# **When You’re The Vote Counter**

#### Before the Meeting

* Call the TM and confirm that you can attend the meeting and perform the responsibilities of the **Vote Counter**.
* If unable to attend, find a replacement and call the TM with the replacement’s name.
* Prepare for the meeting by practicing the description of your responsibilities aloud.

**At the Meeting**

* Let the TM know you have arrived.
* Get a copy of the Vote Counter Form. Be sure you understand how to use it.
* Check that ballots have been distributed.
* Sit at a table where it is easy to collect and count the ballots.

**During the Meeting**

* Called upon by the TM to explain duties:
  + Stand. Acknowledge TM, fellow TM’s and guest.
  + Explain duties:

*At different times during the meeting we are given the opportunity to vote for:*

Best Table Topics, Best Speaker, Best Evaluator

*Everyone should have a ballot on the chair or table for the purpose of casting a vote. If not, please raise your hand now to receive one. Guests are encouraged to vote.*

*The top section of the ballot is for the brief written evaluations for each speaker. Guests are also encouraged to write comments to each speaker. It may be helpful, after folding the ballot in half, to write what it is for on the outside. Please do not pass your ballots or tear the slips while anyone at the lectern is speaking.*

* Conclude with “TM”. Do not say “thank you”
  + Count votes during meeting. Make a note on the ballot of any speakers disqualified by the Timer. They are ineligible for the vote.
  + If there is a tie, recount the votes. If they are still tied, write both names on the Vote Form in the appropriate section.

As mentioned above, anyone disqualified by the Timer is not a candidate for the vote. The only exception to this rule is if the Timer disqualifies everyone; then all speakers are considered eligible once again if the TM of the meeting so indicates.