



TOASTMASTERS INTERNATIONAL DISTRICT 69

WHEN YOU ARE A BALLOT COUNTER

Three Ballot Counters are required to count the Judges' ballots and accurately compute winners for each contest. They are appointed by the Chief Judge.

The Assistant Chief Judge will brief you for your role and inform you how many judges ballots need to be collected. Judges will be seated at the front of the room.

You may be given a folder with *Counter's Tally Sheets* and instructions. Write the contestant speaking order on the *Counter's Tally Sheet* as the Contest Toastmaster announces them. At the conclusion of each contest, you will collect the sealed ballots from the Judges. The Judges will indicate when they are ready for their ballots to be collected by raising their envelopes. Ensure you have ballots from the correct number of Judges for this level of contest.

The Counters will leave the room and tabulate the results of the contest on the *Counter's Tally Sheet*. Compute the points, by scoring three points for first place, two points for second place, and one point for third place. For a ballot to be valid, it must be signed, with the Judge's name completed and their choice for first, second and third places clearly marked.

Ballot Counters will count all ballots twice to ensure accuracy. A recommended routine is for one Counter to call the results from the ballots whilst another registers the points against Judge's/contestant's names, and then the Counters reverse roles for a cross-check on the points tally. Point totals must be verified by all Ballot Counters. Contestants are then ranked on the bottom of the ballot according to number of points scored.

The Chief Judge will destroy the *Counter's Tally Sheets*.

All information regarding the contest must remain confidential.

If the list of place-getters is announced incorrectly, you, as well as the Chief Judge or Timers, are permitted to immediately interrupt to correct the error.

Return folders to the Assistant Chief Judge at the end of the contest.