



**CHARTER**  
**Research Advisory Board**  
**Electronic Registration Information Center (ERIC)**

**PURPOSE:**

The purpose of the Research Advisory Board (“Advisory Board”) is to provide advice and insight to the Board of Directors, Executive Committee and Executive Director of the Electronic Registration Information Center (ERIC) concerning research proposals, plans, strategies, and reports related to the accomplishment of ERIC’s mission.

**AUTHORITY:**

The Advisory Board is established pursuant to Article IV, Section 5 of the ERIC bylaws.

**MEMBERSHIP:**

The Advisory Board consists of a minimum of five (5) members as determined by the ERIC Executive Committee. A majority of members must be voting members of the ERIC Board of Directors.

Appointment: The members of the Advisory Board are appointed by and serve at the discretion and pleasure of the ERIC Executive Committee. The Executive Director of ERIC shall serve as a voting member. Other than the Executive Director, membership on the Advisory Board is voluntary; members contribute time and expertise without pay.

Terms of appointment: The term of each Advisory Board member shall be two years. Advisory Board members may serve consecutive terms.

**OFFICERS:**

The Advisory Board shall select a Chair from among its members. The Chair shall serve a term of two years, renewable for up to one additional two-year term. The Chair shall preside over meetings of the Advisory Board. The Executive Director shall serve as the Secretary. The Secretary is responsible for taking minutes and otherwise complying with the Minutes requirements specified in this Charter.

**RESPONSIBILITIES:**

Upon the formal request of the ERIC Board of Directors, Executive Committee, or Executive Director, the Advisory Board shall undertake assignments that include, but are not limited to:

1. Developing and designing research proposals that evaluate ERIC’s performance relative to its mission.
2. Conducting, managing, and overseeing ERIC-initiated research.
3. Engaging qualified individuals and organizations to conduct research for the internal use of ERIC.
4. Developing guidelines for cooperation with outside individuals and organizations who wish to conduct independent research using ERIC data.

5. Reviewing proposals from outside individuals and organizations who wish to conduct research that requires the cooperation of ERIC.
6. Managing relationships between ERIC and outside researchers who conduct research in cooperation with ERIC.

**RESTRICTIONS:**

Prohibitions from political activities: In accordance with ERIC's status as a 501(c)(3) public charity, the Advisory Board shall not consider any research proposals that are inconsistent with the prohibition against participating or intervening in any political campaign, including proposals submitted by a political party, a candidate or candidate's campaign committee, political action committee, or an issue committee.

Non-participation of individual ERIC states: Individual ERIC-member states reserve the right to decline participation in any study recommended by the Advisory Board and approved by the Board of Directors that is not initiated by ERIC for the purposes of evaluating the effectiveness or performance of ERIC.

**MEETINGS:**

Meetings of the Advisory Board may be held at such time and place as shall from time to time be determined by the Executive Director. For Advisory Board members who are not voting members of ERIC, expenses for any required travel will be paid by ERIC. Travel is expected to be rare. Most, if not all, meetings are expected to be conducted by teleconference.

**MINUTES:**

The Advisory Board will maintain written minutes of its meetings, which will be filed with the Executive Director. The Executive Director will distribute the minutes to the ERIC Board of Directors within 30 calendar days of an Advisory Board meeting.

**CHARTER APPROVAL:**

This charter was approved by the ERIC Executive Committee on October 30, 2018.