

TOWN OF FENWICK ISLAND, DELAWARE

Minutes of the December 4, 2015, Ad hoc Election Committee Meeting

Call to Order and Flag Salute at 9:30 a.m. by Chair Lee

Members in Attendance: Julie Lee, Chair, Vicki Carmean, Lisa Benn, Lynn Andrews, Mary Wright

Staff in Attendance: Town Clerk Poole

Public: Council Member Williams

INTRODUCTION: All members were introduced and welcomed to the newly formed Ad hoc committee. The committee would like to accomplish, first and foremost is a clear and concise fact sheet/information sheet to be included in the January newsletter. This information will then be added to create a rack card for public distribution. The card will include: 1) Who is eligible to vote, 2) How to register to vote, both in person or absentee and 3) How to vote, both in person and absentee. Our goal is to get more people registered to vote.

TOPICS FOR DISCUSSION AND POSSIBLE ACTION

- **Voting Regulation and Procedures:** Chair Lee stated that the committee needs to create a clear fact sheet on the process on how to register and vote in Fenwick Island.
 - The following information details who is eligible to register to vote, how to register, and how to vote.
 - **To Vote in Fenwick Island Elections:**
 1. You must qualify as a “Resident” or as a “Non-Resident”
 2. Be Officially Registered to vote in the Town of Fenwick Island.
 - **Who is Eligible to Register to Vote:**
 1. An Individual who is a citizen of the United States and age 18 on or before the date of the election.
 2. A Property Owner as of March 1st prior to the election.
 3. All residents of Fenwick Island, whether property owners or not, are eligible to register to vote.
 4. All non-residents listed on the deed are eligible to register to vote.
 5. Non-Resident Properties held in an Artificial Entity, such as trusts, LLCs, etc., are entitled to ONE VOTE, authorized by a Power of Attorney.
 6. Owners of multiple properties, resident or non-resident, qualify for ONE VOTE.
 - **How to Register to Vote:**

❖ In Person at Fenwick Island Town Hall:

1. Present completed voter Registration Form and proof of Identity, such as a driver's license OR Proof of residency, such as a lease.
2. Individuals must register by June 30th of the year of the election.

By Mail:

1. Submit completed Voter Registration Form and Photocopy of Proof of Identity, or Proof of Residency.
2. Completed registration application must be received by Fenwick Island Registrar by 4:30pm July 8th of the year of the election.

The voter Registration Form is available at www.fenwickisland.org, or by phone or by mail.

In Person:

1. At Fenwick Island Town Hall on the 1st Saturday in August, between the hours of 1:00-5:00pm.
2. Proof of Identity is required.

Absentee:

1. In Person – the **Official Request Affidavit for an Absentee Ballot** must be submitted to Fenwick Island Town Hall by NOON the day prior to the election in order to receive an absentee ballot.
 - Proof of Identity is required.
 - Notarization MAY be required
 - **Properly executed ballot** must be received prior to the close of the election, 5:00pm on the 1st Saturday in August.
- By Mail – the **Official Request Affidavit for an Absentee Ballot** must be submitted with enough time to process the request, mail the absentee ballot, and the **properly executed ballot** received by close of the election, 5:00pm on the 1st Saturday in August.
 - Proof of Identity is required
 - Notarization MAY be required
 - **Properly executed ballot** must be received prior to the close of the election, 5:00pm on the 1st Saturday in August.

The affidavit for Absentee Ballot is available to www.fenwickisland.org, by phone or by mail.

*Approved January 29, 2016
With corrections*

If you are casting the ONE vote for an artificial entity, you MUST present a notarized Power of Attorney from the legal entity, granting the authority to cast its vote. The Power of Attorney will be filed at Town Hall.

For additional information go to the Fenwick Island website, www.fenwickisland.org, or contact Town Hall at (302) 539-3011, or by mail at 800 Coastal Highway, Fenwick Island, DE 19944.

Old Business: none

New Business: Several members requested future topics:

- Recommendation to C&O in reference to renters voting.
- No deletions to the voters roll (unless property is sold).
- Multiple property owners vote.

Next meeting will be Monday, January 25, 2016 at 9:30 a.m.

Meeting adjourned at 11:45 a.m.

**Transcribed by Linda Poole, Town Clerk*