

Chief Judge's Briefing Script for Ballot Counters

1. Add **BALLOT COUNTER** before your name.
2. Remain on camera and muted throughout the contestants speaking.
3. When all the Contestants are finished, turn off your camera and wait for the Chief Judge to exit the main room into the "Breakout Room."
4. Select the "Breakout Room" icon at the bottom of your Zoom session to adjourn to the Sequester Room.

1. The **CJ** will review the Time Record Sheet to determine if any Contestant is disqualified based on time and hold the Time Record Sheet up to the computer screen for validation.
2. The **CJ** will also review all ballots for validity and will withhold any which are not properly completed. You have the right to validate any ballots by viewing the judge's e-mail on screen.
3. The **CJ** will announce the name of any Contestant who is disqualified based on eligibility before beginning the ballot counting.

4. Tally Sheet Review and ballot scoring:
 - a. Enter the names of all Contestants alphabetically by first name across the top, if not already done.
 - b. The **CJ** will show each ballot in order, to the Ballot Counters by sharing his/her screen:
 - c. Open the e-mail ballots, one at a time.
 - d. At the bottom of the Zoom screen, select "Share Screen" and select the ballot.
 - e. Each Ballot Counter will enter the name of the Judge on the left column and assign 3 points for first-place vote, 2 points for second-place vote, and 1 point for third-place vote.
 - f. After all **valid** Judges' ballots have been entered, tally the results.
 - g. The Ballot Counters will compare their results to ensure they agree.
 - h. The **CJ** and Counters confirm that all sheets agree. If they do not, the **CJ** will supervise a recount by:
 1. Returning to the first ballot viewed
 2. Verbally stating the rankings of each Judge, with Counters correcting their numbers and recalculating their totals
 3. Repeat until all Counter Tally Sheets agree.
5. After the results are tallied, the **CJ** will advise the Ballot Counters of any contestants disqualified for time.
6. If there is a tie, the Chief Judge will refer to the Tiebreaking Judge's ballot. Ballot Counters should verify the results form with the **CJ** before returning to the contest room.

7. Error in Announcement of Winners: Only the Chief Judge, Ballot Counters and Timers may interrupt the announcement of winners in case they are announced incorrectly.
 - a. **If you believe the results are incorrectly announced, calmly speak up, "Contest Master, may we please confer with the Chief Judge?" Return to the Breakout Room to discuss.**
8. All aspects of the judicial process are confidential. Judges scores and disqualifications must not be discussed with anyone. **Please destroy the tally sheet and keep all information confidential.**
9. Questions?