Schedule of activities for Election Committee (Election to Academic Senate Faculty of Social Sciences, UK)

Date	Short description	Activity of committee
20/10-23/10	Test of application for election (CZ and EN), evaluation of manual	Every member of Election Committee uses 10 vouchers for testing
26/10	Meeting of committee no. 3	Evaluation of testing phase, recommendations to changes are forwarded to Faculty Secretary. Preparation of document for candidates (basic info).
30/10	Final manual for voters	Final manual for voters is forwarded to the Commission for External Relations of Academic Senate. Document for candidates (basic info) is published.
6/11 2:30 p.m.	Deadline for submission of proposals for candidates, meeting of committee no. 4	Check of proposals, drawing the order of candidates, publication of the list of candidates. List of candidates is forwarded to application administrator.
From 6/11	Candidates' programmes	Candidates may submit their programmes; it will then be published next to the candidate's name on the published list.
13/11	Electoral lists	Obtaining a list of voters from the Faculty Secretary, checking lists and duplicates, ensuring

		distribution towards the PR department of the Faculty.
20/11	Election vouchers	Obtaining a list of vouchers for application administrator.
20/11	Electoral lists	Obtaining final list of voters from the Faculty Secretary, checking lists and duplicates, ensuring distribution of electoral lists together with vouchers towards the PR department of the Faculty.
24/11 9 a.m.	Start of elections	The application administrator ensures that the application starts.
24 -25/11 (up to 25/11, 6 p.m.)	Elections	Members of the Election Committee provide online support to voters via electoral mail, in cooperation with the Faculty Secretary solves the activation and deactivation of vouchers if necessary.
25/11 6 p.m.	Elections results	The Election Committee obtains the results of the vote from the application, sets out the results and ensures the publication of the results.

More info can be found at the Faculty web page:
https://fsv.cuni.cz/en/about/faculty-academic-senate/elections-fsv-uk