

To: Primary Contacts at WRC Affiliate Colleges and Universities  
From: Scott Nova  
Date: March 2, 2012  
Re: Announcement of Special Election for University Caucus Board Representative

A special election for one vacant University Caucus seat on the WRC Board of Directors will be held for the remainder of the current term, through June 30, 2012. This memo outlines the election process, announces the schedules for nominations and elections, and provides information on the duties/time commitment 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 revenue of \$1,000,000 or greater;

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

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

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

The five university seats on the Board are apportioned among these 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 is held by a representative of either a Category B or Category C institution.

### **Board Seat Up for Election**

The seat that is currently up for election is the B/C Category Seat, i.e. the seat that is held by a representative of either a Category B or Category C institution. The term will begin effective immediately and will end June 30, 2012.

The person elected to this seat will have the option to run for re-election for a second term beginning July 1, 2012 through June 30, 2014. Elections for this term will be held in May.

### **The Election Process**

Nominations: Nominations will open on Wednesday, March 7, 2012 and will close at the end of the day (5pm EST) on Wednesday, March 21, 2012. The nominator and nominee must be from either a Category B or Category C institution (the categories represented by this seat).

If you are a representative of either a Category B or Category C 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 either a Category B or C school).

Nominations should be e-mailed to Lynnette Robinson ([Lynnette.robinson@workersrights.org](mailto:Lynnette.robinson@workersrights.org)) at the WRC office, along with biographical information on the nominee.

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

Nominations will be announced on Thursday, March 22 and if voting is necessary, it will begin on that day and will close on Thursday, April 5 (5pm EST). The results will be announced by email. The winner will be the candidate receiving a majority of votes cast. **Please note that voting for this seat is open to all institutions.** While the nominees for this seat must come from either a Category B or Category C university, all affiliate institutions, regardless of Category, are eligible to vote in the election.

#### Summary of Election Schedule

Wednesday, March 7	Nominations open
Wednesday, March 21	Nominations close
Thursday, March 22	Nominees announced, voting begins
Thursday, April 5	Voting ends, results announced shortly thereafter

#### **Responsibilities/Time Commitments of Board Members**

WRC University Caucus Board Members do the following:

- Attend three Board meetings per year. In this case, there is only one remaining board meeting that will occur between now and the end of the term. This meeting is scheduled for Friday, June 22, and will be held in Washington, DC. Board meetings typically run from approximately 9am until 4pm and are the primary mechanisms for setting policy and making major organizational decisions. The meetings generally require a moderate amount of preparation (for example, review of WRC reports or memos that will be discussed at the meeting). Members also participate in any special meetings of the Board that are held (these are infrequent and are typically done via 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. This year's University Caucus meeting will be held on May 1 at Georgetown University in Washington, DC.

- 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 (via phone and/or email) as issues arise. These consultations are relatively infrequent.

There are also additional optional activities, including participation in occasional overseas trips to visit factories and meeting with local NGOs and members of the WRC field staff (though we do not anticipate any such trips before the end of the open seat's term), and participation in Board committee work.

Please feel free to contact me or one of the current University Caucus Board Members if you would like any additional information about the commitments involved in serving on the Board. The current University Caucus Board Members are Jim Wilkerson, Duke University, Marybeth Schmutz, Rutgers University, Mike Powers, Cornell University, and Dawn Crim, University of Wisconsin-Madison.