

**Clemson University**  
**Institutional Animal Care and Use Committee (IACUC)**

**Policy Number: 1.1**

**Policy Title: Alternate IACUC Members**

**Section 1: Purpose**

The following policy was developed to provide clarification on the requirements for alternate members and the duties of those individuals during the conduct of Committee business.

**Section 2: Scope**

This policy applies to all IACUC members with the “alternate” designation.

**Section 3: Policy**

To comply with recommendations set forth by the National Institutes of Health in NOT-OD-11053, the following guidelines have been established:

- I. Alternates are appointed in writing by the President of the University.
- II. Alternates may only serve as an alternate in the membership category(s) for which they are qualified.
- III. If the regular member fulfills a specific membership requirement, his or her alternate must also fulfill that requirement. If the regular member fulfills more than one membership requirement, the alternate must meet the same membership requirements.
- IV. One alternate may be appointed to serve for multiple regular members provided the alternate fulfills the specific membership requirement of the members for whom he or she is substituting. However, an alternate may not represent more than one member at any one time.
- V. Multiple alternates may be appointed to represent one regular member.
- VI. An IACUC member and his/her alternate may not contribute to a quorum at the same time or act in an official IACUC capacity at the same time.
- VII. An alternate may only contribute to a quorum and function as an IACUC member if the regular member for whom they serve as alternate is unavailable to participate in IACUC business, whether it is because that member is unable to attend the meeting, has to leave the meeting early or arrive late, or is recused from participating due to a real or potential conflict of interest.
- VIII. Alternate members are expected to vote their conscience and not represent the position of the regular member for whom they serve.
- IX. Alternate members are permitted and encouraged to attend IACUC meetings and other IACUC activities even when the regular member is present.
- X. Alternates will receive IACUC training and orientation identical to that which is provided to regular members.
- XI. Alternates are listed as alternates on the IACUC roster submitted to OLAW as part of the Animal Welfare Assurance and annual reports.