

To: Primary Contacts at WRC Affiliate Colleges and Universities
From: Scott Nova
Date: September 16, 2019
Re: Announcement of Special Election for University Caucus Board Representative

As a result of an amendment to the WRC bylaws adding a seat on the WRC Governing Board for each of the Board's three constituencies (universities, students, and labor rights experts), a special election will be held to fill the new seat for the University Caucus. Under the amendment to the University Caucus' own bylaws that was adopted at this year's University Caucus meeting, this seat is reserved for a person employed by universities and colleges with an annual gross licensing revenue of \$350,000 or greater (i.e., schools in Category A and B). The person chosen in this election will serve a partial term ending June 30, 2020.

This memo outlines the election process, announces the schedules for nominations and voting, and provides information on the duties and time commitment of Board members.

Apportionment of Board Seats

Under the University Caucus' bylaws, the University Caucus' WRC Board seats are apportioned according to the size of universities' licensing programs. WRC affiliate institutions are divided into three categories:

- Category A: Institutions with annual gross licensing revenues of \$1,500,000 or greater;
- Category B: Institutions with annual gross licensing revenues between \$350,000 and \$1,499,999; and
- Category C: Institutions with annual gross licensing revenues of less than \$350,000 (including institutions with no licensing program).

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

The six 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 may be held by a representative of either a Category A or 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.

The Board Seat Currently Open for Election

The seat that is currently open for election is the A/B Category Seat. This seat's term will begin effective immediately upon election and will end June 30, 2020.

The Election Process

Nominations: Nominations will open today, Monday, September 16, 2019, and will close at the end of the day (5 p.m. EDT) on Friday, October 4, 2019.

For this election, the both nominator and the nominee must be employed by a Category A or B institution. As a representative of your university, you may nominate yourself for a seat, nominate another person employed by your institution, or nominate someone employed by another institution (again, provided you and the nominee are from a Category A or B institution).

Nominations should be submitted using [this link](#). Again, nominations may be submitted any time prior to 5 p.m. EDT on October 4.

Elections: If there is only one nominee for the seat, that person is elected automatically. If there are multiple nominees for the seat, an election will be held. Votes may be cast online by the official representative of each affiliate institution. Each WRC affiliate institution has one vote.

Nominations will be announced on Tuesday, October 8. If voting is needed, it will begin on that day and will close on Wednesday, October 16 (at 5 p.m. EDT). The results will be announced by email. The candidate who receives a majority of votes cast will be the University Caucus' appointee for the new board seat.

It is important to understand that voting in this election is open to all institutions. In other words, while the nominees for a given seat must be employed by 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

September 16	Nominations open
October 5	Nominations close
October 8	Nominations announced, voting begins if multiple candidates
October 16	Voting ends

Responsibilities and Time Commitments of Board Members

WRC University Caucus Board Members have the following responsibilities:

- 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. Attendance by phone is permissible on occasions when in-person attendance is not possible, but in-person attendance is always preferred and generally expected. The meetings last a full day and are occasionally preceded by a social gathering 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 are normally conducted 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 of the Annual Meeting.
- 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 nongovernmental organizations 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 WRC Board.