

## *Table Topics 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 Table Topics Contest.
2. The ballot counters are in charge of collecting and tallying the ballots. There will be a short briefing for you and the judges 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 write down the judges' names and note how many there are; it will help when you collect the ballots.
3. After the last Table Topic speaker, the Toastmaster will ask for silence so that the judges may complete their scoring. The judges have been instructed to hold their ballots up discreetly upon completion. The Chief Judge will direct you to collect the ballots as they are completed.
4. The Tie-Breaking Judge's ballot will be collected by the Chief Judge.
5. Once all the ballots have been collected, the Chief Judge will verbally notify the Toastmaster that all the ballots have been collected, and you will leave the contest room with the Chief Judge.
6. Check every ballot to ensure that each judge has voted for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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.
7. 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.
8. DO NOT discuss the contest results with anyone after you have completed the above process. This information should never be discussed with any one at any time.
9. Return quietly to the room where the contest is taking place.