

Evaluation Speech Contest

Ballot Counter's Guide

- 1 The purpose of this guide is to provide you with the information you need to competently perform as a Ballot Counter in the Evaluation Speech Contest.
- 2 The ballot counters are in charge of collecting and tallying the ballots. There will be a short briefing for you by the Chief Judge before the contest begins. The Chief Judge will contact you before the contest and will let you know the briefing time. During the briefing take note of how many and who the judges are, it will help when you collect the ballots.
- 3 After the last speaker, the Toastmaster will ask for silence until the Chief Judge announces that all of the ballots have been collected. The judges have been instructed to hold their ballots up upon completion. The Chief Judge will direct you to collect the ballots as they are completed.
- 4 Once all the ballots have been collected and the Chief Judge has verbally notified the Toastmaster that all the ballots have been collected, you will leave the contest room with the Chief Judge.
- 5 Check every ballot to ensure that each judge has voted for 1st, 2nd and 3rd places and that each ballot has been signed. Deliver any ballot that is not complete to the Chief Judge, who will void it. Count the ballots at least twice to ensure accuracy.
- 6 Complete the top half of the Ballot Counter's Tally Sheet in accordance with the instructions. Check with the Chief Judge to disqualify any contestant that has not met the timing requirements. Count the ballots and complete the bottom portion of the form. In the event of a tie for any of the top three places, inform the Chief Judge and give him/her the Ballot Counter's Tally Sheet with the lower half left blank. At this time the Chief Judge will complete the lower portion of the Ballot Counter's Tally Sheet using the Tie-Breaker Judge ballot.
- 7 DO NOT discuss the contest results with anyone after you have completed the above process. In other words this information should never be discussed with anyone at anytime.