



## **5. METHOD AND TERM OF APPOINTMENT**

- (a) The members of the SRS shall be appointed (or reappointed) by the Human Research Ethics Committee (HREC) at a time determined by the HREC.
- (b) The period of appointment to the SRS will be for three years following appointment by the HREC.
- (c) Vacancies, which occur within the normal three-year period, shall be filled for the unexpired time by a representative provided by the HREC.
- (d) The chair shall be appointed by the HREC.

## **6. OFFICERS AND OTHERS IN ATTENDANCE**

- (a) The SRS may for special purposes co-opt expert opinions as required either by attendance in person or by written correspondence,
- (b) Those merely in attendance shall not vote at meetings of the SRS.

## **7. SECRETARIAL SERVICE TO THE SCIENTIFIC REVIEW SUBCOMMITTEE**

- (a) A secretarial service will be provided by HREC.

## **8. MEETING PROCEDURES**

- (a) Frequency and time of meetings: The SRS shall meet monthly at a time to be determined by the HREC.
- (b) Notice of meetings: Notices of meetings and supporting papers shall be despatched at least seven days in advance of the meeting date.
- (c) Quorum: A quorum shall consist of half the members (or recognised proxies) present at any meeting. Written comments received from members will count toward a quorum.
- (d) Voting:
  - (i) Each appointed member of the SRS, including the Chair, shall have one vote.
  - (ii) The Chair shall not have a casting vote.
- (e) Minutes:
  - (i) Minutes of each meeting shall be prepared by the Secretary and distributed to each member of the SRS and to each officer normally in attendance.
  - (ii) The minutes of each meeting shall be submitted to the following meeting of the HREC for information or for decision upon matters specifically referred by the SRS.
  - (iii) The minutes of the meeting shall be submitted to the next

succeeding full meeting of the SRS for their certification by the Chair as a correct recording of the proceedings.

- (f) The Chair may nominate an SRS member to be Chair in their absence. If this is not possible members of the SRS may elect a Chair from those present at the meeting for the purposes of running the meeting.

## **10. CONFIDENTIALITY**

The discussions and decisions of the meeting shall not be conveyed to unauthorised persons.