



## Ballot Counter Guide

### Responsibilities

The Ballot Counter collects and counts the votes for Best Table Topics, Best Evaluator and Best Speaker, Best Program Manager and collects written comments to the Speakers.

- Vote only when needed to break ties.
- Collect comments for speakers program managers and distribute them after they speak or complete their role.
- Add one point for each Table Topic speaker who uses the “Word of the Day” (Please collect this information from the Grammarian during the break scheduled before the speaking portion of the meeting”)

### Script

“ Thank you, Mister/Madam Toastmaster, Fellow Toastmasters, and welcome Guests!  
As Vote Counter, I will collect and count the ballots (hold up a ballot as an example) when the audience votes for Best Speaker, Best Table Topics Speaker, Best Evaluator, and Best Program Manager.

I will not cast a ballot myself, except in the case of a tie, in which case I will cast a vote to break the tie.

I will not announce a tie vote, but will cast one when there is a tie.

For Table Topics speakers who use the “Word of the Day”, I will add an extra vote.

At the end of the meeting, I will announce and award ribbons to the winners of the votes.

The ballots also have space to write comments to each speaker, evaluator and Table Topics participant. Please place comments in the containers and I will deliver them to the appropriate speaker.”