

To: Primary Contacts at WRC Affiliate Colleges and Universities
From: Scott Nova
Date: July 25, 2018
Re: Announcement of Elections for University Caucus Seats on the WRC Board of Directors

Elections for two University Caucus seats on the WRC Board of Directors will be held in August. This memo outlines the election process, announces the schedule for nominations and elections, and provides information on the duties/time commitments of Board members.

Apportionment of Board Seats

WRC Board seats are apportioned by the size of universities' licensing programs. WRC affiliate institutions are divided into three categories:

Category A: Institutions with annual gross licensing revenues of \$1,000,000 or greater;

Category B: Institutions with annual gross licensing revenues between \$100,000 and \$999,999;
and

Category C: Institutions with annual gross licensing revenues of less than \$100,000 (including those with no licensing program).

(Anyone who is unsure of the category to which his/her institution belongs can contact the WRC for additional information.)

The five university seats on the Board are apportioned among these different categories as follows: two seats are reserved for representatives of Category A institutions, one seat is reserved for a representative of a Category B institution, one seat is reserved for a representative of a Category C institution, and one seat may be held by a representative of either a Category B or C institution.

Board Seats Up for Election

The following chart lists the two seats currently up for election and the category of institution for which each seat is reserved. For each seat, the chart indicates the name of the seat's prior occupant, whether that person is running for re-election, and the duration of the term that the person elected will serve.

Category	Status	Term Will Begin (End)
A	Currently held by Alixe Holcombe, University of Arizona. Alixe is running for re-election.	Upon Election (June 30, 2020)
B/C	Currently held by Scott Fleming, Georgetown University. This seat is open due to Scott's retirement from Georgetown.	Upon Election (June 30, 2020)

The other three University Caucus Board seats, which are not up for election this year, are an A Category seat, held by Craig Westemeier of The University of Texas at Austin, the B Category seat, held by Kyle Muncy of University of Connecticut, and the C Category seat, held by Scott Kelley of DePaul University.

The Election Process

Nominations: Nominations will be open on Friday, July 27, 2018 and will close at the end of the day (5 p.m. EDT) on Monday, August 20, 2018.

For each seat, the nominator and the nominee must be from the applicable category of institution. This works as follows: For the Category A seat, any person making a nomination must be from a Category A institution and the person he or she nominates must also be from a Category A institution. For the Category B/C seat, any person making a nomination must be from a Category B or C institution and the person he or she nominates must also be from a Category B or C institution.

As a representative of your university, you may nominate yourself for a seat, nominate another person from your institution, or nominate someone from another institution (again, provided the nominee is from the appropriate category of institution).

Nominations should be e-mailed to Lynnette Dunston (lynnette.dunston@workersrights.org) at the WRC office, along with biographical information on the nominee. Again, nominations may be sent in any time between July 27 and August 20, inclusive.

Elections: If there is only one nominee for a seat, that person is elected automatically. If there are multiple nominees for a seat, an election for that seat will be held. Voting is done by email by the official representative of each affiliate institution. The representative sends an email to the WRC indicating his or her choice of candidate.

Nominations will be announced on Wednesday, August 22. Where voting is needed, it will begin on that day and will close on Monday, September 10 (at 5 p.m. EDT). The results will be announced promptly by email. The winner is the candidate receiving a majority of votes cast.

It is important to understand that voting in all elections, for all seats, is open to all institutions. In other words, while the nominees for a given seat must come from the applicable category of institution, once the nominees have been determined, all affiliate institutions, regardless of category, are eligible to vote in the election for that seat. A reminder of voting procedures will be sent to institutions when voting opens.

Summary of Election Schedule

July 27	Nominations open
August 20	Nominations close
August 22	Nominations announced, voting begins for contested elections
September 10	Voting ends, results announced

Responsibilities/Time Commitments of Board Members

WRC University Caucus Board Members do the following:

- Attend three Board meetings per year. The meetings are usually held in Washington, DC, and are the primary mechanism for setting policy and making major organizational decisions. The meetings last a full day and are occasionally preceded by a dinner the night before. A modest

amount of preparation (for example, review of factory reports that will be discussed at the meeting) is generally necessary. Members also participate in any special meetings of the Board that are held (these are rare and would normally be done by conference call).

- Attend the University Caucus Annual Meeting and participate in the planning process for the meeting. University Caucus Board members also facilitate the proceedings.
- Consult with other universities and colleges concerning code of conduct issues and the WRC's work.
- Review and provide feedback on various updates and reports provided to the Board by the WRC staff.
- Consult with the staff informally (by phone and/or email) as issues arise; such informal consultations are relatively frequent.

There are also additional optional activities, including participating in occasional overseas trips to visit factories and meet with local NGOs and members of the WRC field staff; performing Board committee work; and serving as a Board officer, which carries additional duties and time commitments.

Please feel free to contact me or one of the current University Caucus Board Members if you would like any additional information about the time commitment involved in serving on the Board.