

CONQUERORS GUIDE TO SERVING AS VOTE COUNTER

Before the Meeting:

1. Confirm your attendance at meeting when you receive email/phone call from General Evaluator.
2. If you can't attend, locate a replacement, and advise the General Evaluator who it is.

Monday Before Leaving For the Meeting:

1. Assemble writing paper and pen/pencil (take a spare), and take with you to the meeting.

Monday shortly before the meeting:

1. Arrive by 6:20.
2. Advise the General Evaluator you are present and ready to serve.
3. Sit at the back table either to the far left or far right (Timer and Ah Counter sit in the two middle seats).

Shortly before meeting and during dinner:

1. Make sure you know who all the member attendees are. Seek help from more experienced members if necessary. Or go up and introduce yourself.
2. Make sure you have the following ribbons before you: Best Speech; Best Evaluator; Most Improved; Best Table Topic; Bull's Eye; and Ice-Breaker ribbons (as many as there are ice-breaker speeches scheduled). Get with Sergeant-At-Arms if you don't have the ribbons.
 - a. Write the date on each ribbon on the slip of paper on the back.
 - b. If there are any ice-breaker speeches scheduled, go ahead and also write those names on Ice-Breaker Ribbons in addition to the date.

When introduced by the Toastmaster (which will be after dinner):

1. State something like the following:

I will be the vote counter. As such I will collect your vote slips for Best Speech, Best Evaluation, Best Table Topics, and Most Improved. I will tabulate the votes and prepare the ribbons for the awards presentation.

Slips for these votes are included upon the (white or yellow) perforated sheets provided at each of your places. In filling out the vote slips, please do not include your name.

Please note that these sheets also include spaces for you to write comments to each speaker, to the Toastmaster, to the General Evaluator, and to the Table Topics master. Please take time to fill out your comments on these slips for each of these roles. For the speakers, these comment slips provide extra feedback in addition to the oral evaluation. For the other roles, they provide the only formal feedback.

Unlike the vote slips, the comment slips should be signed. This is to allow the speaker to follow up with you if he or she does not understand the comment. The signing also helps to keep the comment slips positive and supportive, in the same manner as oral evaluations are presented.

I will come around the room at certain intervals with this basket (show). Please deposit your vote slips and comment slips in the basket at those times.

Back to you, Mr. Toastmaster.

During the Meeting:

1. Collect and/or distribute comment slips, and collect vote slips, at least at the following times;
 - a. Just after the call for votes on Best Table Topic.
 - b. Just after the call for votes on Best Speech.
 - c. Just after the call for votes on Best Evaluator and Most Improved.
 1. Also at this time make sure you get the evaluators' vote for Bull's Eye Award.
 - d. You may also collect and distribute comment slips at other times if you wish.
 1. Note: do not read the comment slips, beyond what is necessary to figure out to whom they go.

2. As you go along throughout the evening, separate out the comment slips and distribute to the appropriate recipients. You don't want to have to do this towards the end of the meeting, as you will have little time to calculate the Best Evaluator and Most Improved awards once that vote is called for.
3. Immediately after collecting votes on Best Table Topic, go ahead and count those votes.
 - a. Sort the votes into piles for each person receiving a vote (or keep a running tally on your paper, whatever is easiest for you).
 - b. Then count the piles and determine who received the most votes
 - c. If there is a tie, you break the tie.
 - d. Write the winner's name on the back of the ribbon.
 - e. Put your calculating paper away and the vote slips away where no one else can see them. No one but you is to know any of the following:
 1. how many votes anyone got
 2. how close (or not close) it was
 3. who the second and third and fourth place persons were
 4. that you had to break a tie
3. Immediately after collecting votes on Best Speaker, go ahead and count those votes.
 - a. Same procedure as above, concluding in writing the name on the ribbon and hiding the slips and your paper.
4. Immediately after collecting votes on Best Evaluator and Most Improved and Bull's Eye:
 - a. Same procedure as above, concluding in writing the name on the ribbons and hiding the slips and your paper.
 - b. Note: you will have to do this quickly. That is why you must do sorting of comment slips and calculation of the other awards before the call for the vote on Best Evaluator and Most Improved. If at this time you still have some comment slips, put those aside and don't worry about them again until after you've delivered the ribbons to the Club President.
 - (1) the time you have to do this is the amount of time it takes for the General Evaluator to call on the ah counter for the ah counter report, to call on the grammarian for the grammarian's report, and to give the General Evaluator's general evaluation of the meeting. It is best for the President to have the ribbons in hand before retaking the lectern from the General Evaluator.
 - c. Make sure all ribbons have winners' names and the date.
 - d. Sort the ribbons in the following order, top to bottom:
 - (1) Ice-Breaker Ribbons
 - (2) Most Improved
 - (3) Bull's Eye
 - (4) Best Table Topic
 - (5) Best Evaluation
 - (6) Best Speech
 - e. Deliver the ribbons quietly to the Club President (if you aren't able to quite finish before the Club President retakes the stand, then deliver them to the Toastmaster, who will then hand them up to the Club President at the lectern).
 - f. Come back to your seat. If you have any comment slips still remaining, finish sorting and distributing them.
 - g. Take your calculating paper and the vote slips with you when you leave the meeting. Don't throw away at the meeting where a Toastmaster might find them in the trash. Throw away at home or back at your office.
 - h. REMEMBER:
 1. No one else is to know who came in second, third, or any other place; whether or not the vote was close; whether or not any specific person other than the award winner got any votes; and whether or not you had to break a tie. You are sworn to secrecy on these issues.
 2. Also, you do not say anything to anyone about what any person wrote on their comment slip—that is strictly between the person writing the comment slip and the person receiving the comment slip. As noted above, you should not read the comment slips beyond whatever is necessary to determine who gets the comment slip. Again, you are sworn to secrecy on these issues.