

Rules of Order for the NCI-Frederick Animal Care and Use Committee

Each Member will receive a copy of all proposals for review. Each member is responsible for reading all proposals in advance of the scheduled meeting date. Any concerns or requests for clarifications should be documented in advance for discussion during review at the meeting.

The Member assigned to review a specific proposal (i.e., Primary Reviewer) will complete the *Primary Reviewer's Summary and Recommendation* sheet and submit it to the ACUC Coordinator for inclusion in the file. At the meeting, the Primary Reviewer will describe any issues/deficiencies identified in the proposal for discussion by the Committee.

Each Committee decision will be decided by a recorded vote (e.g., show of hands). Voting may occur only when a quorum of members (defined as more than 50% of the full committee membership [including the Chairperson] not to include *ex officio* members) are present. Voting will follow rules of order whereby a member makes a motion that is seconded followed by a call for votes. Each member can vote yes, no, or abstain. The record will reflect the actual votes cast rather than to state it passed by a majority vote.

In the case of a tie vote, the issue will be tabled until a resolution to obtain a majority vote is made. A subcommittee (representing both sides of the issue) may be appointed to address the area(s) of concern that were raised during the initial discussion/vote. The subcommittee is responsible for developing a plan for resolution that will be presented to the ACUC at a subsequent meeting for final approval.

For all votes that are not unanimous, a written minority opinion must be filed. Members voting with the minority opinion will be asked to volunteer to prepare a written statement of the minority opinion that will be appended to the relevant file. If no volunteers are received, the ACUC Chair will appoint a member from the minority vote to write this opinion. Written minority opinions must be provided to the ACUC Coordinator within 72 hours of the ACUC meeting.

For those abstaining, an explanation must be provided and will be recorded in the minutes (e.g., conflict of interest).

The Committee decisions regarding animal proposals will be ruled by a majority vote.

The Committee decisions regarding animal policy will be guided by a majority vote. However, any policy passing by a vote of less than 2/3 majority may be submitted for additional review at the next scheduled ACUC meeting.

The Committee decision is binding on all members and all members must agree to accept and be bound by the decision even if it does not support their personal position.