THE INSTITUTION OF ENGINEERS, SRI LANKA

Our Ref. IESL/ES/Gen/010   August 1, 2019

Dear Member,

ELECTIONS TO THE COUNCIL FOR SESSION 2019/2020
INSTRUCTIONS TO THE VOTERS

Kindly go through the following procedure prior to casting your vote.

1.0 Eligible voters will have the option of selecting, e-voting, or paper voting or both. If any voter casts his/her vote by using both the paper voting and electronic voting options, only the paper vote will be counted, and the electronic vote will be disregarded.

2.0 E-Voting procedure:

 a. The voting portal will be open from the day of commencement of the voting (**at 8.30 am (Sri Lanka time) on 01st August 2019**) until closing time and date for voting (**at 2.00 pm (Sri Lanka time) on 29th August 2019**).
 b. The **URL** for the electronic voting portal along with the **User ID** will be sent to eligible voters by the E-voting service provider via email registered in the IESL database.
 c. Voter can login to the voting portal using the URL received through the email. Voter is advised to first read the election statement and bio-data of each candidate to be voted (optional).
 d. Eligible voter may then select the option for receiving the **Voting Code/One Time Password (OTP)**, via SMS or Email by entering the User ID and Email Address/Mobile number.
 e. Service provider will match the credentials entered and then send the **OTP** to registered mobile number or email (based on the preference in step (d)) of the voter.
 f. This will provide access to the electronic ballot paper in the usual manner. OTP is valid for One (01) hour.

Required instructions are provided in the voting portal to assist the voter. Once the vote is cast using the User ID and OTP sent to him/her, no one will be able to cast a vote using the same User ID and OTP.

Please note that once the voter enters OTP and gets into the electronic ballot paper, he/she has **only 10 minutes** to complete the voting. Therefore, voters are advised to read bio-data and election statement of each candidate prior to entering their OTP to the system.

3.0 Paper voting pack (for paper voting option) will be sent to all eligible voters by registered post on August 1, 2019. The voting pack will contain the following documents:

 1.1 The Instructions to the voters.

    1.2 Voting Paper
    1.3 Bio-Data of the Candidates
    1.4 Envelope 'A'.
    1.5 Envelope-'B' (Addressed to CRO)

4.0 For paper voting option, the voters are requested to mark the ballot paper and insert in envelope-'A', **seal it** and then insert it in envelope –'B' and **seal it**. Envelope –'B' can either be mailed or put in the ballot box provided at the IESL headquarters at 120/15, Wijerama Mawatha, Colombo 07. Postal voting procedure is the same as what was practiced previously - **except the closing time, which is advanced to 2.00 p.m (Sri Lanka time).**

5.0 Closing time of the Ballot: Both e-voting and paper voting will be closed at **2.00 pm (Sri Lanka time) on Thursday - 29th August 2019**.

6.0 If a voter, attempting the e-voting option cannot successfully Login at the first instance, he/she can make multiple attempts. If there is any recurring problem, he/she could seek the assistance of one of the Election Officials listed below who would respond on priority basis. Once successfully voted, a confirmation message will appear on the screen. All voters are advised to use their vote very early.

Contact Details:

- **Chief Returning Officer – Eng (Rear Admiral) Ravi Ranasinghe:**
  mobile: 071-7682900
  email: cro@iesl.lk

- **Assistant Returning Officers:**
  1. Eng. P.W. Sarath
     mobile: 071-4736791
     email: pwsarath@slt.com.lk

  2. Eng. Lalith Pallegama
     mobile: 077-7346083
     email: palleeng@gmail.com

  3. Eng. (Prof) Udayanga Hemapala
     mobile: 071-2884210
     email: udayanga@uom.lk

- **Chief Executive Officer/Executive Secretary – Eng. Neil Abeysekera**:
  mobile: 071-0551109
  email: es@iesl.lk

Eng. Neil Abeysekera
CEO/Executive Secretary

01st August 2019