Timekeeper Form

For online meetings, this role is typically done while seated.

"The role of the Timekeeper is to provide speakers with signals for how long they have spoken. For example, I will describe the timing for Impromptus. When you have reached 1 minute, I will raise the green signal; at 1½ minutes, the yellow signal; and at 2 minutes, the red signal. If you do not make it to the red signal (2 minutes), or if you hear the bell, which I will ring at 2½ minutes, you will not be eligible to win for this segment of the meeting. Speeches and evaluations must reach the green signal, but not the bell, to be eligible to receive votes."

Impromptu Eligibility List those who made it to 2-minutes (the red signal)	**Speaker Eligibility** List speakers who made it to at least the green signal	**Evaluator Eligibility** List Evaluators who made it to at least the green signal

* ELIGIBILITY POINT (Members who exceed their time limit and get the bell are also **not** eligible to be voted for.)

Timekeeper Instructions

1. Wait for the speaker to clearly begin before starting the stopwatch.
2. When it is time to raise a signal, do it as quietly as you can, and hold it still, clearly facing the speaker.
3. **Do not lower a signal until the next signal is due.**
4. Do not try to warn the speaker if they are getting close to the bell.
5. If a speaker is "eligible," add their name to the correct column.

IMPROMPTUS

1 minute – green
1½ minutes – yellow
2 minutes – red*
2½ minutes – bell

BASIC speeches

3 minutes – green*
4 minutes – yellow
5 minutes – red
5½ minutes – bell

INTERMEDIATE speeches

4 minutes – green*
5 minutes – yellow
6 minutes – red
6½ minutes – bell

ADVANCED speeches

5 minutes – green*
6 minutes – yellow
7 minutes – red
7½ minutes – bell

EVALUATORS

1 minute – green*
1½ minutes – yellow
2 minutes – red
2½ minutes – bell

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