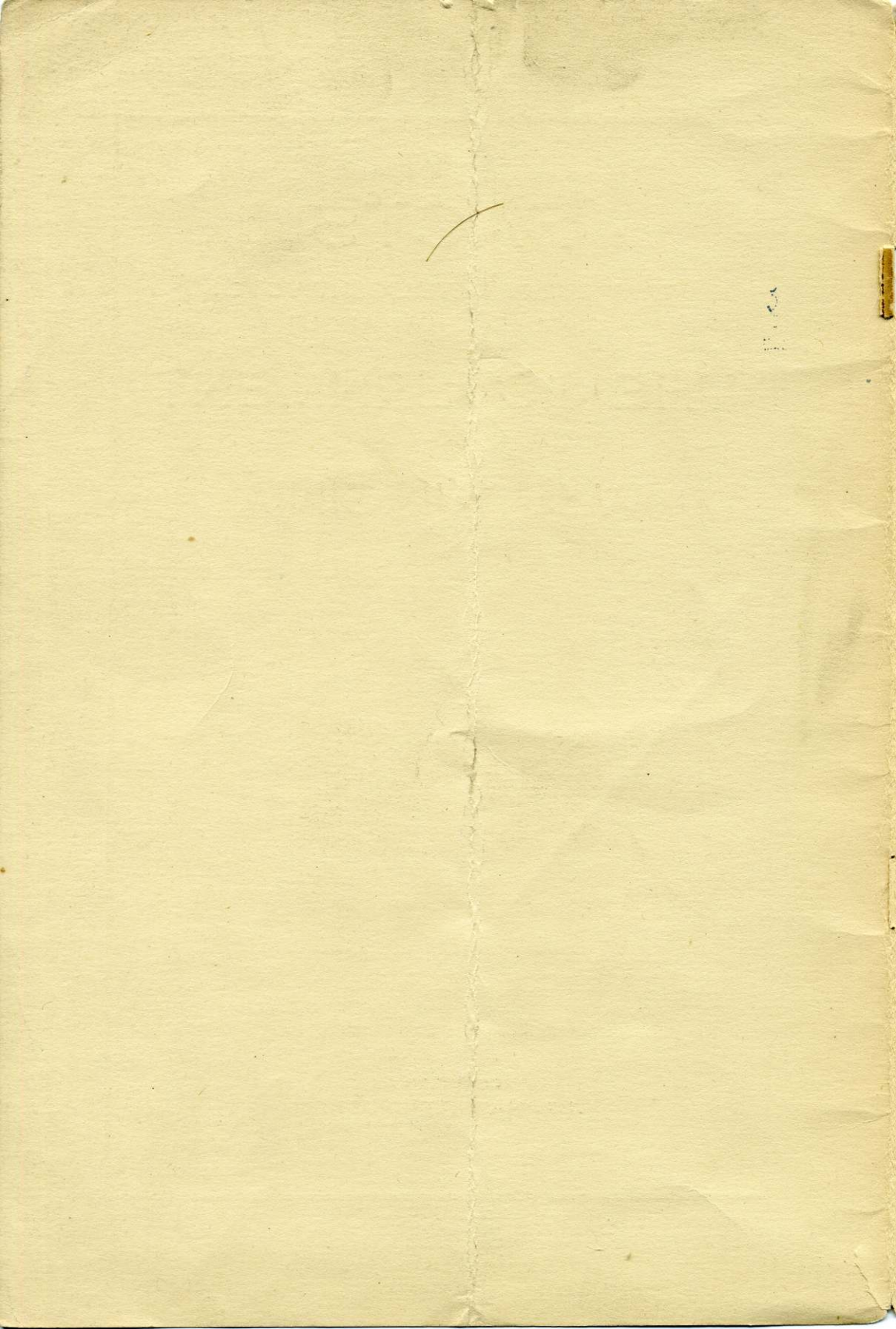


P432

FACTS
THAT EVERY INTELLIGENT VOTER
SHOULD KNOW ABOUT
THE GOVERNMENT
OF
WEST VIRGINIA



COMPILED BY
DR. HARRIET B. JONES



FACTS
THAT EVERY INTELLIGENT VOTER
SHOULD KNOW ABOUT
THE GOVERNMENT
OF
WEST VIRGINIA



PRICE, INCLUDING POSTAGE, 50c PER COPY

COMPILED BY
DR. HARRIET B. JONES

FACTS

THE GOVERNMENT

WEST VIRGINIA

PRINTED AND BOUND FOR THE

DEPARTMENT OF COMMERCE

FOREWORD

Efficiency in government can only be reached by the voters becoming familiar with the active operation of our government from Washington, down to the municipalities. Basic facts must be studied and understood, before there can be effective participation in government.

When suffrage was granted to women, many questions arose in their minds, concerning our government. Abundant information in concise form was to be found about the federal government but nothing of a like nature about our own state government. In answer to these questions I began to compile the lessons contained in this pamphlet, hoping it might meet the need of many voters desiring this information.

These short lessons on the government of West Virginia are prepared not only for study and discussion by women's organizations, students in schools and colleges, but also for use by individuals and at home with the members of the family.

It has been no small matter to get this information together in concise form, but I shall consider the time well spent if it will help to make a more intelligent electorate.

Miss Hettie Hazlett has kindly permitted the use of part of her address on "Taxation," given before the Convention of "The League of Women Voters," 1921.

The sources of information are as follows:

West Virginia Code, 1916. Barnes.

Acts of the Legislature, 1917, 1919, 1921, regular and extraordinary sessions.

The General Election Laws, 1922 edition.

West Virginia Educational Directory, 1921-1922.

Semi-Centennial History of West Virginia. Callahan.

West Virginia Legislative Hand Book and Manual, 1921. Harris.

Glendale, W. Va., Sept. 1, 1922.

HARRIET B. JONES, M.D.

CONTENTS

	Page
Constitutions.....	5
State Seal.....	5
State Flag.....	6
Territorial Divisions.....	6
Registration.....	7
Primary Law.....	9
General Elections.....	14
Executive Department.....	18
Counties.....	21
Magisterial Districts.....	2
Precincts.....	7
County Officers.....	21-27
Municipalities.....	27
Legislature.....	29
Senatorial and Delegate Districts.....	31
Federal and State Courts.....	32
Jurors.....	34
Schools.....	39
Humane Institutions.....	39
Boards.....	39
Commissions.....	39
Departments.....	40
Bureaus.....	40

Lesson 1.

CONSTITUTIONS OF WEST VIRGINIA.

The **First Legislature** of West Virginia was organized on January 20, 1863, the state's natal day and the first governor and other state officers were inaugurated at Wheeling, the first capital.

The **First Constitution** was framed in Wheeling in 1863, containing the fundamental laws governing the state, and later adopted by the people March 2, 1863. April 20, the President issued his proclamation by which, on June 20, 1863 West Virginia became the thirty-fifth state in the Union.

A **Second Constitution** was adopted in 1872 which is still in force.

An **amendment** to the constitution can be proposed in either house of the Legislature and if passed by both houses, it must be submitted to the people for ratification or rejection at the next general election. If a majority ratifies it shall become part of the constitution.

The constitution may also be amended by a constitutional convention called by the Legislature after a majority vote of both houses providing for a vote of the people on the question of calling a convention. If a majority vote for a constitutional convention, all acts and ordinances of such convention shall be submitted to the voters of the state for ratification or rejection.

The subjects treated in the constitution are as follows.

Relation to the federal government, the state, bill of rights, elections, and officers, division of powers, Legislature, executive department, judicial department, county organization, taxation and finance, corporations, education, land titles, amendments.

In recent years there have been many expressions in favor of a constitutional convention to prepart a constitution more adequately adapted to present conditions and needs.

The constitution and statutes of West Virginia may differ widely from those of other states, but they must conform to the federal constitution and statutes which are also in force in this state. We can do as we please in purely local affairs if it is right in itself or not against common law, but we cannot make laws which conflict with the federal law.

Some federal measures become laws without the concurrence of state legislatures and others must be ratified by a certain number of states before becoming a law, such as the Prohibition and Suffrage Amendments.

THE GREAT SEAL.

The Legislature of West Virginia, at its first session in 1863 adopted the seal as used for state purposes. It is two and one-half inches in diameter.

The obverse side bears the legend, "The State of West Virginia," which, with the motto, "Montani Semper Liberi"—"The Mountaineers are always free"—is inserted in the circumference. In the centre is a rock with ivy, emblematic of stability and continuance, and on the face of the rock is the inscription, June 20, 1863, the date of the foundation of the state.

The reverse side is encircled by a wreath of laurel and oak leaves emblematical of valor and strength. On both sides are many devices emblematic of leading characteristics, productions and pursuits of the state, with the motto, "Libertis, et Fidelitate"—"Freedom and Loyalty."

The words "seal" and "coat of arms" have practically the same meaning in the United States. When the design is impressed upon state papers and public documents, it is referred to as a seal, and when it is used for illustrative purposes, or on flags, it is usually called a coat of arms.

THE STATE FLAG.

The West Virginia State Commission at the St. Louis Exposition, found it necessary to adopt a flag and special design to distinguish West Virginia from other states of the union, so they designed a flag, which design was ratified by the Legislature the following year. The field is pure white with a border of blue and orange. On the obverse side is the coat of arms of the state, with the motto and beneath on a scroll, the legend "State of West Virginia." On the reverse side sprigs of rhododendron, the state flower.

The flag of the state is to be employed on all occasions where a special display of the State's individuality shall become necessary or be regarded as appropriate.

Lesson 2.

TERRITORIAL DIVISIONS OF WEST VIRGINIA FOR GOVERNMENTAL PURPOSES.

The **Counties**—55 in number, are the largest divisions of the state for self-government and are created by the Legislature, for two purposes:

1. Subdivision of the state for administration of justice, for elections, for representation, for taxation and for enactment of state laws.

2. Area for self-government. The county officers are agents for both state and local business.

Counties vary greatly in size and population.

The **County Seat** is the town or city where the county offices are located and circuit court is held.

COUNTY OFFICERS.

Elective.

Sheriff.
Prosecuting Attorney.
Circuit Clerk.
County Clerk.
Surveyors.
Assessors.
County Superintendent of Free Schools.
Commissioners of County Court.

Appointive.

County Road Engineer.
Health Officer.
Coroner.
Overseers of Poor.
Sealer of Weights and Measures.

Magisterial Districts are named divisions of the county, no less than three or more than ten nearly equal in territory and population, created by the county court, which may increase the number of districts or change the boundary lines as necessity may require.

Elective officers vary in number according to population.

Justices of the Peace.

Constable.

Board of Education.

Precincts are created by the county court, who may change the boundary lines and divide them into two or more, or consolidate. The precincts are numbered and shall not contain more than two hundred and fifty qualified voters and each precinct shall have a voting place.

LEGISLATIVE REPRESENTATION.

State Senatorial Districts. The 55 counties are grouped according to population into 15 districts for the election of 30 senators, who serve four years.

State Representative Districts. 55 in number. Each county has one or more representatives, according to population. They serve two years. Now number 94.

Congressional Districts. Six in number. Congressmen serve two years.

United States Senators. Two in number. Serve six years. Elected by all voters of the state.

Lesson 3.

REGISTRATION.

The County Court at a regular or special session, the first Monday in March, presidential year; in other years, the first Monday in May, when a general election is to be held, appoints two **registrars** for each voting precincts, one each for the two predominant political parties.

The county committee from either political party may request in writing, the appointment of a qualified voter of their party and the court shall appoint such person named as registrar. No person is eligible for appointment who has been convicted of felony, or, who hold an elective or appointive office, or, who is an employee under the laws of West Virginia or the United States, or is a candidate at the coming election.

He must be a qualified voter from the precinct for which he is appointed and must read and write the English language.

Such registrars must take an oath to support the constitution of West Virginia and the United States and to perform their duties to the best of their ability, and that they are regular members of the party for which they were appointed. Such oath to be filed in the **office of the clerk of the county court.**

The county clerk notifies the registrar of his appointment giving the name of the other registrar. If for any reason one registrar re-

fuses to act or cannot act, the other registrar may make or complete the registration.

The county court shall prepare suitable books and blanks for the registration of voters which the county clerk must distribute to the registrars.

Who Entitled To Vote. Every person shall be registered who will be entitled to vote at the first election occurring after the registration by reason of his arriving at 21 years of age before the time or having resided in the state one year and in the county sixty days, provided he is otherwise qualified. He must be a native or naturalized citizen.

The commissioners of every election shall allow only those to vote whose names appear upon the registration books furnished by the clerk of the county court, or who present a proper certificate of transfer, and in a primary election, who shall have registered as a voter of a particular party.

1. The **registrars** shall meet on the first Monday in April in presidential year and in other years, the first Monday in June, and proceed to register the names of the qualified voters in their precinct. The registrar shall enter, first, the number; second, name of person, giving Christian and surname; third, color; fourth, political affiliation; fifth, age; sixth, place of birth; seventh, time of residence in precinct, county, state; eighth, if naturalized, date of paper and court by which issued; ninth, date of registration; tenth, place of residence.

2. After having completed their registration, they sit together for two days at some convenient place for amending, correcting and completing their registration and shall give notice of time and place of such sitting, on the first Monday in May, presidential year, and in other years, the first Monday in July. The books are open for public inspection and all qualified voters who have not registered may register then. The registrars shall sign and return the books to the county clerk on or before the second Monday in May, presidential year and the second Monday in July all other years. Any person desiring a copy of the registered voters shall request the same of the registrars who shall make and deliver such copy for one cent a name.

3. The county court convenes on the first Monday of the month next preceding any and every election, including the primary and general election, and on the fifth day preceding any special election to examine the returns of the registrars, striking from the list those not entitled to vote and adding those who are qualified voters.

4. Twenty days before any general election the county court transmits to the registrars the books of registration to correct and complete, notice to be given as to time and place of sitting. Books open for inspection and those not registered may be added. The registrars make out two alphabetical lists of voters entitled to vote in their precinct, sign and return to the clerk of the county court within three days of sitting.

5. **Last Opportunity for Registration.** The county court meets on Tuesday preceding election for the purpose of adding to the list of voters any person who has not been registered and makes appli-

cation. They sit no longer than two days and no one shall register after that time, nor be allowed to vote unless registered. In a special election it is unnecessary for the registrars to list voters, but the county court sits four days preceding each special election and adopts the registration made by the registrars at the next preceding election, striking out those not entitled to vote and adding those entitled to vote.

Fees of Registrars. Each of the registrars shall receive a fee of 10c for each name registered by them and \$2.00 a day for each day of sitting, payable out of the county treasury. If a registration is made necessary by the calling of a special election they are paid by the board or body calling such election out of any fund at their disposal.

Transfer Certificate. On removal to another precinct a voter may obtain from registrars or county clerk a certificate of transfer which he must present to the commissioner of the precinct where he desires to vote. No certificate shall be issued later than the Saturday preceding election.

The **registration books** filed with the county clerk by the registrars shall be delivered by him to the election commissioners of the respective precincts, except in case of special election, when the county clerk shall furnish a certified list of the voters of the precinct as listed and registered by the county court for such special election, for which list he receives two cents a name for each copy furnished, payable by the county court out of the treasury of the district wherein is held such special election. The commissioners of election shall return the registered books to the county clerk and at the end of one year from the date of such general election, he shall destroy them by fire.

Not Applicable to Municipal Elections. The law-making power in any city, town or village may change the time of making registration and the returns thereon, and the duties performed by such municipal authorities as may be named in such ordinance or act.

Lesson 4.

THE PRIMARY LAW.

General Elections are held every two years, one in each November of the even numbered years.

The Primary Election the Most Important. All persons to be elected in November of any year, with exceptions, are to be nominated at a direct primary election preceding a general election.

Good Government through law abiding and law enforcing officials, can be assured only, when the best citizens go to the primary, so that none but good men may be nominated for any party. **It is your duty to go to the primary.** Party principals are set forth in the platforms of conventions whose delegates are elected at the primaries. It is a deplorable fact that the primaries are not recognized as the most important of all elections, with the result, that when November comes, the well-meaning voter goes to the polls to learn only too often, that he must choose which is the least objectionable candidate, all of whom

are unqualified, instead of one who would have been fit and trustworthy, who, by attending the primary, you might have put in by your vote. So if you cannot attend both elections, you can serve your government best by work in the primaries, not yet perfect, but more democratic than convention methods.

Time. Primary elections shall be held in each election precinct of the state on the last Tuesday in May, preceding an election for President of the United States and in all other years, the first Tuesday in August, preceding any general election. The time for holding this shall be published for two successive weeks, in two newspapers of the two opposite political parties which polled the largest number of votes at the election preceding the date of the primary. The secretary of state shall prepare and publish such statement, to be paid by the county court. The time for holding primaries for municipalities is fixed by charter or ordinance of the respective municipalities, but they must not be held on the same day as the general primary.

A Political Party is an affiliation of electors representing an organization which at the last preceding election, polled for its candidate for governor, not less than one per cent. of the total votes cast.

Officers of Election. The county court of each county shall hold a regular or special session at the courthouse on the second Tuesday of the month preceding the month in which the primary election is to be held. They shall appoint three commissioners and two poll clerks for each precinct in the county who shall be voters of such precinct. They must be persons of good character and standing and not addicted to drunkenness, selected from the two political parties which cast the highest number of votes in the last election, and not more than two commissioners from the same party and the poll clerks, one from each political party.

The executive committee of either political party may name the commissioners and clerks. The list of commissioners and clerks shall be published in the two newspapers of general circulation prior to such general primary election.

No person is eligible for commissioner or poll clerk who has bet on the election, has been promised an appointment from any candidate, or is to receive money for any salary, fees or emoluments of office.

If any election officer fail to appear at the hour appointed, the remainder of the commissioners may elect a commissioner or clerk of the same political party of the absentee; or, the qualified voters of the political party of the absentee may nominate a voter and such nominee shall be appointed. If none of the election officers appear, the qualified voters present may elect three commissioners and two poll clerks by a viva voce vote.

Each commissioner and clerk must take an oath to faithfully and honestly discharge his duties at the primary election and the oath shall be written or printed on the poll book and two copies shall be supplied for each voting precinct. Said oaths may be taken before any person authorized to administer oaths and if no person is

present, they may be administered by the commissioners in turn and to poll clerks by the commissioners.

Candidates get their names on the ballots by filing with the secretary of state, if an office filled by the voters of more than one county, or with the clerk of the circuit court, if for county or subdivision of county, a certificate declaring himself a candidate for the nomination of such office. Such announcement shall be signed and sworn to by the candidates and his certificate shall be filed not less than 30 days before election day. Within 30 days before day of primary election, the secretary of state or the circuit clerk, as the case may be, shall arrange all the names of the candidates who are entitled to have their names on any political party ballot, and the secretary of state shall certify the same under his name and the lesser seal of the state, file the same in his office and transmit a duplicate copy thereof by registered mail to the clerk of the circuit court of each county in which the candidates are to be voted for. He shall post a duplicate of such lists in his office and keep the same posted until said primary has taken place.

Ballots. There shall be separate ballots for candidates of each political party on different colors of paper and sufficiently thick that the printing cannot be seen on the back, selected by the secretary of state. On the ballot shall be printed the name of the political party followed by the word ballot and under this two blank lines followed by the words "poll clerks." Sample ballots the same.

Arrangement of Names on the Ballot. First column; National President, United States Senator, Representatives in Congress, Delegates to national convention. Second: State and all offices filled by voters of a political division greater than a county, including the state executive committee. Third: County officers, members of house of delegates, congressional, judicial and senatorial committeemen. Fourth: Magisterial districts, county executive committee.

Board of Primary Ballot Commissioners. The clerk of the circuit court and one member of each of the two dominant political parties, named by the county executive committee meet on the second Tuesday of the month preceding the primary. At least 25 days before the holding of the primary election the primary ballot commissioners of each county shall prepare a list of candidates and publish the same in a newspaper of general circulation. They shall have the official ballot to be used at the primary election printed and distributed. The number shall be twice the number of votes cast by such party at the last election.

Election Supplies. The clerk of the county court must deliver to the said commissioners, a certified copy of the list of registered voters for their respective precincts. Also, the affirmation books used at the preceding primary election, blank affirmation book for signing names alphabetically with residence, street and number, and poll books bearing upon the page of each, the following head: Names of persons voting for candidates at precinct number in the district of in the county of this day of in the year Said books shall have columns headed respectively, "Number of voters Name of voters Residence of vo-

ters Party affiliation." Each clerk shall list the name of each voter in the poll book. The clerk of the county court shall furnish proper booths and ballot boxes as provided at general elections and whatever else may be necessary.

Time Polls Open and Close. At all primary elections the polls shall be opened at 6:30 A. M. and close at 6:30 P. M., eastern standard time, and must be conducted in one room at the regular voting place in each precinct. A proclamation is made at the time of opening and closing, and no one shall vote before or after.

Voting, Method of Procedure, Oath. On entering the election room the voter announces his name. If registered or transferred he signs his name and place of residence in the book of the party whose ballot he wishes to cast. This book is paged alphabetically and at the top of the page an oath as follows. "The undersigned do each for himself severally swear and affirm that I am a qualified voter of the party, and am a duly qualified resident and voter in precinct No. of district county, West Virginia, and reside at the place designated opposite my name signed hereunder; that the one ballot which I am about to cast will be the only primary election ballot cast this day by me; that I have neither received nor do I expect to receive anything of value for myself or another, given or promised with the manifest intent to influence my vote or the vote of another or others at this time." Having signed he will be allowed to cast the ballot of the party named in the oath.

The poll clerks shall write their names on the back of the official ballot and deliver it to the voter, who shall have but one ballot unless it is returned spoiled. In that case, he will return the spoiled ballot which the clerks shall immediately destroy and deliver to him another ballot in the same manner as the first one. The voter without leaving the room retires alone to a booth or place prepared for the purpose, and prepares his ballot. Any voter so desiring may receive assistance from the poll clerks in the presence of each other. After preparing the ballot the voter shall fold it so the face shall not be exposed, but so as to show plainly the name of the political party and the names of the clerks signed thereon.

Marking the Ballot. Make a cross on the left and opposite the name of each and every candidate you desire to vote for. Notice the number to be voted for under each heading for if you mark more names than persons to be elected to an office your ballot will not be counted for that office.

The voter shall then announce his name and present his ballot to the commissioner of his party who shall hand the same to another election officer who shall deposit it in the ballot box. The poll clerks shall then enter the name of the voter on their respective poll books and number the same in the order in which the ballot was cast. The voter shall retire immediately from the election room and beyond the sixty-foot limit and shall not return except by permission of the commissioners.

Ascertaining the Result of the Election When one election board.. **First:** All ballots remaining not voted shall immediately be destroyed, before the ballot box is opened. **Second:** The commis-

sioners shall ascertain from the affirmation book the total number of ballots of each party cast. **Third:** The ballot box shall be opened and one of the commissioners shall take one ballot at a time and in the presence of the other officers whose political party's ballot it is shall read the result of the vote on such ballot for each office and hand the ballot to another of the commissioners differing in politics, who, if satisfied it was read correctly shall string the same on a thread. The ballots of each party shall be strung on separate threads. Each poll clerk shall keep an accurate tally of each ballot of each party on tally papers which shall be provided so as to show the number of votes received by every person for any office. The ballots shall be counted as they are strung upon the thread and whenever the number counted for any party shall equal the number of votes entered upon the affirmation book of that party, any other ballot of such party shall be destroyed without unfolding or allowing anyone to examine the contents. **Fourth:** When the result is ascertained, the commissioners and clerks make out and sign four certificates for each party represented, of the votes of all candidates for such party and a certain form is followed and provided. Three of these certificates shall be sealed in separately addressed envelopes. **One** shall be posted outside the door of the polling place. **One** shall be sent to the clerk of the circuit court. **One** for each party shall be sent by registered mail to the secretary of state, not to include county or district offices, other than members of the legislature. All ballots voted for candidates of each party shall be sealed in separate envelopes and commissioners and clerks shall each sign his name across the seal. One commissioner shall be appointed to return to the clerk of the county court, the ballot boxes, the packages of ballots, poll books, tally sheets, certificates and all other returns of the election. To the clerk of the circuit court, a package containing one poll book, one tally sheet and one certificate of each political party. The affirmation books with all written affidavits made at said primary shall be placed in a strong and durable envelope, securely sealed by the officers of election and each commissioner shall write his name across the back of each envelope and deliver to the clerk of the circuit court, who shall deliver the affidavits to the foreman of the grand jury when next in session. Those making false affidavits shall be subject to the penalty, one to three years in the penitentiary. (See **Double Election Board** in Lesson 5).

County Court Canvassing Board. The county court meets on Friday next succeeding any general primary election and publicly, carefully and impartially ascertain the result of such election, the number of votes cast for each candidate of each political party for each office, the number of votes cast for him in each precinct and the total number in the entire county. They shall send certificates of the result to the secretary of state, clerk of the circuit court and clerk of the county court. If requested, a certificate to the county chairman of each political party. **Expenses** of the election are paid by the county court.

Nomination Otherwise Than by Primary or Convention. Candidates for public office may be named by a certificate signed by not

1000

less than 25 or more than ~~100~~ voters of political parties having national organization and having cast less than ten per cent. of the total vote cast for governor, at the last preceding election. Such certificates shall be filed not less than thirty days before said primary and with the same officers who make up the official ballot and all candidates nominated by the signing of said certificates shall have their names placed on the official ballot. The signers of these certificates must not vote at the primary election. To do both is a penal offense.

Lesson 5.

GENERAL ELECTIONS.

The general elections for state, county, district and other officers, excepting municipal elections, shall be held on the Tuesday next, after the first Monday in November, even numbered years.

ELECTION OF STATE AND COUNTY OFFICIALS.

Every fourth year there shall be elected, a governor, secretary of state, state superintendent of free schools, treasurer, auditor, attorney-general, commissioner of agriculture, presidential electors and members of the executive committee. For each county, a prosecuting attorney, surveyor of lands, sheriff, assessor and county commissioner. For each magisterial district, justices, constables and members of the board of education.

In every sixth year, a clerk of the circuit court and a clerk of the county court.

In every eighth year, judges of the judicial circuits.

In every twelfth year, judges of the supreme court of appeals.

Every second year there shall be elected a representative in the congress of the United States from every congressional district, six in number, for the term of two years beginning the fourth of March following the election.

A United States Senator shall be elected every sixth year after 1918 and 1922. The names must be printed on the ballots of each county. (Read Lesson 2, Territorial Divisions).

Commissioners of Election appointed same as primary elections.

Poll Clerks are appointed by the commissioners of election, one for each political party casting the largest number of votes at the preceding election. If the voters of either party present shall nominate a qualified voter, such nominee shall be appointed. Oaths taken, same as in primary. No person shall be appointed a commissioner or poll clerk who has in his employ, or who is agent or superintendent, or has under his control or management, ten employees who are legal voters.

Candidates of all political parties to be voted for by the people are nominated at a direct primary election, except candidates for judges of judicial circuits who are nominated by convention, and those nominated by petitions signed by a certain number of qualified voters who have not or will not vote at a primary election. (See Lesson 4). If any vacancy occurs in the nominees of any party after

the holding of the primary, the same shall be filled by the executive committee of that party. In case of a tie, they shall choose by lot which of the two tying shall be the nominee. No candidate shall be considered a nominee, nor have his name placed on the regular election ballot until the candidate has filed an affidavit as to the amount of his expenses. The list of nominations must be published in a newspaper or posted in a public place in each precinct by the clerk of the circuit court at least ten days before election.

Ballot Commissioners. In each county the clerk of the circuit court and two other persons appointed by him, one from each of the political parties casting the largest vote at the last election shall constitute the ballot commissioners of which the clerk shall be chairman. The county executive committee of each party may name a member of their party who shall be appointed. It is their duty to provide printed ballots for every election for public offices and no other ballots can be used.

The Ballots must be printed with black ink on white paper, sufficiently thick that the printing cannot be seen on the back. Each party has a separate column with its device at the top, under it the circle for the mark for the straight ticket and under that the name of the party. The names of the candidates shall be arranged on the ballot in separate columns, each column containing the names of candidates nominated by the same political party and no others, preference (for the head of the ticket) being given to the political party casting the highest number of votes at the last presidential election. The names of the candidates on each ticket shall be arranged in groups, with a heading over each group in heavier type, indicating the political division in which each group is to be voted for. The name of each candidate shall be printed in a space defined by the ruled lines, with a blank space on its left inclosed by dark heavy lines. On the back of the ballot shall be printed or stamped in black ink the words "official ballot" with the date of election and underneath two blank lines followed by the words, "Poll Clerks." On one of these each poll clerk shall write his name in ink. The executive committee of each political party shall adopt a party device or emblem which shall be printed at the head of the ticket.

Cards of Instruction to Voters for guidance in preparing their ballots shall be printed in large clear type. Twelve cards shall be furnished the commissioners of election, which shall be posted in such place or compartment provided for the preparation of ballots and the others in and about the voting place and one or more outside the sixty-foot limit. Specimen ballots on colored paper shall be posted with the cards of instruction.

Ballot Boxes. Each ballot box shall have at least two locks of different kinds and combinations, so that the key of one will not unlock the other. An opening shall be made in the lid of each box sufficient only for a single ballot. The commissioners of election shall see that there are no ballots in the box before voting begins, and shall then securely lock the box and give one key to a commissioner who is in politics opposed to the commissioner who holds the other key, and the box shall not be opened until the polls are closed or by a counting board.

The Poll Books must contain one column headed "names of voters" and an additional column headed "numbers of voters." Each poll book must bear on the first page the following heading, "Names of persons voting at precinct number in the district of and county of this day of in the year" Two such poll books shall be kept in every place of voting.

Ballot boxes, poll books and whatever else may be necessary for holding an election are furnished by the clerk of the county court, at the expense of the county.

Opening and Closing Polls. Open as soon after sunrise as practicable and shall close at sunset. Proclamation must be made at opening and closing, no voter allowed to vote before or after. Employees must be given time to vote, for a period of four hours during time polls are open.

Persons Entitled to Vote. All citizens of the state are entitled to vote at a general election, regardless of the party to which they belong, in the precincts of the county in which they reside, except a minor, or of unsound mind, or a pauper, or who is under conviction of treason, felony, or bribery in election. The voter must be a resident of the state one year, of the county sixty days next preceding election, a bonafide resident of the precinct in which he offers to vote. No one in the military, marine or navy shall be deemed a resident of the precinct in which he offers to vote.

Conducting the Election. Not more than one voter for each compartment shall be allowed in the election room at one time, and no person other than election officers, challengers, and voters engaged in receiving, preparing and depositing ballots shall be present, or remain within sixty feet of the election room, except persons whose business requires them to pass and repass within sixty feet. Each voter shall receive from the poll clerks one ballot. On entering the room each voter shall give his name and address to one of the poll clerks, who shall announce the same in a loud and distinct tone of voice. On receiving the ballot the voter shall at once retire to the space provided for the purpose and prepare his ballot as follows: (I give what I consider the simplest form. Other ways are given which the reader may look up if he desires).

Marking Ballot and Voting Same. 1. If the voter desires to vote a straight ticket, or in other words for each and every candidate of one party for whatever office nominated, he can make a cross mark in the circular space below the device and above the name of the party at the head of the ticket. (If you do not vote a straight ticket, you do not lose your vote as some have been led to believe). 2. If the voter desires to vote a mixed ticket, or in other words for candidates of different parties, he may omit the cross in the circular space above the name of the party and make a cross mark in the blank space before the name of each candidate for whom he desires to vote on whatever ticket the name may be. If the voter desires to vote for any person whose name does not appear on the ticket, he can substitute the name by writing it with black lead pencil in the proper place and making a cross mark in the blank space at the left of the name written. After preparing his ballot, the voter shall fold the same so the face

thereof shall not be exposed and so that the names of the poll clerks shall be seen unless he elects to vote openly. He shall then give his name and present his ballot to one of the commissioners, who shall proclaim in a loud and distinct tone the name of the person offering to vote and hand the ballot to another of the commissioners of a different political party and if a majority of said board are satisfied that the ballot is single and that the person is entitled to vote, one of the commissioners deposits the ballot in the ballot box and the poll clerks enter the name of the voter on the poll books, numbering the voters in the order in which they vote. When the voter has voted he shall retire immediately beyond the sixty-foot limit. No more than one person shall be permitted to occupy a booth or compartment at the same time. No voter shall hold any conversation or communication with any other person than the election officers, in the election room. If a ballot is spoiled, another is given after the spoiled ballot is destroyed by the poll clerk. If a voter cannot read or write, the poll clerks in the presence of each other, shall prepare his ballot for voting as he declares his choice of candidates.

Ascertaining the Result. Opening the ballot box and counting the ballots the same as in the primary (Lesson 4). On completing the count and recording the same on the tally sheets, a memorandum is made of the total vote cast for each candidate, a copy delivered to each member of the board, a copy transmitted to the clerk of the county court who shall post the same in his office for public inspection and a copy posted on the front door of the polling place. As soon as results are ascertained, the commissioner shall sign two certificates which shall contain complete returns of the polls at the place where the votes were cast. These certificates when signed shall be enclosed in an envelope which they shall seal and write their names in ink across the place sealed. One of the commissioners within three days shall deliver the ballots sealed up, one set of the poll books and tally sheets and one of said certificates to the clerk of the county court and the other certificate and set of tally sheets and set of poll books to the circuit court. *clerk,*

Canvassing Board. The county court is the canvassing board as in the primary.

Compensation of Election Officers. Every commissioner, poll clerk, challenger and ballot commissioner shall be allowed five dollars for each day he shall serve.

Election Expenses are paid by the county.

Challengers of election shall be appointed by the county court upon the nomination of the respective chairman of the leading parties.

Watchers cannot be present during the voting, but during the counting of ballots.

Absent Voters. Any qualified voter, duly registered, necessarily absent from the state on election day, may make application for a ballot to the clerk of the circuit court, who will send him one at the proper time. He takes an oath before one qualified to administer oaths. In his presence he marks his ballot, signs a printed affidavit on the back of the envelope in which he is to return it to the clerk, who gives it to the election commissioner who opens the envelope and

deposits it in the ballot box on election day, the same as any other ballot and enters the name on the poll book the same as if present.

Double Election Officers. In a general election, where the registration of votes for a precinct shows one hundred or more votes cast for the governor at the last election, there shall be two boards of election officers, each board to consist of three election commissioners and two poll clerks, one board to be the **receiving** and one the **counting board**. The counting board shall go to the voting place four hours after the opening of the polls and shall take charge of the ballot box already containing the ballots cast at the precinct. They shall retire to a place or room provided for the purpose and there proceed to count and tabulate the ballots as they find them in the ballot box. Exchange the first for the second box and so continue in the work of counting, tabulating and summarizing the vote. The members of both boards shall certify and attest to the returns of the election.

Lesson 6.

THE EXECUTIVE DEPARTMENT.

The executive department shall consist of a Governor, Secretary of State, State Superintendent of Free Schools, Auditor, Treasurer, Commissioner of Agriculture and Judges of the Supreme Court, Attorney-General.

Qualifications Applying To All. Term of office four years beginning March 4th next after election. Except the Attorney-General, all must reside at the capital of the state. None shall hold any office during their term of service. All must take oath of office, are exempt from jury duty, are members of the board of public works. All must have been citizens for five years next preceding their election, and may be removed from office for official misconduct, incompetence, neglect of duty or immorality.

Salaries are established by law and are as follows: The Governor, \$10,000 a year; the other officers, each \$5,000 a year; Supreme Court Judges, each \$8,000 a year.

Elective Officers. All officers of the executive department.

Appointive Officers. Appointed by the Governor.

State Tax Commissioner	Health Commissioner
State Board of Control	State Historian-Archivist
Public Service Commission	State Board of Education
Compensation Commissioner,	Supt. Dept of Public Safety
Adjutant General	State Librarian
Commissioner of Banking	Hotel Inspector
Chief of Mine Department	Director, Bureau of Negro
Commissioner of Labor	Welfare
Heads of Institutions	State Geologist
State Road Commissioners	Janitor of Capitol.

THE GOVERNOR

Powers and Duties. He is the chief executive and shall take care that the laws are faithfully executed. He must be 30 years of age and

is not eligible for a second term next succeeding the term for which he was elected. He has no cabinet, the administrative officers are elected. If any vacancies occur in the elective officers, the Governor fills the same by appointment and the appointee shall fill the vacancy until his successor is elected and qualified. He is Commander in Chief of the military forces of the state. Different functions have been placed under the care of boards, commissions and heads of institutions, and the Governor shall nominate and with the advice and consent of the Senate, appoint all officers whose offices are established by the constitution or created by law. If a vacancy should occur during the recess of the Senate, he can fill such vacancy until the next meeting of the Senate. He may issue commissions to officers, according to law. He may issue an order and warrant for the exchange of prisoners. He has power to remit penalties and fines in such cases as may be prescribed by law. He may deliver fugitives to the governors of other states. He has power to remove an officer for incompetency, neglect of duty, immorality or malfeasance in office. He may raise money by temporary loans, so much as may be needed to supply the wants of the treasury, not to run over eighteen months. He is a member of the Board of the School Fund and the Geological Commission. He shall give to each legislature, information by message, of the condition of the state and recommend measures he thinks advisable. He may disapprove of an item or items in an appropriation bill which shall be void unless repassed by the legislature. He may approve or veto a law passed by the legislature. He may on extraordinary occasions, call a session of the legislature. He transmits to the legislature, biennial reports of public officers, and boards of institutions. In case of death, conviction or impeachment, failure to qualify, resignation or other disability of the Governor, the President of the Senate shall act as Governor. If the President of the Senate cannot perform the duties then the Speaker of the House of Delegates. If for any reason he cannot do so, the Governor shall be chosen by a joint vote of the legislature.

SECRETARY OF STATE.

Duties. Member and secretary of the Board of Public Works. Keeper of the seals of the state. Keeps the journal of executive proceedings. Arranges and preserves all papers belonging to the executive department and performs the clerical duties of that department and such duties as the governor may require. Preserves in his office, incorporation papers, land grants, certificates of foreign corporations, trademarks, filing list of qualified county officers, records and files of oaths of members of the legislature, executive officers, clerks employed by them and other civil officers. It shall be his duty to notify a notary of the expiration of his commission. He takes an oath to keep secret such matters as shall be required of the governor to conceal. He may administer any oath that may be lawfully taken within the state.

STATE SUPERINTENDENT OF FREE SCHOOLS

Qualifications. Of good moral character, of recognized ability

as a school administrator, literary acquirements, skill in the experience of the art of teaching, with academic and professional training.

Duties. He shall provide a seal for his office, copies of his acts and decisions and of papers in his office authenticated by his signature and official seal. He appoints instructors for teachers' institutes. He has the direction and control of all matters relating to the examination of applicants for teacher's certificates, preparation of questions, grading of manuscripts, granting and issuing of certificates. He shall sign all requisitions on the auditor for payment of money out of the treasury for school purposes. He has a general supervision of free schools, of all county and city superintendents and of county and district boards of education. He interprets the meaning of the school law. He recommends books for school libraries. He has authority to administer oaths and may examine witnesses under oath in any proceeding pertaining to the public schools and he shall institute such proceedings as may be necessary to enforce and give effect to the provisions of the school law. He shall make a report to the governor preceding each legislature in regard to the free schools of the state.

STATE AUDITOR.

Duties. He shall keep an account of every appropriation made by law and the sums drawn thereon. He shall keep account of persons having pecuniary transactions with the state. He shall audit, adjust and settle accounts of all persons employed in the collection of any part of the public revenue including the school fund. He shall recommend plans for increasing the revenue and suggest new subjects of taxation, as he shall deem proper. He shall examine the financial affairs of every institution and every officer authorized to disburse money from the state treasury and he shall instruct such officers the form and manner in which such reports shall be made. He is the insurance commissioner of the state and shall examine the financial condition of every insurance company doing business in the state, once in four years and report changes which in his opinion should be made in laws relating to insurance and see that all such laws are faithfully executed. He reports to the governor one week after the end of the fiscal year. He is a member of the School Fund Board, ex-officio Commissioner of Public Printing, attorney in fact for insurance companies, and has custody and collection of bonds from investment of the Workmen's Compensation Fund.

STATE TREASURER.

Duties. He shall keep an account of every appropriation made by law and of the several sums drawn thereon, and at the end of every quarter of the year shall compare his accounts with the auditor, the errors if there be any corrected, the receipts and disbursements of the quarter be adjusted and ascertained, and a balance be struck, showing the amount in the treasury, the balance carried forward in the books of both offices to the account of the next quarter. He shall keep a general account of receipts and disbursements for the state and

separate accounts with each depository. He shall pay money out of the treasury on a warrant from the auditor, after ascertaining whether the same has been drawn on an appropriation made by law. He is ex-officio Commissioner of Public Printing, a member of the School Fund Board, a member of the Geological Survey and a custodian of the Workmen's Compensation Fund.

ATTORNEY-GENERAL.

He must be 25 years old. He must give his opinion and advice in writing whenever required to do so by state officers, commissions, boards and heads of institutions. He shall appear as counsel of the state in all cases pending in the supreme court of appeals or any federal court in which the state is interested, and in any other court at the request of the governor. He shall defend all actions and proceedings against any state officers in his official capacity, in any court in the state or federal court, unless the state is interested in such case against such officer, and in such case he would appear for the state. He may consult with and advise the several prosecuting attorneys in matters relating to their official duties of their offices. He shall preserve in his office all his official opinions and publish the same in his biennial report.

COMMISSIONER OF AGRICULTURE.

Qualifications. He shall be a practical farmer, learned in the science of agriculture, having made agriculture his chief business for ten years preceding his election. It shall be his duty to look after and devise means of advancing the agricultural interest of the state, to promote and encourage the organization of societies and associations for the purpose of improving and developing the agricultural, horticultural and kindred interests of the state. He shall publish and distribute such books as may be of interest to the farmer. He shall prevent, suppress and control as far as possible any transmissible diseases of animal or poultry. He shall co-operate with the United States Department of Agriculture in gathering and disseminating information concerning agriculture.

Lesson 7.

COUNTY AND MAGISTERIAL DISTRICTS.

County Commissioners, three in number make up the county court. One elected every two years and serve six years. Each must give bond.

Compensation. \$2.00 a day for each day he attends meetings and a salary for services performed, according to the population of a county, from \$25 a month to \$250 a month.

Sessions. Four regular sessions each year at the court house at such times as they may determine. Special sessions may also be called. If a commissioner fails to attend after due notice, he shall be fined.

The County Court is a corporation consisting of three commissioners, two of whom constitute a quorum for the transaction of business. One of the number is elected president. The president may administer oaths, take acknowledgement of deeds and other writings and is a conservator of the peace.

Powers. The county court may establish and regulate roads, bridges, ways, public landings, ferries, mills, and have authority to lay and disburse the county levies. May offer rewards for the arrest of criminals. May enforce necessary and proper regulations for the control of epidemics, contagious or infectious diseases. May estimate the amount necessary to be levied for expenses of the current fiscal year of taxable property according to the last assessment, to meet expenses of the county. May contract for making, repairing and keeping in order the whole or any part of any main, county or district road. May issue bonds for the construction and repairs of court houses, jails and public buildings required for county purposes. They may build roads and bridges and repair them. They may submit to the voters the question of additional levy when there are not sufficient funds for the current year to cover expenditures, and may levy for bonded indebtedness.

They have the superintendence and administration of the internal police and fiscal affairs. It is their duty to inspect roads bridges and county infirmary, monthly, and oftener if needed.

Legal Counsel. Counties having 100,000 population and more may, together with the judges of the circuit court, employ legal counsel for advising such court on matters of a civil character.

They are the **canvassing board** for elections.

Appointments. Coroners, county road engineers, overseers of the poor, surveyors of roads, sealer of weights and measures. Must reside in county or district from which appointed. Salary fixed by court. May be removed by county court.

Coroner. Term of office during pleasure of court. Holds inquests on dead bodies to ascertain cause of death, if death is believed to be from some unlawful act or casualty. If stranger, buries body.

County Road Engineer. Supervises the work of constructing, repairing and improving roads in county. Term two years.

Overseers of the Poor. To administer poor relief in the form of groceries, coal, rent, clothes, etc. Term two years.

Surveyor of Roads. Superintends the county roads and bridges, causing the same to be put in order and repair, of the proper width, well drained and kept free from obstructions. Have guide placed at the forks or crossing of every county road and bridges for foot passengers across every stream where it is necessary and practical. Term two years.

Sealer of Weights and Measures. Term four years. Counties may combine. Gives bond. His duty is to inspect, test, try and ascertain if correct all weights, measures and weighing and measuring devices, kept, offered or exposed for sale. To weigh and measure and inspect packages or amounts of commodities offered or exposed for sale. At least twice a year and as much oftener as may be deemed necessary see that all weights and measures and weighing and meas-

uring devices are correct. If incorrect, he shall cause the violator to be prosecuted.

COUNTY AGRICULTURAL AGENT.

Appointed by the State Agricultural Department of the University. The county court may levy and appropriate from the general fund an amount which shall be used for the payment of part of the salary of a person or persons to encourage demonstrations on the farm and in the home.

Health County Officers. The state board of health on the recommendation of the county court appoints a qualified physician as county health officer. Term four years. Salary \$100 and necessary traveling expenses and such other amounts as the county court may add for additional services, paid out of the county fund. He shall be the executive officer and he with the president of the county court and the prosecuting attorney, constitute the **County Board of Health**. All contagious and infectious diseases should be reported to the Health Officer and he shall make a weekly report of all such cases to the state health department. His duties are outside of municipalities who have a health officer of their own.

RULES APPLYING TO ALL COUNTY OFFICERS.

Offices and Salaries. The county court provides offices for county officers with all things necessary and assistants. It pays the salaries of all county officers, deputies, assistants and other employees, out of the general county fund, in monthly payments. On or before December first of each year, the sheriff, clerk of the county court and clerk of the circuit court shall file with the county court a detailed statement of the amount necessary for the employees of their respective offices, for the calendar year.

County, District and Municipal Officers must take an oath, give bond with good security and make an annual report of receipts and disbursements.

The **Salaries** named shall be in lieu of all fees, costs, penalties, percentages, allowances and all perquisites of whatever kind which any of the officers may now or hereafter collect or receive, except as provided.

Removal. County officers may be removed by the circuit court for misconduct, incompetency, drunkenness, neglect of duty, gross immorality, the wilful waste of public funds and misappropriated public funds, including boards of education.

SHERIFF.

Term four years. He cannot be elected for two consecutive sessions, nor eligible to any other office. The county court pays the premium for a bond with a fidelity and indemnity company.

Salary. \$1,500 to \$5,000 a year. Varies in counties according to population. He receives sixty to seventy-five cents a day for keeping and feeding prisoners, all necessary expenses incurred in arresting, pur-

suing and transporting prisoners, in conveying or transferring to infirmary or state institution any person committed and expenses incurred and expended in serving summonses, notice and other official papers.

Jailor. He is keeper of the jail, but may with the consent of the county court appoint a jailor.

Deputies. With the consent of the county court he may appoint anyone a deputy. He shall designate one of his deputies as humane officer for the county and may appoint a probation officer. He may appoint and discharge his own deputies, assistants and employees necessary for his office and fixes their compensation.

Duties. He summons and has custody of the jury. He supervises the labor and provides guards for prisoners working on roads. Serves notices. Gives information of violation of law to the prosecuting attorney. Has custody of insane persons until taken to hospital. He may call upon the governor for military aid and call out the militia at the order of the governor. He publishes judicial sales. He shall attend the circuit and county court and act as officer thereof.

The Sheriff is the County Treasurer. All money is paid to him and he may enforce payment of any money due to the county or state. He shall keep his office at the courthouse, provided by the county court. His office must be open in business hours. (He keeps account of receipts and disbursements). Taxes are paid to him. He is liable for all money coming into his hands. He must, from time to time, make reports to the county court as they may direct, and a full report at the end of each fiscal year. No order shall be drawn on the county treasury unless authorized by the county court, the president or the county clerk. He collects all county, district and state taxes. He shall collect and disburse all school money for the county and districts therein, of which he shall keep a strict account and make settlements with each board of education and annual settlements by districts with the county court.

PROSECUTING ATTORNEY.

Salary from \$800 to \$4,800. Varies in counties. Certain fees allowed by law.

Duties. He shall manage and control all prosecutions for crimes and misdemeanors tried in the circuit court or any other court having concurrent jurisdiction with the circuit court of any county for which he is elected. He attends to the criminal business of the state in the county where he is elected and qualified. Also civil cases in which the state is interested. If he has any information of the violation of any penal laws committed within his county he shall prosecute the offenders. He represents the county in all suits against it or the public authorities of the county. Term four years.

CIRCUIT CLERK.

Salary. \$800 to \$4,500 according to population of county. Term six years.

Duties. Keeps the records of the circuit court and custodian of

all papers in the circuit court. Draws up bonds for all cases of litigation in circuit court. Issues processes.

COUNTY CLERK.

Salary. \$1,200 to \$4,500 according to population of county. Term six years.

Duties. Shall have custody of all deeds and other papers presented for record. Has power to probate wills and other judiciary matters when county court is not in session. Keeps proceeding of county court.

Circuit Clerk and County Clerk, one and the same person in some counties. Salary \$1,800 to \$2,600. Term six years. Same duties as both.

SURVEYOR.

Term four years. Fees and mileage for surveys. Executes an order of survey made by any court, of lands lying in the county. Surveys lands sold for taxes, disputed county lines and lines for new counties.

ASSESSORS.

Salary. \$1,000 to \$3,000 according to population. Term four years.

The Assessor must be a resident of the county and a freeholder therein at the time of election. He may appoint assistant assessors with the advice and consent of the county court and they shall take the same oath of office as the assessor. The assistant assessors salaries are fixed by the county court, not less than \$900 a year. Each county constitutes one assessment district. His office is at the county seat and must be open while he is listing property.

Duties. He with his assistants shall begin annually on the first day of January to ascertain all real and personal property. It shall be his duty to assess annually the true and actual value of all real estate and personal property.

REGISTRAR.

A local registrar is appointed by the state registrar for the registration of births and deaths. Term four years. He receives certificates and issues burial and removal permits. Each local registrar shall be paid the sum of 25c for each birth certificate and each death certificate properly and completely made out and registered by him, paid by the treasurer of the registration district. He reports to the state registrar.

The clerk of the county court acts as registrar for registration of marriages. He collects a license fee of \$1.00 and forwards a copy of the marriage record to the state registrar.

COUNTY SUPERINTENDENT OF FREE SCHOOLS.

Qualifications. 1. A life certificate with nine weeks training in

school administration and supervision. 2. A supervisors certificate. 3. A diploma of graduation from a standard normal course or its equivalent. 4. A first grade elementary certificate with ten years experience as a teacher and nine weeks training in school administration and supervision.

Term of Office four years. Term begins July 1st next following election. Bond of \$1,000 required. He shall devote his entire time to the office.

Salary. Counties fewer than 75 schools, \$1,200. Having 100 schools, \$1,300. Having 125 or more schools, \$1,400 and in addition \$3.00 for each school above 125, not to exceed \$2,100. Paid monthly out of the general school fund of the state.

Powers and Duties. Chief executive school officer in the county, visits schools and has oversight of teachers. Holds teachers institutes and conferences of members and secretaries of boards of education and principles and supervisors of schools. Shall make report to the state superintendent.

County Financial Secretary of school affairs, but does not handle the school funds which are in the hands of the sheriff.

BOARDS OF EDUCATION.

Three members. A president and two commissioners. Term four years. One commissioner elected every two years and a president every four years. Terms of office begin July 1, next following election. Vacancies in the board shall be filled by the county superintendent. All must take oath of office.

Meetings. are held the first Monday in July, the second and fourth Tuesday in August, and when schools are in session, a regular day in the fourth week of each month.

Compensation. \$3.00 a day for each day spent in the performance of his official duties.

Powers and Duties. The board is a corporation, can sue and be sued. They may hold or dispose of any real estate, such as school houses, school sites and other property belonging to the board. It is their duty to ascertain at the beginning of each school year the condition of school buildings whether suitable for school purposes, repair and remodel old buildings, provide school sites, buildings, furniture and equipment, with the approval of the county superintendent.

They shall make levies for school purposes and if there is a petition of fifty taxpayers for a levy to increase the school term, they shall submit the question of additional levy to the qualified voters of the district. The board employs teachers, supervisors and school officers and fixes salaries of same. It shall have general control and management of all the schools and the school interests of its district. It may provide kindergartens, evening schools and other school activities and shall provide school libraries.

It may purchase the U. S. flag and require the same to be displayed over school buildings. It may employ medical and dental inspectors, and school nurses. It may furnish free text books and may establish a teacher's retirement fund. It shall provide schools for colored pupils.

Secretary. The board shall appoint a secretary who shall not be a member of the board, who takes an oath prescribed by law, attends all meetings of the board and records their official proceedings.

Salary of Secretary. \$40 per year for fewer than 15 schools. \$75 for fewer than 25 schools. \$100 for fewer than 50 schools. \$125 for 50 schools or more and \$2.00 for each school over 50. If more than 125 schools the board fixes the salary, not to exceed \$1,500.

JUSTICE OF THE PEACE.

Term four years. He shall be entitled to charge and receive fees in civil, criminal and other cases prescribed by law.

Powers and Duties. He is a conservator of the peace. One in each district. There may be two if the population exceeds 1,200. Their jurisdiction may extend through their county. Have jurisdiction and power in criminal cases prescribed by law. May administer oaths. Authority to take the acknowledgement of deeds and other writings. May certify depositions. May bring suits to recover money or damages not to exceed \$300, prosecutions for crime, cases of assault and battery, trespass of personal property, disturbance of assemblies, cases of petit larceny, offenses against the peace, may suppress riots and unlawful assemblies within his jurisdiction.

CONSTABLE.

Term of office four years. Must give bond. There may be two constables if population exceeds 1,200.

Powers extends throughout the county. Shall attend trials in his district and when he has served process. Preserves order and enforces commands of justice. Serves notice and has charge of jury in magisterial court. Preserves order in court held by justice. Delinquent taxes may be collected by him. He is deputy game and fish warden. Exempt from jury service. Ineligible to the legislature. A conservator of the peace. Serves and executes orders issued by the justice.

Compensation. He shall be entitled to charge and receive fees for removing a person by warrant, for service and return of summons, for serving and returning order of attachment, for subpoenas, for summoning a jury, for levying an execution on personal property, for posting notices, and fees for other services required of him, prescribed by law.

Lesson 8.

MUNICIPALITIES, CITIES, TOWNS AND VILLAGES

The word "Town" shall include a city, town or village.

The word "Council" any board or body, whether composed of one or more branches who are authorized to make ordinances for a city, town or village.

Incorporation. A town may become incorporated if it contains

not less than 100 inhabitants and with a territory of not less than one quarter of a square mile.

Officers. An election for officers shall be held within sixty days after a certificate of incorporation has been issued by the circuit court. The officers shall be a **Mayor, Recorder and Councilmen.** Term of office two years. Not qualified unless legal voters and the preceding year having paid taxes on not less than \$100 of real or personal property. The officers of such town shall be a body politic and corporate, and shall have perpetual succession and a common seal; may sue and be sued, purchase and hold real estate necessary and needful for the good order, government and welfare of said town.

Election. The first Thursday in January, Qualified voters must be bonafide residents for six months preceding election.

Compensation. The Mayor, Recorder, Assessor, Superintendent of Roads, Streets and Alleys, shall receive a compensation for his services, fixed by council.

Appointees of Council. A sergeaut, assessor, superintendent of roads, streets and alleys, to serve during the pleasure of council. The sergeant shall be ex-officio treasurer of said corporation.

THE MAYOR.

The Mayor is the chief executive officer and shall take care that the orders, by-laws, ordinances, acts and resolutions of the council are faithfully executed. He shall be ex-officio justice and conservator of the peace and has the same power as the justice of th peace only in the corporation. He shall have control of the police and may appoint special police officers. His duty is to especially see that the peace and good order is preserved and persons and property protected. He shall from time to time recommend to council such measures he may deem needful for the welfare of his town. In towns of 5,000 or more, the Mayor may appoint a police matron.

RECORDER.

It is his duty to keep a journal of the proceedings of council. He has charge and preserves the records of the town. During the absence from the town, or sickness of the Mayor, or vacancy in the office of the Mayor, he shall perform the duties of the Mayor.

ASSESSOR.

He assesses property within the corporation, subject to taxation, in the manner and form of the county assessor and lists the number of dogs and owners of them.

SERGEANT.

It is his duty to collect taxes, fines, levies and assessments. He has the power, rights and privileges in such corporate town, that can be legally exercised by the constable of a district, and entitled to the same compensation. He shall give bond of not less than \$1,000. It

is his duty, once in six months and oftener if required by council, to render an account of the taxes, fines, penalties, assessments and other claims in his hand for collection and the claims he could not collect. He shall receive a compensation fixed by council not to exceed 5% of amount collected. He pays money out upon the order of council.

COUNCIL.

The Mayor presides at council meetings. The majority of council necessary for a quorum. They adopt rules for the transaction of business and the government and regulations of its own body. The council shall have power to make and pass all needful orders, by-laws, ordinances, resolutions, rules and regulations not contrary to the constitution of this state. To prescribe, impose and enact reasonable fines and penalties and time in county jail or place of imprisonment in corporation, not to exceed thirty days. The common council of every municipal corporation at its sessions held the second Tuesday in August shall ascertain the fiscal affairs and make an itemized statement of same, and all expenditures to be made and payable out of the funds of the municipality for the current fiscal year and shall set forth the total amount necessary to be raised by the levy of taxes. The council shall levy on the assessed value of the taxable property according to the last assessment, sufficient to produce the amount necessary for municipal purposes. If more money is needed than levy on assessment allowed by law an additional levy must be submitted to the voters. It is unlawful for any municipality to expend any money or incur any obligation for indebtedness which is not expressly authorized by law. The council of a town has power and authority over streets, alleys, sidewalks, drains, gutters and to improve the town and light the same, to establish and regulate markets; to appoint a police force; to prescribe the powers and define the duties of the officers appointed by council, fix their terms of services and compensation and require a bond when necessary; to authorize or prohibit public utilities and exclusive right to grant licenses.

Lesson 9.

THE LEGISLATURE.

The legislature is the law-making body. It meets biennially in the odd numbered years and convenes the second Wednesday in January. Special sessions may be called by the governor. The seat of government is Charleston. The legislative power is vested in a **Senate** and a **House of Delegates**.

Senators shall be elected for a term of four years, one senator to be elected every two years from each senatorial district which now numbers 15. There are 30 senators, one-half called hold-over senators.

Delegates shall be elected for two years, one or more from each county which constitutes a delegate district, numbering 55. There are now 94 delegates.

No person shall be a senator or delegate who has not for one year next preceding election, been a resident within the district from

which he is elected. If he removes from th county or district from which he was elected, his seat shall thereby be vacated.

THE SESSION OF THE LEGISLATURE.

The legislature convenes the second Wednesday in January. All sessions other than extraordinary sessions shall continue in session only fifteen days when bills are introduced, but no bill shall be passed at said session, except to provide for a public emergency. Then, a recess is taken until Wednesday after the second day of March following. This recess is taken to give the people the opportunity of considering the bills before action is taken by the legislature. On reassembling no bill shall be introduced in either house without a vote of three-fifths of all the members elected to each house.

Regular sessions shall not continue longer than 45 days after re-convening, without the consent of two-thirds of its members.

Compensation. The members of the legislature shall receive \$500 per annum and 10c for each mile travelled in going and coming from the seat of government. The Speaker of the House and President of the Senate shall receive additional compensation of \$2.00 a day for each day they shall act as presiding officers.

Members of the legislature shall take an oath of office when entering upon their duties, this oath being filed with the secretary of state.

Each house early in the session adopts rules, an order of business and parliamentary usage for governing and prescribing the duties and privileges of members, and the conduct of business. Each house shall determine the rules of its proceedings and be judge of the elections, returns and qualifications of its own members.

Committees. The great amount of business requires committees of which each house has a large number, called standing committees, named from the classes of bills referred to them. These committees are appointed by the presiding officer of each house who also designates the chairman.

Presiding Officers. Each house shall appoint its own officers and remove them at pleasure. The oldest member shall call each body to order and preside until the presiding officer is elected, a president for the senate and a speaker for the house.

Quorum. A majority of the members in each house shall constitute a quorum. A smaller number may adjourn from day to day and shall be authorized to compel the attendance of absent members. Neither house shall during the session adjourn for more than three days without the consent of the other.

Each house may punish its own members for disorderly conduct and two-thirds of its members expel a member.

Members of the legislature are exempt from arrest during the session, ten days before and after same, except for treason, felony or breach of peace.

They cannot be questioned in any other place for words spoken in debate or any report, motion or proposition made in either house.

BILLS AND RESOLUTIONS.

Bills and resolutions may originate in either house, but may be passed, amended or rejected by the other. No bill shall become a law unless it has been fully and distinctly read on three different days in each house, unless in case of emergency. When a bill is introduced by a member it is immediately referred to a standing committee, which studies its details, holds a "hearing" for arguments for or against it. Anyone, if the committee permits may speak on the measure. Then the committee reports it out favorably "that it do pass" or unfavorably, "that it do not pass" or "kills" or "smothers" it by not reporting it at all and it is said to have "died" in committee. If reported out favorably the bill is printed and a copy laid on each legislators desk. It can be amended in the committee or "on the floor" and must be considered two more times after its introduction. The third time be passed or rejected by a roll call (yeas and nays) of all the members present. The affirmative vote of a majority is necessary for the passage of a bill.

When passed by one house it goes through exactly the same process in the other. Final passage is on its "third reading," when it is enrolled, signed by the presiding officers and sent to the governor for his signature. If he vetoes the measure he returns it with his objections to the house in which it originated, which may proceed to reconsider it and send it with the governor's objections to the other house and if passed by the majority of the members, becomes a law without the approval of the governor.

Every measure is supposed to have the careful scrutiny of all senators and representatives, but the bills are so many and the days of the legislative session so few, that most legislators understand only their own bills and vote for others as the party leader advises or dictates. No act shall take effect until the expiration of ninety days after its passage unless the legislators by a two-thirds vote of the members taken by yeas and nays, otherwise direct.

SENATORIAL AND DELEGATE DISTRICTS.

The senatorial and delegate districts may be changed by the legislature after each census. The districts shall be formed of continuous territory bounded by county lines and as nearly as practicable, equal in population by the census of the United States.

After each census the legislature shall alter the senatorial districts as far as may be necessary to conform to the foregoing provision. Each county is a delegate district now. A new apportionment may be made after each census, which must be declared by law, as soon as possible and shall apply to all general elections until changed at the succeeding census.

At a meeting of both houses they open, count and publish the returns of state officers. If any two or more have an equal and highest number of votes for the same office, the two houses shall immediately proceed to choose one of such persons for the office.

Lesson 10.

FEDERAL AND STATE COURTS.

Supreme Court of the United States.

Chief Justice—William A. Taft.....Salary \$15,000

Associate Judges	}	Joseph McKenna	Salaries \$14,500
		Oliver Wendell Holmes	
		William R. Day	
		Willis Van Devanter	
		Mahlon Pitney	
		James Clark McReynolds	
		Louis D. Brandeis	
	{	George Sutherland.	

Term of office—During good behavior. Appointed by the President.

Terms—Second Monday in October, annually, and such adjourned or special terms as may be found necessary.

United States Court of Appeals, Fourth Circuit

Judges	}	Edmund Waddill, Jr.
		Charles A. Woods
		Martin A. Knapp

Term of office—During good behavior. Salary \$8,500. Appointed by the President.

Regular terms of court at Richwood, Va., the first Tuesday of February, May and November of each year.

Regular term of court at Ashville, N. C., first Tuesday in July.

The United States is divided into circuits and West Virginia, Maryland, North Carolina, South Carolina and Virginia constitute the **Fourth Circuit**, which is divided into ten districts.

United States District Courts of West Virginia.

West Virginia is divided into two districts, northern and southern. Judge W. E. Baker, northern district of 31 northern counties. Judge George W. McClintic, southern district of 24 counties.

Term of office—During good behavior. Salary \$7,500. Appointed by the President.

Regular Terms of Court.

Northern District—

Parkersburg—Second Tuesday in January and fourth Tuesday in May.

Wheeling—First Tuesday in May and third Tuesday in October.

Clarksburg—Second Tuesday in April and first Tuesday in October.

Martinsburg—First Tuesday in April and the third Tuesday in September.

Philippi—First Tuesday in May and second Tuesday in November.

Elkins—Third Tuesday in June and third Tuesday in November.
Southern District—

Charleston—Third Tuesday in April and third Tuesday in November.

Huntington—First Tuesday in March and third Tuesday in September.

Blufield—Third Tuesday in January and third Tuesday in June.

Webster Springs—Fourth Tuesday in August.

Lewisburg—First Tuesday in July.

Williamson—First Tuesday in February.

STATE COURTS OF RECORD

Supreme Court of Appeals

Judges	}	Harold A. Ritz	Salary, \$8,000 Term, 12 years
		George Poffenbarger	
		William A. Miller	
		James A. Meredith	
		Frank Lively	

Regular Terms of Court.

Second Wednesday in January and first Wednesday in September, at Charleston.

Special Terms at such times and places as may be designated by the court.

CIRCUIT COURTS

The state is divided into twenty-three judicial districts, one to four counties in a group.

Counties	Judges
First—Ohio, Brook, Hancock.....	R. M. Addleman,—J. B. Somerville.
Second—Marshall, Tyler, Wetzel...	P. D. Morris.
Third—Doddridge, Pleasants, Ritchie	Homer B. Woods.
Fourth—Wood, Wirt.....	Walter E. McDougle.
Fifth—Calhoun, Jackson, Mason, Roane	W. H. O'Brien.
Sixth—Cabell, Lincoln, Putnam...	John T. Graham.
Seventh—Logan, Wayne.....	Robert Bland.
Eighth—Mingo, Wyoming.....	R. D. Bailey.
Ninth—McDowell, Mercer, Monroe.	I. C. Herndon.
Tenth—Boone, Raleigh, Summers..	John H. Hatcher.
Eleventh—Greenbrier, Pocahontas.	S. H. Sharp.
Twelfth—Fayette, Nicholas.....	J. W. Eary.
Thirteenth—Clay, Kanawha.....	Arthur P. Hudson.
Fourteenth—Braxton, Gilmer, Webster	Jake Fisher.
Fifteenth—Harrison, Lewis.....	Haymond Maxwell

Counties

Judges

Sixteenth—Marion	W. S. Meredith.
Seventeenth—Monongalia	I. Grant Lazelle,
Eighteenth—Preston	A. G. Hughes.
Nineteenth—Barbour, Tavior.....	Warren B. Kittle
Twentieth—Randolph, Upshur.....	H. Roy Waugh
Twenty-first—Grant, Mineral, Tucker	A. Joy Valentine.
Twenty-second—Hampshire, Hardy, Pendleton.....	R. W. Daily.
Twenty-third—Berkeley, Jefferson, Morgan	J. M. Woods.

Salary—\$5,000 to \$5,500. Term of office, eight years.

Common Pleas Court—Cabell Co., Judge D. E. Matthews, Huntington,, salary \$4,200.

Common Pleas Court—Kanawha Co., Judge A. S. Alexander, Charleston, salary \$5,500.

Domestic Relations Court—Cabell Co., Judge George Heffley, Huntington.

Intermediate Court—Kanawha Co., Judge Henry K. Black, salary \$5,500.

Criminal Court { Harrison County, John C. Southern, Clarksburg.
Marion County, Emmett M. Showalter, Fairmont.
Mercer County, J. Frank Maynard, Bluefield.
McDowell County, James French Strother, Welch.
Ohio County, Alar H. Robinson, Wheeling.
Raleigh County, John M. Anderson.

Salary of each \$4,500.

Action in regard to juveniles under the jurisdiction of various courts.

JURORS.

There are two jury commissioners of the circuit court of each county.

They are appointed by the circuit court or by the judge in vacation. Term four years. One is appointed every two years. They shall be of opposite political parties, citizens of good standing, residents of the county from which they are appointed and well known members of the principle political parties. They may be removed by the appointing power.

Compensation. Two dollars a day for each day they serve.

Duties. They select a list of persons they think qualified to serve as jurors, not less than two hundred or more than six hundred. The list so prepared shall be delivered to the clerk of the circuit court. At the time the list is made out they shall deposit in a ballot box the same names on a ballot folded or rolled up, which shall be kept safely by the clerk of the circuit court and are not subject to inspection, except by the circuit court and jury commissioners.

The **Jurors** required for the trial of cases in any circuit court, shall be selected by the jury commissioners drawing ballots from the said box, such number as required by the court for the convenient despatch of business. This list shall be exhausted before another list is made.

Persons Liable to Service. Citizens over 21 years of age, not over 60.

Exempt from Jury Service. The governor, practicing attorneys, physicians, postmasters, officers of any court, all telegraph operators actually engaged and all persons exempted from military duty.

After a jury has been empannelled, no sheriff or other officer shall converse with a juror, unless by leave of court. After being summoned, if failing to attend without sufficient excuse, he shall pay a fine not exceeding \$50.

Special jurors may be drawn by the clerk in the presence of the court.

THE GRAND JURY.

The jury commissioners when requested by the court or judge, prepares a list of not less than 100 or more than 200 qualified persons of their county for grand jury service, such list to be submitted to the clerk of the court or the judge. This same list is written on separate ballots and the ballots for each magisterial district are put in a separate envelope and put in the box as in other jury lists. On a day appointed the jury commissioners shall appear and draw the names of 16 persons from the envelope of each magisterial district in turn, and the persons so drawn shall constitute the grand jury and the clerk issues a summons to the sheriff, requiring him to summon them to appear and serve as grand jurors. Jurors in criminal cases may be summoned from another county.

Qualifications. The persons listed must be of good moral character, never convicted of felony or any scandalous affair, residents of the states and county for one year preceding and not office holders of the United States or this state.

Compensation of grand jurors and petit jurors \$2.00 to \$3.50 per day and mileage, paid out of the county treasury. Not more than four to ten days services for one term of court.

Duties. The grand jury shall enquire of and present all felonies, misdemeanors, and violations of penal laws, committed in the jurisdiction of the court wherein they are sworn, except that no presentment shall be made of a matter where there is no imprisonment, but a fine limited to two dollars.

One of their number shall act as clerk, who shall write the name of each witness, the substance of the evidence given by him and furnish the same to the prosecuting attorney.

Compensation and Mileage of Witnesses. A person attending any court or other tribunal under a summons as a witness, shall receive \$1.00 for each days' attendance and five cents a mile necessarily travelled besides the tolls at the bridges and ferries which he crosses or turnpike gates he must pass.

Lesson 11.

THE SOURCES AND DISTRIBUTION OF TAXES IN THE STATE OF WEST VIRGINIA.

Part of an address given by Miss Hettie Hazlett of Wheeling, before the State Convention of the League of Women Voters, 1921.

The **General Property Tax** is the main source of revenue to the city, district, county and in a large part of the state.

Each **county** in the state constitutes an **assessment district** and elects one assessor for four years. If the population of the county is large assistant assessors may be appointed, the number varying with the amount of population, the maximum being nine.

The **assessment period** extends from January 1st to June 20th. During this period each tax payer is supposed to be called upon by the assessor or his assistants to secure a full and correct description of the individual's real and personal property. Assessment is then placed upon the property presumably at its true and actual value, that is to say, at the price for which it would sell if voluntarily offered for sale by its owner.

In addition to the assessors, three citizens are appointed from each county to serve as a **Board of Review and Equalization**. This board meets annually for the purpose of hearing complaints of any one who believes he has been unfairly assessed.

Thus it is seen that each county forms in reality an independent assessment unit for valuing property and as a result there are fifty-five independent units as to the standards of such valuation.

Recently, however, the tax commissioner whose duties are only advisory and not mandatory, has been given the right to employ experts to whom property values are known, to examine property in any county with a view of furnishing more accurate information upon which the assessors may base their assessments.

Public Utility Property, such as railroads, power plants, etc. uniformly throughout the state, the assessment of such property is made by the Board of Public Works consisting of certain state officials.

The Gross Sales Tax is levied on each sale made in the state.

The Inheritance Tax for the transmission of property by inheritance.

The Capitation Tax which applies only to male voters and is limited to one dollar for school purposes.

Interest on state moneys deposited in various banks, also the interest on what is called the "school fund," a principle of approximately a million dollars which cannot be expended, only invested, and the interest thereon forms a continuous source of revenue to the general fund.

Licenses. 1. A corporation tax for the privilege of conducting business in the state which goes to the general state fund, there is also a license or privilege tax levied on special business, such as drug stores, cigar stores, etc., and this levy goes to the school fund. 2. Automobile, motorcycle and chauffeur licenses for the main source of

supply to the state road fund. Over \$700,000 was collected in 1920. 3. Marriage licenses go regularly to the school fund.

Fees. For instance, those occurring in the secretary of state's office for use of the state seal, or the tax commissioner's office for handling delinquent taxes.

Fines imposed in the various courts or collected by the state game and fish warden which goes into the school fund. The funds received from the sale of cars seized in violation of the prohibition laws go to the school fund also.

WHERE TAXES GO.

The General Fund. For the support of the **Administration**, the governor, his office and mansion, all elective and appointive officers, and their offices.

The **Department of Public Safety**, meaning the state police and state constabulary.

The **Transportation** of prisoners, state factory and mine inspectors.

The **Department of Health**, the enforcement of health and sanitation laws, public nursing, organizing clinics and spreading information along public health lines.

The **Department of Agriculture**, including the regulation of markets and the enforcement of the pure seed law and aid to the farmer in the case of crop pests, diseased animals, etc.

The **Support of State Institutions**, trade schools, normal schools, State University and hospitals. \$50,000 is appropriated by the legislature for treatment of needy patients at any hospital throughout the state.

The School Fund.

Supports the department of free schools, it pays the salary of the state superintendent, the expenses of maintaining the department and distributes the balance to the various districts under the caption of State Aid.

State Road Fund.

Under the new road law the state has taken over certain roads called class A or State Roads, and the new State Road Commission is to take care and build all roads falling under this class.

Bond Issues.

If it is found that the monies in any one of these funds is not large enough to make permanent improvements in the departments dependent upon them, they are supplemented in state, county, district or city with a bond issue.

Independent Funds.

The Workingman's Compensation fund is an independent insurance company not shared by the average tax payer but paid for by the employers of labor.

The County.

There is a general county fund along with interest on county deposits which support: 1. The administration of the county, that is the county commissioners and the various county officials. 2. The health department, county nurses and clinics. 3. The overseers of the poor who administer poor relief, the county alms house, the detention homes, the probation officer. Any county can also have a tuberculosis sanitarium. 4. The department of agriculture which supports the agricultural clubs and the county agents. 5. The department of roads for the maintaining and building the roads in the county including those of the district, but not class A roads.

The District.

The district is the school unit. The board of education of each district levies the tax for that district. This general property tax supplemented by state aid to high schools, to grade schools or to supplement teachers salaries where the district is not able to pay the salary pre month, supports the free schools.

City Tax.

City tax includes not only the general property tax, but water tax, fines for violations of city ordinances and fees for carrying on certain business within the city. Out of the city treasury is supported the city administration and the expenses pertaining to the running of the city.

The department of health including the city health officer.

The department of safety supports the police department, fire department, etc.

The department of public works. This includes the upkeep of the streets and alleys and the building and maintenance of public building.

We have no department of parks but by the passage of a state law each city is required to put aside one cent on every hundred dollars assessed value for the support of public playgrounds.

If the city is an independent school district, the board of education levies a tax to support its schools which is paid in place of the usual district school tax.

I have only attempted to give you a skeleton of the taxation plan. We all know that the method of procuring taxes is one of the greatest problems we have before us. It is possible through further study for each of you to suggest a solution for the tangle.

Lesson 12.

DEPARTMENTS OF THE STATE GOVERNMENT.

State Schools.

West Virginia University.

Normal Schools.

Marshall College, Huntington.

Fairmont State Normal, Fairmont.
Concord State Normal, Athens.
West Liberty State Normal, West Liberty.
Shepherd College State Normal, Shepherdstown.
Glenville State Normal, Glenville.
West Virginia Collegiate Institute, (colored).
Bluefield Colored Institute, Bluefield.

Other Schools.

Potomac State School, Keyser.
New River State School, Montgomery.
Storer College (colored), Harper Ferry.
West Virginia School for Deaf, Dumb and Blind, Romney.
Colored Deaf and Blind School (money appropriated).

Humane Institutions.

Industrial Home for Girls, Salem.
Industrial School for Boys, Pruntytown.
Industrial School for Colored Boys, (appropriation made).
Industrial Home for Colored Girls (appropriation made).
West Virginia Penitentiary, Moundsville.
Hospitals for the Insane, three—Weston, Spencer, Huntington.
Hospitals, Miners, three—Welch, McKendree, Fairmont.
Tuberculosis Sanitarium, Terra Alta.
Tuberculosis Sanitarium (colored), Denmar.
Colored Orphan's Home, Huntington.
West Virginia Children's Home, Elkins.

State Boards.

Board of Control—three members.
Board of Education—six members.
Board of Public Works—seven members.
 The governor and state officers.
Board of the School Fund—four members.
 The governor, auditor, treasurer, supt. of schools.
Board of Examiners for Nurses, five members.
Board of Embalmers.
Board of Optometry.
Board of Examination of Accountants.
Board of Children's Guardians.
Board of Dental Examiners.
Board of Examiners and Registration of Architects.
Board of Registration of Engineers.
Board of Pharmacy.
Berkeley Spring's Board.
Parole Board.
Veterinary Examining Board.
State Geological Survey.
Uniform State Laws.

Commissions.

Capitol Building Commission.

Vicksburg Military Park Commission.
Child Welfare Commission.
Water Power Commission.
Codification Commission.
Game and Fish Commission.
Public Service Commission, three members.
State Road Commission, three members.
Public Printing.
 Auditor, supt. of schools, secretary of state.
State Sinking Fund Commission.
 Tax commissioner, sec'y of state, auditor, treasurer.
Tax Commissioner.
Compensation Commissioner.
Commissioner of Banking.
Commissioner of Labor.
Health Commissioner.
Commission to revise building and loan laws.
Commissioner of Prohibition.

Departments.

Workmen's Compensation Department.
Department of Public Safety.
Department of Banking.
Department of Mines.
Department of Archives and History.
Health Department.
 Public Health Council, seven members.

Bureaus.

Bureau of Labor.
Bureau of Negro Welfare and Statistics.

