

## **WHAT DOES A BALLOT COUNTER DO?**

If you are helping us as a Ballot Counter then your main job will be to collect and count ballots, similar to what you do in your club. We'll have two Ballot Counters at the contest. One of you will count while one of you reads off the ballots and the third will monitor. The Chief Judge will also monitor the count. Then you'll switch roles to confirm the results.

### **Ballot Counter's Briefing**

1. It is your responsibility to keep all information pertaining to the contest confidential. Do not discuss or share this information with the contest participants. Refer all questions to the Contest Chair.
2. The Chief Judge is the Chief Counter.
3. Chief Judge should identify location of judges (except Tie-Breaking Judge - to facilitate ballot collection.)
4. After each contest, collect all Judges Ballots and accompany the Chief Judge from the meeting room to count the ballots. (Do NOT attempt to collect Tie-Breaking Judges ballot.)
5. Do not consider any ballot that is incomplete, unsigned, or lists a tie.
6. To count, one counter will read the judge's name and his/her scores, by contestant. Give three points for first, two for second, and one for third. The second counter will re-cord the scores on the Counters' Tally Sheet (#1176). The third counter or Chief Counter will verify the information. Add all points twice. Refer to the Tie-breaking Judge's Ballot to break any ties. If needed, use Tie-Breaking Ballot to break all ties - even for those not being announced or receiving awards. Disqualified contestants will not be ranked.
7. The Chief Judge keeps all ballots and destroys them at home.
8. The Chief Judge will provide names of winners to Contest Chair.