

RULES FOR THE CONDUCT OF ELECTIONS

1. The CEO/Executive Secretary, while informing the Council about the appropriate timing to hold the election, giving due consideration to both By-Laws of the Institution of Engineers, Sri Lanka (IESL) and its annual calendar, shall request the Council for the appointment of a Chief Returning Officer and two or more Assistant Returning Officers.
2. After the CEO/Executive Secretary informs the appropriate timing, the Council in accordance with By-Law 54 shall appoint a Past President or a Fellow as the Chief Returning Officer and two or more Corporate Members as the Assistant Returning Officers for the purpose of conducting the election. They shall conduct the election with the assistance of the IESL Secretariat.
3. As Per By-law 52(a), the list of Corporate Members whose names extracted from the updated 'Roll' maintained under By-Law 2(ii)a, as at 04.00 p.m. on 31st March shall be eligible for voting in the Elections to the next Council. The list of such Corporate Members (hereinafter called and referred to as the 'voters') shall be made available for reference at the Institution immediately after this date. Any appeal for the correction of voters list shall be submitted to the Secretary giving valid reasons in writing within 15 days after the publication of voters list. The Secretary shall after due consideration to the reasons brought forth and after obtaining the approval of the Council finalize the voters list on or before 01st May.
4. As per By-Law 52(b), a member who has been found guilty of improper conduct by the Council, shall not be eligible to contest any post or sit in the Council and the Candidates are required to make a mandatory declaration in their Nomination Form stating that they have never been proved guilty of such conduct.
5. As per By-law 52(b), a Corporate member who is qualified and eligible for the election for a particular post in the Council, may seek election to one post only at an Election.
6. A candidate who is a continuing member for the next Session of the Council, but wishes to contest a different post in the next Council, shall inform the CEO/Executive Secretary in writing of his or her resignation from the relevant post at the end of the present session of the Council. This letter shall be received on or before the date on which nominations will be opened.
7. As per By-Laws, the CEO/Executive Secretary shall call nominations for the different posts vacant in the Council. The Nomination Paper shall be submitted in a sealed envelope marked 'NOMINATION PAPER' on its top left hand corner and deposit it in the Nomination Box kept for that purpose at the Secretariat. Secure procedure for online submission will be introduced if the postal system is interrupted due to prevailing pandemic situation in the country and such system will be notified by emails and SMSs to all members. Same will be published in the Institution website. No Candidate who has submitted one nomination paper shall submit another nomination paper for another post, unless the previous nomination paper is withdrawn in writing, before the time fixed for the closing of nominations. In the nomination paper, only the information required should be filled up. Candidates or the Proposers should not make any additional endorsements. As per By-law 52(b), eligibility criteria for nominations shall have been fulfilled by the candidate at the time of closing nominations for the Election. All candidates shall respect the By-laws of the institution, promulgated election rules and decision of the returning officers and shall abide by them without any objections.
8. The CEO/Executive Secretary shall submit a report to the Returning Officers on the nominations received. It shall be the duty of the CEO/Executive Secretary to check the eligibility of each candidate for the post nominated, but the responsibility shall be with the Chief Returning Officer. The Returning Officers shall satisfy themselves as to the validity of the nominations received by the CEO/Executive Secretary.

9. (a) Nomination Form together with the Bio-Data and Election Statement shall be furnished by each Candidate in the formats approved by the Council. The nominations that have been submitted deviating from the prescribed formats shall be rejected by the Chief Returning Officer whose decision shall be the final. A passport size photograph of the Candidate should be furnished along with the Bio-Data and this will be printed if provided, and included with the voting papers along with the Bio-Data. The Candidate shall take full responsibility for the correctness & accuracy of the Bio-Data furnished by making a declaration to that effect in the Bio-Data form. The Candidate's Election Statement should not exceed 200 words as otherwise the Chief Returning Officer will reserve the right to delete all part of the statement after first (01st) two hundreds (200) words to make it fall within 200 words.

(b) Inclusion of false or incorrect details either in election statement or Bio-Data form may lead to rejection of nominations.
10. If any member eligible for voting wishes to raise an objection on eligibility to any nominations, he/she shall submit such objection in writing to CEO/Executive Secretary within 01 week of closing nominations. The candidate will be given an opportunity to defend him/herself. Depending on nature of allegation, an inquiry will be held by a three member committee appointed by the President and such inquiry will have to be completed within a period of one week. The final decision pertaining to candidacy will be made by Chief Returning Officer in consultation of the council.
11. The names of candidates for a particular post shall be given in an alphabetical order on the Voting Paper or Ballot (Last name/ surname). The Voting Papers shall be signed by the Chief Returning Officer and by at least two (2) of the Assistant Returning Officers. The Voting Papers shall be printed on Security Paper and shall carry the signature or the authenticated seal of the Chief Returning Officer.
12. For the Posts of President - Elect, Past President, Honorary Secretary, Honorary Treasurer and Chairmen of Sectional Committees, if there are two (2) or more candidates and in case of Post of Vice President when there are four (4) or more candidates, the voting shall be on a system of preferential voting.
13. In respect of Representative Members, the voting paper or ballot shall contain two separate sub-groups for members under 40 category and members over 40 category. Votes received for each sub-group shall be counted separately.
14. Voting Procedure: Prior to calling for nomination for election, the Secretariat shall give the option of voting by selecting either electronic or paper voting to each eligible voter. Voting facilities shall be provided to each voter in following manner;
 - a. Overseas members:
Overseas members will have only the option of electronic voting unless otherwise they requested to vote by manual vote paper in advance.
 - b. The voters residing in Sri Lanka:
 - i. The voters residing in Sri Lanka may select the most convenient way of voting for themselves.
 - ii. Voters may choose only one option of voting either through electronic ballot or paper ballot or both options. If both methods are used, electronic ballot will be counted as the legitimate one.
 - iii. Those who do not indicate their preference/ preferences will get both voting options. However all voters are requested to select only one option to curtail the election administrative cost.
 - iv. If both methods are used, Electronic ballot will be counted as the legitimate one. If there are errors in an Electronic ballot, it will be rejected as per rules but the duplicate Paper ballot will not be considered as an alternative. The closing time of poll shall be indicated in the ballot.

15. Voting procedure for voters opted for electronic voting:

The voting portal will be opened on the day of commencement of the voting until closing date and time for voting. The internet link for the electronic voting portal will be sent to eligible voters via registered email in the IESL MIS(Management Information System). Eligible voters may log into the e-voting portal using the above link send via the email and obtain One Time Password (OTP) sent to their registered mobile number or email (registered with the IESL MIS) by the service provider, which will provide access to the online voting.

16. Voting procedure for voters opted for paper voting

The Chief Returning Officer and the Assistant Returning Officers shall check the ballots and other documents that will be sent out to members who opted for the paper voting as well as for the members who do not indicate their preference for voting method. They will be responsible for the correctness thereof. Three envelopes are to be used in the conduct of the paper Ballot.

- Envelope “A”, carrying a serial number and marked VOTING PAPER in large letters for enclosing the Voting Paper securely. The serial number on the Envelope ‘A’ to be verified against the list of Voters. Envelope “A” shall not be opened immediately after noting down the serial number as otherwise the confidentiality of the voting paper will be lost.
- Envelope “B”, large enough to enclose Envelope “A” conveniently and the name of the Chief Returning Officer together with the address of the Institution for returning the Voting Paper.
 - Immediately after closing the voting, the service provider will send the list of e-voters (not the voting results) to CRO. The Returning Officers, then open the envelopes ‘B’ and the serial numbers on envelope “A” will be recorded and ballot box will be sealed again. The CRO shall remove the manual votes that are duplicated in the e-voters list.
 - Counting of the paper ballots will be resumed on the following day. Final result which is the summation of all paper votes and e-votes will be released by CRO.
- Envelope “C”, for dispatching the Voting Paper, the list giving names of the members who have nominated the different Candidates, the Bio-Data of the Candidates and the 2 envelopes ‘A’ and ‘B’.
- Each Voting paper will contain a distinct access code for each Voter. The voters shall mark their preferences in voting paper and enclosed the voting paper in Envelope ‘A’. After sealing the envelope “A”, voters shall enclose envelope ‘A’ inside the envelope ‘B’.
- Voters may either deposit their voting paper in the ballot box available at the Institution before the closing time of the poll or send by post to reach the Institution before the closing time of the poll. A Voting Paper received by the Chief Returning Officer **without being** secured inside Envelope “A” and then Envelop “A” properly secured inside envelop “B” shall be considered as an invalid Voting Paper and shall be rejected by the Chief Returning Officer.

17. No Member shall vote for more candidates in each group than as prescribed in the paper ballot / electronic ballot.

18. The Chief Returning Officer and the Assistant Returning Officers are to personally supervise the procedure adopted in dispatching the Voting Paper.

19. The CEO/Executive Secretary shall be responsible for posting Voting Papers to all members eligible to vote.

20. The officer sorting out daily mail shall hand over the voting paper received under sealed

cover and addressed to the Chief Returning Officer, to the CEO/Executive Secretary or a Deputy Executive Secretary who shall then deposit them personally in the Ballot Box kept for that purpose at the Secretariat. In case the CEO/Executive Secretary or a Deputy Executive Secretary is not available, CRO/ARO shall assist in the sorting out of letters. A daily record of such receipts as well as that of undelivered envelopes containing Voting Papers which may be returned by the Postal Department shall be maintained by the officer sorting out mails with those records endorsed by the CEO/Executive Secretary, a Deputy Executive Secretary or one of the Returning Officers as the case may be. A lockable Box shall be provided in the Institution office for depositing such returned voting papers.

21. The candidates or their representatives who have been duly nominated by the candidates in writing could, if they so wish, be present at:
 - (a) the initial closing and sealing of the empty Ballot Box on the day Voting Papers are first issued or posted.
 - (b) the closing and sealing of the Ballot Box at the end of the poll.
 - (c) the count.

Council Members who are not candidates may be present at any of the above occasions. The CEO/Executive Secretary shall duly inform the candidates, the scheduled date and time of the events (a), (b) and (c) mentioned above.

22. The counting of received Votes may be done through an electronic counting system or manually. The count shall commence within three (3) days of the closure of the poll, unless the Council decides otherwise and once started it should continue without any interruption. In the case of duplication of votes, the e-vote takes the precedence.
23. The Chief Returning Officer shall announce the results of the poll after the count and post the results on the Notice Board. He/ she shall report to the Council on the conduct of the poll and the results of the election.
24. The CEO/Executive Secretary shall send the results of the election to all Candidates within one week of the count, and to all members within one month of the count.
25. The Returning Officers, sectional committee officials, provincial chapter officials and the staff of the Institution shall neither take an active part in sponsoring candidates nor act in any way that could be construed as being partial to any Candidate.
26. The resignations given by candidates prior to the Annual General Meeting (withdrawing from contest or withdrawing after the conduct of the elections) shall be tabled before the Council at the time of receipt of such resignation, for acceptance. Such acceptance shall be notified to the candidate.
27. The candidates are strongly discouraged from canvassing for votes or soliciting the votes by circulation of mass emails and SMSs. However, a blog has been introduced by IESL for candidates to post their achievements, contributions and intended course of actions in order to introduce themselves to members. All articles shall be vetted by CRO prior posting them on the blog. IESL will notify about the blog page to all members.
28. Impersonation in voting (i.e. a person exercising the voting right of other voter with or without the consent of the voter) is a misconduct and shall be prohibited. Any form of provocation of members, behaving in a manner that disturbs members, intimidation of members, violation of privacy of members or any form of defamation are strictly prohibited.
29. The decisions made by the Chief Returning Officer on the conduct of the elections shall be the final.

CEO/EXECUTIVE SECRETARY