

To: Primary Contacts at WRC Affiliate Colleges and Universities
From: Scott Nova
Date: January 18, 2017
Re: Announcement of Special Election for University Caucus Board Representative

Due to the retirement of Marybeth Schmutz from Rutgers, and her consequent resignation from the WRC Board, a special election is required to fill the seat Marybeth occupied. This seat is reserved for universities and colleges with annual gross licensing revenue between \$100,000 and \$1,000,000.

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

Please note that the person elected will serve the remainder of Marybeth's original term, which ends on June 30 of this year. The seat will be up for election again, for a full two-year term, later in the year.

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 Category Seat. The term will begin effective immediately upon election and will end June 30, 2017. The person elected to this seat will have the option to run for re-election for a second term beginning July 1, 2017 through June 30, 2019. An election for this term will be held this spring.

The Election Process

Nominations: Nominations will open at 9:00 a.m. (EST) on Friday, January 20, 2017, and will close at 5:00 p.m. (EST) on Friday, February 3, 2017. The nominator and nominee must be from a Category B institution. If you are a representative of a Category B 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 a Category B school).

Nominations should be e-mailed to Lynnette Dunston (Lynnette.dunston@workersrights.org). Please include the nominee's name, title and university. Please also provide a brief biographical statement from the nominee describing her or his experience on labor rights compliance issues. These statements are typically 250 to 500 words in length.

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. Each university has one vote, to be cast by the university's primary contact for WRC matters. The vote is cast by sending an email to the WRC indicating the person's choice of candidate.

Nominations will be announced on Monday, February 6, 2017, and, if voting is necessary, it will begin on that day and will close on Wednesday, February 15, 2017 at 5:00 p.m. (EST). 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 a Category B university, all affiliate institutions, regardless of category, are eligible to vote in the election. The results will be announced by email.

Summary of Election Schedule

Friday, January 20	Nominations open
Friday, February 3	Nominations close
Monday, February 6	Nominees announced, voting begins
Wednesday, February 15	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. 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. This year's University Caucus meeting will be held on May 4 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.

There are also additional optional activities, including participation in occasional overseas trips to visit factories and meet with locals 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.