <p><i>Brian J Murray</i>  <a href="#">Brian J Murray (Nov 28, 2023 20:45 EST)</a>            _____            Dr. Brian J. Murray            Chair, Sunnybrook Research Ethics Board</p>	