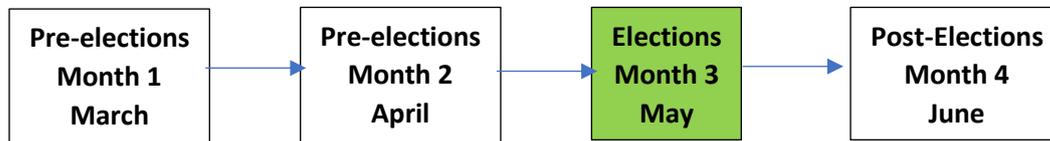


Doktorandnämnden elections 2019-20

Things to do by the election committee



Pre-election preparations

Posts

- 1) Prepare a list of positions to be filled (see last year's list).
- 2) Check if the information mentioned in the list in point 1 for each post and if the given links are correct, updated and functional. Check information on prolongation for each post.

Application form

- 3) Prepare a template for an application form (see last year template).
- 4) Set a deadline for sending in applications. The deadline could be at least two weeks before the elections.

Announcement

- 5) Prepare a draft for an announcement of the elections- mention importance of working of different posts-to motivate and encourage Ph.D. students to apply. (See last year's template).
- 6) Send the final draft of the announcement to the Chair of DN. The announcement of the elections should be at least two months before the date of elections in May.
- 7) Reminders- send timely reminders to continuously advertise about the elections. Encourage DN members as well as all the Ph.D. students to suggest potential candidates for different posts. **It is the duty of the election committee members to find candidates- meet them, motivate them.**
- 8) Post an announcement on DN's Facebook page, DN website, and Twitter.
- 9) Prepare flyers to put in fika-rooms, corridor-doors, etc.

Applications

- 10) Receive and archive applications for posts until the deadline.
- 11) After the deadline, prepare a document with a list of applicants along with their information and motivation for applying for the posts. This document will be circulated among the DN members one week before the elections.
- 12) Prepare a timetable for interviews with an order in which interviews will be conducted. This list should be sent to all applicants in advance via email as well as should be put on the waiting room's door.
- 13) Prepare voting list (See last year's template) for all the DN members to vote.

Election day

Interviews and voting

- 14) Book two rooms for elections (in Uppsala Studentkår or any convenient location such as Segerstedthuset) – one room for DN member for conducting interviews, and another as a waiting room for the applicants.
- 15) Arrange fika for in both the rooms.
- 16) Put the timetable for interviews on the doors.
- 17) Print and distribute necessary instructions and documents that will ease the elections-voting list/form.
- 18) During elections, keep an account of the number of votes for each post.

Post-elections

- 19) Prepare results of elections and send it to the Chair of DN. The DN chair will then announce the results to the elected candidates.
- 20) Prepare a list of vacant positions and announce the second round of elections and find candidates before or until 30th June. If positions remain vacant, then the responsibility to fill vacant positions (third round) should pass to a new board.
- 21) Prepare a short report of elections for an annual report.

Notes

The election committee will be supported by the presidium and there are activities that the presidium have already covered.

Megha Bendre
Representative of MDR, and
Member of election committee, 2019-20.