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**Election Board meeting  
Smyrna Town Hall  
Committee Conference Room  
27 S. Market St., Smyrna DE**

**March 19, 2025 – 2:00 PM**

### **Agenda**

1. Call to order

*The meeting was called to order by staff liaison Danielle Pope at 2:01 P.M.  
Danielle Pope and Beryl Cook were in-person present. Beverly Pickney, Daniel Young, Brooks Keen, and Yvette Sullivan were present via Zoom.  
There was one guest, Diana U, who joined via Zoom.*

2. Review and approval of the 4/25/2024 minutes

*Danielle briefed everyone about last year's meeting since everyone is mostly new. That summary is below.*

- *Meeting was held on 4/25/2024 and started at 1:03 P.M.*
- *In attendance were Richard Ruben, Beryl Cook, Shannon Pearson, Yvette Sullivan, and Danielle Pope.*
- *Everyone introduced themselves; Richard and Beryl have been on the board since about 2010 while Shannon and Yvette were new.*
- *Brief discussion on their role after the election*
- *Richard Ruben has been chairperson for a while and was voted as chairperson again.*
- *They wanted a round or square table to be provided so they could tally the absentee ballots and emphasized that they are the only ones who can open the ballot box.*
- *Danielle and Shannon would go to the Dept. of Elections in Dover and verify the machines.*
- *The Board decided to arrive at 7:30 P.M. and would need one (1) tally sheet each to verify the absentee ballots.*
- *There was discussion on whether board members could notarize absentee ballots.*

- *There was discussion on whether or not a substitute should be looked for in case Ann couldn't make it. She wasn't able to come to the meeting. The subs that the Town did have, all moved.*
- *It was emphasized that no one but the Election Board, poll workers, and Town staff be allowed in the room after 8 P.M.*
- *Rate of pay would be \$75/meeting.*

*Danielle concluded that this was the summary of last year's meeting and the minutes and asked if everyone approves of it. The minutes were approved unanimously. Danielle said that the rate of pay this year is also \$75/meeting. The board members are considered Town employees, so they will receive W2s next year for working this year. She let them know that she'll reach out to each of them so they could start the process of being added to the Town's payroll system. Beryl and Yvette didn't need to be added since they've already been part of the board before.*

### 3. Introductions

*Danielle introduced herself followed by Beryl Cook, Daniel Young, Yvette Sullivan, Brooks Keen, and Beverly Pickney.*

### 4. Discussion on roles and the election

*Danielle explained that last year's chairperson was Richard Ruben, but he was not sworn in for this year and so a new chairperson would be needed. Beverly Pickney volunteered. Danielle asked if anyone wanted to be vice chairperson. Yvette Sullivan volunteered. Danielle asked everyone if they were good with that. All voted in favor.*

*Danielle then went on to explain what is expected of the Election Board. She had packets prepared for them, but did advise that the ordinances for the Election Board were last updated in 2004, and a lot of the requirements for them are no longer necessary and the Town Clerk/rep handles; things like affidavit for absentee ballots, absentee ballots, reviewing and keeping the poll books, being in the election room during the election, preparing needed items for the Election Board so they can count ballots.*

### 5. Other election business

*Beverly asked about the absentee ballot process. Danielle explained that there is an affidavit that is completed first. That can be emailed, picked up, mailed. Then the absentee ballot and associated envelopes are either mailed or dropped off to the resident's address or meeting location. Sometimes the resident will stop by Town Hall, and everything will be completed then. This is why the Town rep handles them now, because an Election Board member isn't always available immediately. Beverly said she could be more involved with this process. Yvette said she could also help.*

*Beverly asked how the election works. Danielle explained that the Dept. of Elections group drops the machines off Monday evening before the election. The following morning, the building is opened up around 6:00 A.M. by Danielle, who picks up breakfast. The Dept. of Election reps come between 6:15-6:30 A.M. to set up the machines and the poll workers start to filter in around 6:30 A.M. The doors open at 7:00 A.M. for the election and closes at 8:00 P.M. Typically if there are discrepancies, Danielle fills in as the Election Board rep to determine if the person(s) can vote. If someone from the Election Board would like to join, they are more than welcome, but typically the Board members don't need to show up until about 7:30 P.M. After the polls closed, the room is closed to everyone except the reps from the Dept. of Elections, the Town rep(s) working with the Election Board, the poll workers, and the Election Board members. While the Election Board sits at a table counting the tallies on the machines and from the ballots, everyone else is working to clean up. After the tallies are taken and the Election Board are all in agreement, the chairperson will go into the lobby and outside to let everyone know that the numbers are about to be read. The chairperson will then announce the winner and how many votes they received. Sometimes it is asked of them to provide all names and votes received.*

*Daniel asked what time they need to arrive on election day. Danielle let him know that in the past, members started showing up at about 7:30 P.M. However, they were more than welcome to join for the whole day or just a partial day. Beryl told everyone that many years ago they were asked to be at the election for a partial day, starting after lunch. She said it hasn't been like that for five or six years now. Beverly said that she would maybe come for a partial day.*

*Beryl asked for the room to not smell of food this year. She mentioned that the last two years the room smelled of the food that was had for dinner. Danielle said she can try to make sure the room doesn't smell of food and that the food is removed before the Election Board shows up. Beryl asked when dinner is served. Danielle said it varies, but usually between 5:00-6:00 P.M. [a note added after the meeting – this can be difficult because anyone who is part of the election staff is typically not allowed to leave the room once the election begins except to use the bathroom].*

*Beryl said that no one on the Election Board should go to candidate talks because it'll be a conflict of interest. Danielle mentioned 'meet the candidates' night' but Beryl said even that night they shouldn't go because it's still a conflict of interest. Danielle concerned and reiterated to the members on Zoom that they should avoid any meetings or conversations with the candidates. Beryl said they need to stay neutral.*

*Danielle asked if there was anything else they wanted to talk about, get clarification on, etc. No one had anything. Danielle let them know that she had packets for them and can keep them for pick up, hand out at the next meeting, or mail out. Both Yvette and Beverly said they'll pick theirs up. Daniel asked if his could be mailed out.*

*There was a brief question about another meeting. Danielle said that can happen, just let her know of a day because the agenda has to be posted a week prior. Beverly said she would read the packet to get a better understanding and then work on another date.*

*There was nothing else for discussion, so Danielle asked if they wanted to adjourn.*

6. Adjournment

*The meeting was adjourned at 2:26 P.M. All were in favor.*

Posted 3/12/2025 at 4:30 PM (#1)

NOTE: This agenda, as listed, may not be considered in sequence. This agenda is subject to change to include additional items, including Executive Sessions, and/or deletion of items, including Executive Sessions that arise at time of meeting.