

When You are the Ballot Counter

Objective

- Count ballots for Best Prepared Speaker, Best Evaluator, and Best Table Topics Speaker.
- Serve as the tie-breaking vote (if necessary).
- Prepare the award certificates/ribbons and give them to the Toastmaster when requested.

Before the Meeting

Prepare and practice your introduction using the Sample Introduction as a guide.

During the Meeting

- Introduce your role when called upon (15-30 seconds).
- Collect and count the votes. **In the case of a tie, you must cast the deciding vote.**
- Fill out the award certificates/ribbons with the winner names and date. Hand the awards to the Toastmaster when requested.

After the Meeting

- Destroy the votes.

Sample Introduction

“Thank you, Madam Toastmaster. Today I will be serving as Ballot Counter. During the meeting we will be voting for Best Prepared Speaker, Best Evaluator, and Best Table Topics Speaker. I will be responsible for collecting and counting the votes and reporting the results to the Toastmaster at the end of the meeting. I will vote only in case of a tie.”

Keys to Success

- Be prepared for your speaking opportunities. Use sample wording provided as a guideline, but don't read it word for word. This will ensure that your introduction and report are
 - concise so that the meeting stays on schedule and
 - clear so that our guests understand what is going on.
- Maintain the confidentiality of the voting. Do not say anything to indicate how close the vote was or that there was a tie. Simply announce the winners in each category.
- Present the ribbons and traveling trophies in the order of:
 - Best Table Topics
 - Best Evaluator
 - Best Speaker