

## **Ballot Counters Briefing**

1. A week or two prior to the scheduled contest, the Chief Judge should email the ballot counters with details on the speech contests as well as attachments:
  - a. Date and time for the speech contest – and specify which contest (Division, Area, Tall Tales, International, etc.)
  - b. Date and time the ballot counters should arrive for the judge's briefing
  - c. Location (physical address if in person and meeting link if virtual)
  - d. Attachments:
    - i. Form 1171 – Speech Contest Rulebook (revised 06/2022)
    - ii. Form 1176 – Counter's Tally Sheet
  - e. Optional to include:
    - i. Speech Contest Resources:  
<https://www.toastmasters.org/resources/speech-contests>
    - ii. Speech Contest Tutorials:  
<https://www.toastmasters.org/resources/speech-contests/speech-contest-tutorials>
  - f. Reminder to ballot counters:
    - i. Not allowed to be a ballot counter in the same contest in which they would be competing
    - ii. Must be a paid member
2. In Person Contests:
  - a. Collect the envelopes from each judge; coordinate with the Chief Judge to determine if all ballots have been collected
    - i. Area Contests – minimum of 5 judges
    - ii. Division contests – minimum of 7 judges
    - iii. District contests - minimum of 7 judges
  - b. The Chief Judge will collect the tiebreaker judge's ballot and the Timer's Report
  - c. Once the Chief Judge has announced all ballots have been collected, report to the predetermined physical location to count the ballots
3. Virtual Contests:
  - a. If the contest is virtual, ballot counters may decide for themselves to keep their video on or off (but must remain that way for the duration of the contest)
    - i. Only list the person's name
    - ii. Do not include the contest role, education designation, or club name

- b. After the Chief Judge has announced all ballots have been collected, join the online breakout room to count the ballots
4. When each contest is over:
  - Counting will take place in a separate online breakout room or in a physical room away from the contest room location
  - Virtual contests:
    - i. Judges will complete ballots via a predetermined process (explained during judge's briefing) – ballots will be sent to the chief judge
    - ii. Timer sheet from Timer 2 will be submitted to the Chief Judge via a predetermined process
5. Counting the ballots:
  - Chief Judge will do a Screen Share if ballots were submitted virtually or lay each ballot out if in person
  - Chief Judge and all Ballot Counters will review the ballots
    - o Check that there is only one contestant name is on each line for first, second, and third place
    - o Check there are no other marks/doodles/scores, etc. on the ballot
    - o Check the judge signed and printed their name
    - o Pull out any disqualified ballots – do not include in the final tally
  - Chief Judge to review the Timer's Report to determine any disqualifications based on time
    - o Any contestant(s) over or under the timing requirements are not included in the tally
  - The tiebreaker judge's form is not opened or viewed except in an instance of a tie between the voting judges
  - Each counter should use their own Counter's Tally Sheet
    - o Record the name of each contestant along the top of the form
    - o Write down the name of each judge – usually as the ballot is announced
    - o Write down the appropriate points based on the ranking of each contestant.
      - BEST PRACTICE: Chief Judge reads off Judge's name, contestant name, number of points
      - EXAMPLE: Chief Judge talking:
        - Judge Mary Kay, John Smith 3 points, Jiminy Cricket 2 points, Ella Fitzgerald 1 point

- Judge Jerry Simon, Sara Bell 3 points, John Smith 2 points, Jiminy Cricket 1 point
    - Judge Aaron Rodgers, Sara Bell 3 points, John Smith 2 points, Ella Fitzgerald 1 point
  - o Once all ballots have been read off, counters should add up the total score for each contestant
  - o Review the total points for each contestant for each ballot counter
    - If there is a discrepancy between the ballot counters, review and read each ballot again
  - o If there is a tie for first, second, or third place, the Chief Judge will open the tiebreaker judge's ballot
    - On the tiebreaker ballot, look for the contestant names that are tied
    - The highest ranked contestant on the tiebreaker ballot wins the tie
6. Once the first, second, and third place contestants are determined, the Chief Judge will:
- a. Record the names of the winners in reverse order on the Results Form (Item 1168) and gives to the Contest Chair (or Contest Toastmaster)
    - i. Mark "yes" or "no" if there were any time disqualifications
  - b. Record the ranking of all contestants on the Notification of Contest Winners form (Item 1182) and submits to the Contest Chair of the next level
    - i. Include names of any disqualified contestants – indicate they were disqualified to due time (or any other issue)