

From: **Election Committee**

To: **Chair Faculty Council/ Management Team BMS**

Concerns: **Communication plan Elections FC 2018**

The Election Committee recommends a communication plan, in which all concerned can play their part. The communication plan is adjusted to the calendar for the elections of the University Council as to synchronize all elections throughout the university. The plan is meant to synergize the communication efforts by all involved parties by doing it right in time.

The Election Committee recommends to set up a webpage on the homepage of the faculty BMS for the Faculty Council (FC) elections where the Election Committee may post procedural information; where the FC may promote participation and may offer space to candidates for presenting one selves.

The election committee recommends to make the LCD screens in both buildings easily available for communication around the elections by all involved parties.

Jan van Diepen

Period	Topic	Message	Sender, medium, target group
February	Set	Convocation calendar	Election Committee, February: -1 March: post on webpages Election Committee calendar (1), -1 March: email to FC and Student Associations with link to (1).
March	Kick off Information	Convocation of nomination day and election process	Election Committee, 8 March: -Instruction to forward oneself as candidate (2) + forms (3) on webpages Election Committee. -Email with link 2,3 to FR.
March-April	Recruiting candidates	Promote participation in FC	Management Team/Chair FC (dep M&C), from 8 March: -email invitation of candidates to employees and students, with link to webpage Election Committee. -item in employee and student portals with link to 2,3. -Item in BMS-News with link to 2,3. -item on LCD screen in Ravelijn, Cubicus.
March-April	Canvassing for candidates	Promote participation in FC	Chair FC, group, members, from 8 March: -personal approach of study associations and others. -item on webpage FC promoting importance of FC participation.
Wednesday 11 April	Nomination day		Candidates: until 11 April 17.00 hrs nomination at Election Committee.
May	Decision final list of candidates	Publication of list of candidates	Election Committee, 15 May: -post candidates list on webpage. -email to FC. -message to candidates.
May-	Canvassing for votes	Presentation candidates, promote to vote	Candidates send their info to include in voting application VUUR Candidates, from 15 May –profiling poster in buildings.

			Management Team/ Chair FC (dep. M&C) from 15 May: -item in BMS news promoting elections. -Candidates present themselves well. -Space available on LCD screens for candidates.
18 May	Convocation elections	Information on how to vote and when etc.	Election Committee email to all voters, ca 10 days in advance to the voting period.
28 May-1 June	Voting	Information on how to vote and when etc.	Election Committee -email invitation to vote with link to the voting application (VUUR) to all voters. -item on LCD screens to vote this week now.
1 June	Results	Motivated results	Election Committee publishes results of the voting on webpages and by mail to candidates. dean and FC. -Item on LCD screens.
26 June	Final result after any appeal and accepting-rejecting seats		Dean informs FC and Election Committee about result of appeal Election Committee -Final result item on webpage

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