

CHAIRING THE WSIRB MEETING

I would like to call the meeting to order.

The first item of business is approval of the minutes of the (DATE) meeting.

- Are there any comments or corrections to the minutes?
- IF NONE: Hearing no objections, the minutes are approved as submitted.
- Hearing no objections, the minutes are approved with these corrections.

The second item of business is the Executive Secretary's report.

Does anyone have any comments or questions about the agenda items that were reviewed under expedited authority?

The next item is the In-Service training, which will focus on (TOPIC), and (NAME) is the presenter.

Does any WSIRB member have a conflict of interest with any of the items on the agenda for review?

The first new business on the agenda is a [PROPOSAL/STUDY AMENDMENT/REQUEST FOR CONTINUATION] submitted by (NAME) at the (INSTITUTION). The primary reviewer is (BOARD MEMBER).

TURN OVER THE FLOOR TO THE PRIMARY REVIEWER. THE PRIMARY REVIEWER SHOULD PRESENT A BRIEF (5 MIN) OVERVIEW OF THE STUDY AND THEN ITEMIZE THE ISSUES THAT NEED TO BE ADDRESSED TO APPROVE. USUALLY AT THIS POINT OTHER BOARD MEMBERS BEGIN TO JUMP INTO THE DISCUSSION, WHICH IS O.K. AS LONG AS THE COMMENTS ARE TO THE POINT. THE CHAIR SHOULD TRY TO KEEP THE DISCUSSION FOCUSED ON THE MAIN ISSUES THAT NEED TO BE RESOLVED, AND SHOULD MOVE THE DISCUSSION ALONG IF IT'S GETTING OFF TRACK OR TAKING TOO LONG. AT THE APPROPRIATE POINT THE CHAIR WILL CALL THE QUESTION BY ASKING THE PRIMARY REVIEWER:

- Are you ready to make a motion for disposition of this proposal?
- A motion has been made for (e.g., conditional approval). Is there a second to this motion?
- Are there any further comments or discussion?
- (To the primary reviewer, if necessary:) Would you please summarize the conditions for approval?
- All those in favor? Opposed? Abstain?

- The motion is [approved/rejected] as presented.

The next item of business is a [PROPOSAL/STUDY AMENDMENT/REQUEST FOR CONTINUATION] submitted by (NAME) at the (INSTITUTION). The primary reviewer is (BOARD MEMBER).

FOLLOWS THE SAME FORMAT AS ABOVE.

We'll now take a short break before resuming business.

MOVE THROUGH THE REST OF THE NEW BUSINESS ITEMS ON THE AGENDA IN SIMILAR FASHION.
ITEMS ON THE AGENDA THAT WERE CONSIDERED UNDER EXPEDITED REVIEW AUTHORITY ARE FOR INFORMATIONAL PURPOSES ONLY; IT IS NOT NECESSARY TO VOTE ON THESE ITEMS.

The meeting is adjourned.