

CIVICS NOTE BOOK

FOR CLASSES IN COMMUNITY
CIVICS AND CITIZENSHIP



Published and sold by
LAMBERTON PUBLISHING CO.
Berlin, Wisconsin

Name

Grace Belling

Class

4. Obligations.
- Obedience to laws.
 - Support by taxation.
 - Intelligent voting.
 - Loyalty and service.
 - Respect for the flag.
5. Restrictions: Citizenship is denied to—
- Those excluded by the immigration laws.
 - Races other than the white and the black.
 - Anarchists, duellists, felons, traitors, polygamists, those unable to speak English, and those convicted of bribery or of betting upon the outcome of an election.
 - Persons who are insane.
6. The Steps in Naturalization.
- Taken before U. S. District Courts or state courts of record. Five years' residence is required for naturalization.
- The declaration of intention to become a citizen, known as "taking out first papers," not less than two years before admission to citizenship.
 - Not less than two nor more than seven years after "taking out first papers" the application for "second papers" must be filed showing qualifications for admission to citizenship.
 - The oath of allegiance to the United States taken in open court. Since 1922 alien women no longer become citizens through marriage, but must be naturalized; also, American-born women do not lose their citizenship when they marry aliens who are eligible to citizenship. Minor children become naturalized when the father is admitted to citizenship.

III. THE GOVERNMENT AND HOME-MAKING.

There is a vital relation between the government and the homes of its citizens. A successful government is dependent upon wholesome home life. The government has done much to safeguard the home life of its citizens. Some of the government's efforts are:

(1) compulsory education and child labor laws; (2) the right of women to vote and hold office; (3) children may be taken away from parents who do not care for them properly; (4) children are obliged to care for aged parents if they are able; (5) minimum wage laws and regulations of working conditions for women and minors; (6) public schools; (7) the regulation by law of housing conditions when necessary; (8) pure food laws, pure water supply, the disposal of wastes, and protection against the spread of disease; (9) the regulation of public utility companies upon which homes are dependent for many necessities and conveniences; (10) the supplying of wholesome recreation—parks, playgrounds, libraries and museums; (11) furnishing protection against fire and danger to life and property; (12) giving help through health departments, visiting nurses, agricultural and other extension work of educational insti-

tutions; (13) caring for the unfortunates whom the homes can not care for properly; (14) making it possible for people to do for themselves through co-operation, many things which they could not do individually.

IV. HOW THE NEED FOR EDUCATION HAS BEEN MET.

The continued success and existence of our form of government is so dependent upon intelligent citizenship that the education of its citizens has been called the government's greatest responsibility and most important activity. Among the agencies of education are:

(1) kindergartens; (2) elementary schools; (3) high schools; (4) vocational and continuation schools; (5) private and parochial schools; (6) colleges and universities; (7) teacher training and other professional training institutions; (8) correspondence departments or schools; (9) summer chautauquas; (10) winter lyceum or lecture courses; (11) reading circles; (12) schools for defectives; (13) apprentice courses and corporation schools; (14) citizenship classes and classes for immigrants; (15) Y.M.C.A. and similar organizations; (16) social settlements; (17) civic clubs; (18) literary, debating and study clubs; (19) public lectures; (20) libraries; (21) museums, art galleries, botanical and zoological gardens; (22) theaters and moving pictures; (23) newspapers and periodicals; (24) public education associations; (26) educational foundations—Sage, Carnegie, Rockefeller, etc.; (27) state and federal departments or bureaus of education.

V. THE GOVERNMENT AND PUBLIC HEALTH.

The safeguarding of the health of its citizens is an important activity in every civic unit. Among the agencies promoting good health are: (A) for pure air—(1) ventilation of buildings; (2) suppression of smoke and gas nuisance; (3) tenement house laws and inspection; (4) cleanliness of outbuildings.

(B) for pure water—(5) wells and water system; (6) stream protection and filtration; (7) sewage disposal;

(C) for pure food—(8) pure food and drug laws; (9) market and dairy inspection; (10) slaughterhouse and meat packing inspection; (11) cold storage inspection; (12) cooking classes; (13) school lunches;

(D) for exercise—(14) playgrounds and athletic fields; (15) gymnasiums; (16) physical education;

(E) for cleanliness—(17) disposal of household waste; (18) street cleaning; (19) public baths;

(F) to avoid contagion—(20) medical inspection of schools; (21) school nurses and physicians; (22) vaccination; (23) quarantine; (24) insect extermination; (25) health instruction;

(G) to restrict the use of drugs—(26) temperance societies; (27) legal regulation of the manufacture and sale of alcohol, tobacco and drugs;

(H) to regulate working hours and conditions—(28) proper school equipment—seating, lighting, ventilating; (29) child labor legislation and inspection—as to age, hours, permits and employment; (30) factory legislation and inspection—as to hours, lunch periods, sanitation, safety

devices, lighting, seats for women workers and employment; (31) consumers' leagues; (32) labor organizations; (33) child labor associations;

(I) miscellaneous—(34) hospitals, dispensaries, sanitarium, and convalescent camps; (35) ambulance service; (36) records of vital statistics; (37) health campaigns; (38) health departments.

VI. THE GOVERNMENT AND RECREATION.

"The physical necessity for recreation as well as for rest is recognized as essential in securing the highest degree of efficiency on the part of the individual and of the community." Many recreational agencies are encouraged and some are regulated and supervised by the public; among them are: (1) playgrounds and athletic fields; (2) gymnasiums; (3) parks; (4) school recesses and play periods; (5) athletic associations and clubs; (6) bowling alleys, pool and billiard rooms; (7) public baths; (8) dance halls; (9) recreation piers; (10) concerts; (11) theaters and moving pictures; (12) circuses; (13) botanical and zoological gardens; (14) libraries and reading rooms; (15) museums and art galleries; (16) summer camps; (17) fish and game protection; (18) organizations—Boy Scouts, Camp Fire Girls, social settlements, Y.M.C.A. and similar organizations.

VII. THE GOVERNMENT AND PROTECTION.

Through co-operation the people have been able to provide for their own protection to an extent which would be impossible for individuals working alone. Among the agencies for the protection of life and property are: (A) for the prevention of accidents—(1) in houses, tenements, school buildings and public buildings—fire exits, fire escapes, building laws and inspection; (2) in the street—traffic regulations and traffic police, street lighting, placing of wires; (3) in transportation—safety regulations and devices on railroads, electric cars, steamships, and automobiles, coast survey, lighthouses and buoys, life-saving stations; (4) in industry—safety devices in mines, quarries, and factories, regulation and inspection of fire escapes, elevators, and boilers;

(B) for the prevention of floods—levees, forest conservation, and flood reservoirs;

(C) for protection against fire—water supply, fire departments, forest rangers, building regulations, fire prevention campaigns, insurance;

(D) general—police, courts, legal aid societies, militia, state constabulary, army, navy, patents and copyrights, safety instruction in school.

VIII. THE GOVERNMENT AND CIVIC BEAUTY.

There is a direct relation between civic beauty and good citizenship, property valuation and the community's reputation. Up-to-date communities give considerable attention to the items of civic beauty among which are:

(A) beauty in the home—(1) appearance of dwellings; (2) care of lawns, gardens, trees, walks, etc.;

(B) beauty in the school—(3) school architecture; (4) interior decoration; (5) school grounds;

(C) beauty in the street—(6) the street plan; (7) street construction and repair; (8) street cleanliness; (9) rubbish disposal; (10) unsightly objects—poles and billboards; (11) trees, (12) street lighting; (13) parkways and boulevards;

(D) public parks and water fronts;

(E) architecture—public buildings, business and office buildings, residences;

(F) art—monuments and statues, bridges, art galleries;

(G) city planning—(12) grouping of public buildings; (13) city zoning into industrial and residential districts; (14) regulation of the height of buildings;

(H) preservation of natural beauty—(15) parks;

(I) miscellaneous—(16) smoke abatement; (17) vacant lots; (18) alleys; (19) care of public buildings; (20) mutilation of public property; (21) clean-up campaigns.

IX. THE GOVERNMENT AND TRANSPORTATION.

The development of transportation facilities has an important influence upon the growth and prosperity of communities just as it has had and still has upon the growth of our nation. Among the agencies of transportation are: (A) roads—promoted by voluntary organizations and built and controlled by the community, state and nation;

(B) streets, maintained by municipalities;

(C) bridges, maintained at local, county, and state expense;

(D) natural waterways—rivers, lakes, ocean, under the control of state bureaus and commissions and national departments;

(E) canals—maintained and controlled by private companies, states, or the nation;

(F) railroads, owned by corporations and regulated by state and nation;

(G) electric railways—(1) urban-surface, elevated, subway; (2) interurban; owned by corporations or municipalities and regulated by state and nation;

(H) parcel post service of the U. S. Post Office;

(I) express companies; (J) local transfer companies; (K) steamship lines.

X. THE GOVERNMENT AND COMMUNICATION.

National development upon so extensive a scale as that of our country would be impossible without the means of rapid communication. Among the lines of communication which bind our nation together are: (1) the postal service; (2) telegraph; (3) telephone; (4) ocean cables; (5) wireless; (6) the press—newspapers, magazines, periodicals, books and pamphlets, bulletins; (7) lectures, sermons, debates; (8) public discussion—at public gatherings, the corner grocery, clubs, social centers.

XI. THE GOVERNMENT AND EARNING A LIVING.

The following topics are suggested for discussion:

- (A) industries and occupations of the community;
- (B) raw materials used in these industries and their sources;
- (C) natural resources of the community; their conservation;
- (D) light and power for industry;
- (E) transportation facilities;
- (F) capital, its use in the community;
- (G) labor supply—kind, abundance, permanence, reliability;
- (H) organizations aiding industry—labor unions, chamber of commerce, associations of manufacturers, merchants, professional men; employment bureaus;
 - (1) aids to thrift—banks, building and loan associations, insurance, opportunities for investment;
 - (J) government control—(1) federal departments, bureaus, commissions—Departments of Treasury, Agriculture, Commerce, Labor, Interior the Interstate Commerce Commission, the consular system, federal employment bureaus, Federal Reserve Board; (2) Federal legislation;
 - (3) state bureaus and commissions—industrial, railroad, etc.;
 - (4) state legislation—wage laws, child labor, women in industry, workmen's compensation, factory inspection.

XII. MIGRATION.

- (A) the source of our population—proportion coming from other states and from other countries;
- (B) present immigrants compared with earlier ones;
- (C) reasons for immigration;
- (D) distribution of the immigrants here;
- (E) effects of immigration—industrial, social, political;
- (F) restrictions on immigration;
- (G) emigration—compared with immigration as to number and cause;
- (H) work of the Federal Bureau of Immigration;
- (I) work of the Federal Bureau of Naturalization;
- (J) work of the state Immigration division;
- (K) relation of steamship companies, railroads, labor agents, colonization societies, immigration societies, chambers of commerce, agricultural departments, and foreign governments to immigration.

XIII. THE CARE OF THE UNFORTUNATE. CHARITABLE AND PENAL INSTITUTIONS OF WISCONSIN.

I. **Dependents**—Those who cannot or will not support themselves, but exist by means supplied outside their own families. They are cared for by private charity or public relief.

Children are cared for in Orphan Asylums, Children's Homes, in private homes found for them by Home Finding Societies or in their own homes when that is made possible by giving aid to widowed mothers.

Adults are cared for in Almshouses supported by local units—counties, cities or towns, or through relief provided by taxation. Homes for

the Aged have been provided by individuals, churches and societies, the inmates sometimes paying for a part of the maintenance.

Besides the State Public School maintained for dependent children at Sparta, the State Board of Control inspects fifty-four Almshouses, twenty-eight Orphan Asylums and Children's Homes and eighteen Homes for the Aged.

Many cities have Associated Charities, Public Welfare Associations, or similar organizations. Their services consist of:

1. Investigation.
 - a. To discover the causes of distress.
 - b. To decide on the best way of giving relief.
 - c. To protect the public against fraud.
2. Registration.
 - To maintain records of relief work.
3. Co-operation.
 - To prevent the duplication of relief work by individuals and societies.
4. Visitation.
 - By visiting nurse, visiting teacher or other workers to give advice and help.
5. Furnishing work.
6. Making loans.
7. Preventative measures.
 - By educating the dependent as to health, sanitation, saving, recreation, etc.
8. Educating the public through publicity.

II. **Defectives**—Those unable to care properly for themselves because of physical and mental defects.

- A. The mentally defective.
 1. The insane.
 2. The feeble-minded.
 3. Epileptics.

To care for the mentally defective the state maintains the State Hospital for the Insane at Mendota, the Northern Hospital for the Insane at Winnebago, the Central Hospital at Waupun, the Northern Wisconsin Colony and Training School at Chippewa Falls, the Southern Wisconsin Colony and Training School at Union Grove, and it also inspects thirty-six asylums and two schools for the feeble-minded maintained by counties or societies.

- B. The physically defective.
 1. The blind.

The Wisconsin School for the Blind at Janesville provides for the teaching and training of blind residents of the state between the ages of eight and twenty-five years. For the adult blind the Wisconsin Workshop for the Blind is maintained at Milwaukee to teach trades to those who wish to learn. Financial relief is also provided for the adult blind when necessary.

2. The deaf.

The Wisconsin School for the Deaf at Delevan provides teaching and training for deaf residents of Wisconsin between the ages of eight and twenty-five years.

3. To aid in the fight against tuberculosis, Wisconsin maintains the State Tuberculosis Sanatorium at Statesan and the Tomahawk Lake Camp. Fourteen county Tuberculosis Sanatoria are inspected by the State Board of Control, as well as ninety other hospitals and sanatoria.

III. Delinquents—Those who have violated some law.

Delinquent children are cared for in the Industrial School for Boys at Waukesha and the Industrial School for Girls at Milwaukee.

To offer every opportunity for reformation, men between the ages of seventeen and thirty who are convicted of crime may be sentenced and committed to the Wisconsin State Reformatory at Green Bay instead of to the State Prison. Women between the ages of eighteen and thirty may be committed to the Wisconsin Industrial Home for Women at Taycheedah.

The Wisconsin State Prison at Waupun is the general penitentiary for the state.

The State Board of Control inspects seventy jails, three hundred sixteen police stations, one detention home and five institutes for girls.

XIV. THE CORRECTION OF WRONGDOERS AND THE COURTS.

"In every community there must be rules and regulations to which all must conform, if community life is to run smoothly, and if the interests of each citizen are to be safeguarded." Those who do not conform to the rules of the community are a source of disorder and threaten the rights of others. They must be dealt with accordingly and for that reason we have the following agencies:

(A) rules and regulations—(1) school regulations; (2) local ordinances; (3) state laws; (4) national laws;

(B) agencies for law enforcement—(5) machinery of school administration and discipline; (6) parental, truant and reform schools; (7) reformatories; (8) jails and prisons; (9) labor colonies; (10) juvenile courts; (11) courts for adults; (12) probation and parole; (13) prison reform associations;

(C) the judicial branch of our government and the steps in the trial of criminal cases—given in the following outlines on state and national government.

Steps in the Trial of Criminal Cases in State Courts

1. The complaint by an officer or other citizen.
2. The warrant of arrest issued by a judicial officer.
3. The preliminary hearing or trial and decision by lower court.
4. Bail determined if the accused is held for trial in higher court.
5. Selection of the jury for circuit court.
 - a. Work of the jury commission.
 - b. Selection of the panel or venire.

- c. Selection of the trial jury.
6. The trial in circuit court.
 - a. The defendant's plea of "guilty" or "not guilty."
 - b. The district attorney's prosecution for the state.
 - c. Witnesses called, examined and cross-examined.
 - d. Pleas of the attorneys.
 - e. The judge's charge (instructions) to the jury.
 - f. The jury placed in charge of the sheriff.
 - g. The jury's verdict (or disagreement).
 - h. The sentence or acquittal.
 - i. An appeal to the highest court (if an error in the trial is claimed by the defendant).

XV. HOW THE GOVERNMENT MEETS ITS EXPENSES.

Local and State Government

1. By taxes upon real estate.
2. By taxes upon personal property.
3. By taxes upon incomes.
4. By taxes upon inheritances.
5. By taxes upon corporations—transportation, express, insurance companies, etc.
6. By the receipts from licenses and fees (automobile and dog license)

The Federal Government

1. By a progressive income tax.
2. By a tax upon the profits of corporations.
3. By duties upon imported goods.
4. By internal revenue or taxes upon articles produced or manufactured in this country, such as tobacco and patent medicines.
5. The income from government-owned oil and mineral lands.
6. Special war taxes for meeting the war debt.

The Steps in Local Taxation

1. The assessment.
2. The equalization of assessments.
3. The determination of the tax rate.
4. Making the tax roll.
5. The collection of taxes.
6. Making the tax returns.

XVI. THE GOVERNMENT OF THE CIVIC UNITS.

THE PUBLIC SCHOOLS.

The State.

The public school system of the state is directed by the State Department of Public Instruction with the state superintendent at the head. He has power to grant state teachers' certificates, apportion school money, make courses of study for schools of various classes in the state, prepare lists of books for school libraries, interpret school laws, supervise schools, and to act on the board of regents for normal schools and the state university. To assist him in his duties he appoints assistant superintendents,

clerks and inspectors of schools. Under the supervision of the State Department there are over 17,500 professional workers. There are over 400 high schools, nearly 700 state graded schools and over 6,600 one-room rural schools.

The state maintains the state university controlled by the Board of Regents of the University; nine state normal schools in charge of their Board of Regents and located at Eau Claire, LaCrosse, Milwaukee, Oshkosh, Platteville, River Falls, Stevens Point, Superior and Whitewater; Stout Institute and the State Mining School.

About 50 cities of the state maintain vocational schools which are attended during a part of the time by young men and women who are employed during the rest of the day or week. This work is under the direction of the State Board of Vocational Education and local boards of industrial education. The state shares in the expense.

The County.

In each county there is a county superintendent who has charge of the schools of the county not under city superintendents, examines and certifies teachers, supervises schools, holds teachers' institutes and school board conventions, selects books for school libraries, must be consulted in building new schoolhouses, may concur with the state department of education in demanding that school houses be repaired or replaced by new buildings, and he co-operates with the county committee on common schools.

He is assisted by one or more supervising teachers who visit and advise the rural teachers at work in the county. There are 72 county superintendents in the state (one county has two), and over 100 supervising teachers.

The City.

In over 80 cities of the state the schools are independent of the county school systems and are under the supervision of city superintendents who are chosen by the boards of education of their cities. City school systems are obliged to meet the requirements of the state department in order to share in the state school money.

THE GOVERNMENT OF THE SCHOOL DISTRICT.

The towns of the county are divided into school districts each having its own officers.

I.—Legislative branch:

The qualified electors of the district at the annual school meeting, held the first Monday in July.

The electors at the annual meeting choose the district officers, vote taxes to maintain the school and pay the teacher, and decide questions relating to the school year, free text books, supplies, teachers, compensation of the school board and similar matters. For definition of qualified electors see government of the town.

II.—Executive and Administrative Branch:

The school board, composed of clerk, director and treasurer.

1. Election—By qualified electors at the annual school meeting.

2. Term of office—Three years, one elected each year.
3. Salary—Voted at annual meeting, not to exceed twenty dollars for clerk and ten dollars for director and treasurer.
4. Vacancy—Filled by remaining members of the board or by town or village clerk.
5. Powers and Duties—To carry out the wishes of the electors as expressed at the annual meeting, to make necessary rules for the conduct of school, to hire teacher and janitor, to buy equipment, supplies, fuel, etc., to represent the district in all matters, and to have charge of all property belonging to the district and keep it in good condition.

The director presides at board and district meetings.

The clerk keeps minutes of board and district meetings, corresponds for the board in hiring teachers and makes reports to the county superintendent.

The treasurer keeps the district funds and pays them out on order of the clerk and director.

III.—How Common Schools Are Supported:

1. By taxes raised in the school district.
2. By state money derived from (a) the school fund income (b) the 7-10 mill tax.
3. By county money which is proportionate to the state appropriation.
4. Special state aid for various schools.

In villages the territory included in the school district usually coincides with that of the incorporated village, the government of the district being the same as in districts located in towns.

Schools in cities are usually governed by boards of education composed of representatives of the various wards of the city or of the city at large, chosen by the qualified electors of the city or appointed by the mayor and common council.

QUESTIONS AND EXERCISES.

1. Make a map of your school district.
2. What is the area of your district? The population?
3. How many children of school age are there in your district?
4. If the state and county aid to common schools amounts to about six dollars per capita for the children of school age, how much will that amount to for your district?
5. What was the amount of the local school tax voted in your district at the last annual school meeting?
6. When and where was the annual school meeting held and how many voters were present?
7. What important things were done at the meeting?
8. Who are your district officers? Discuss their duties.
9. What improvements are needed in your school building and its equipment?
10. Imagine that your class is the annual school meeting and discuss such topics as free text books, consolidation, and the requirements for special state aid to rural schools and state graded schools.

11. Why is it a good thing to hold public gatherings in school buildings?
12. What have the county superintendent and supervising teacher to do with your school?
13. What is the compulsory attendance law?
14. How many one-room rural schools are there in your county? How many state graded schools? How many high schools? Are there any other schools?
15. Note the county superintendent's annual report in the county board proceedings; did he make any recommendations to the school board members?
16. Write a letter to a friend in California telling all about the government of your school district.
17. If you live in a city, tell how the government of the schools differs from that in the country.

LOCAL GOVERNMENT.

THE GOVERNMENT OF THE TOWN.

A town is a sub-division of a county organized for the purpose of government, it is a political unit, but a township is a unit of land measurement, a tract six miles square. The territory included in a town may equal a township, it may include only a part of a township, or it may include parts of two or more townships. In addition to the open country towns frequently include settlements of a hundred or more people known as unincorporated villages.

I.—Legislative Branch:

The legislative power of the town is vested in the qualified electors or voters at the annual town meeting held the first Tuesday in April. Qualified voters are citizens of the United States who are twenty-one years of age, who have been residents of the state at least one year and of the election district at least ten days, and who have not been disqualified for any reason. At the annual town meeting the electors choose town officers, vote taxes for such purposes as town halls, roads and bridges, care of poor, officers' salaries and other expenses connected with town business. They also pass "such orders and by-laws as shall be conducive to the peace, welfare and good order of the town."

II.—Executive and Administrative Branch:

1. The town board consists of three supervisors, one of whom is Chairman and represents his town on the county board of supervisors. They superintend the spending of town money and have charge of all town business not delegated to other officers. The town board members act as judges of town elections and audit the accounts of the other town officers. They appoint health officers, superintendents of highways, weed commissioners and fill vacancies in town offices.

2. The town clerk, who acts as secretary of town and board meetings, posts notices of elections and meetings and copies of by-laws, keeps town records, including vital statistics and corresponds for the town with state and county officers.

1. *Doussman*
2. *Eagle*
3. *Hartland*
4. *North Prairie*
5. *Menomonee Falls*
6. *Merton*
7. *Muskogee*
8. *New Butler*
9. *Pewaukee*
10. *Wales*
11. *Sussex*

3. The town treasurer, who collects and takes charge of all town money and pays it out on order of the town officers.
4. The assessor, who places a valuation upon all taxable property in the town as a basis for taxation each year.
5. Three constables, who serve writs and processes, see that the laws are enforced, and carry out the orders of town officers and justices of the peace.
6. The above officers are nominated at the town caucus and elected at the annual town meeting, hold office one year and receive salaries established at the annual meeting or fees established by law. In some counties the town board is elected for three years, one member being elected each year.

III.—Judicial Branch:

Justices of the peace—see outline of state judicial branch.

QUESTIONS AND EXERCISES ON THE TOWN.

1. What is the difference between a town and a township?
2. Draw a map of your town.
3. Is your town a township, is it less than a township or is it made up of parts of two or more townships?
4. Locate your town on a state map (furnished by the State Railroad Commission) and give the legal description of the township or townships composing it.
5. What is the population of your town as given in the last Blue Book?
6. What is the value of the property in your town as given in the last county board proceedings (furnished by the county clerk)?
7. In the abstract of assessments given in the county board proceedings note the number of acres in your town and the valuation of the land. With those figures can you determine the average value per acre of the land in your town? How does it compare with the value in the other towns of your county? Note also the amount and value of the livestock of various kinds in the different towns in your county.
8. Ask about the annual town meeting at home and tell the class when and where it was held, about how many voters were present (see election statistics in the last Blue Book) and what was done besides the election of officers.
9. Name the officers of your town and give their duties and terms of office.
10. When is the town caucus or primary election held? What is its purpose?
11. What are some of the by-laws in force in your town?
12. What officers are appointed by the town board? What are their duties?
13. Who represents your town at the meetings of the county board of supervisors?
14. How many school districts are there in your town?

15. What is meant by the statement that "town government is a pure democracy?"

16. Write a letter to a friend in Louisiana telling all about the government of your town.

17. Let your civics class be a town meeting and attend to the affairs of your town.

THE GOVERNMENT OF THE VILLAGE.

Unincorporated villages or settlements within a town frequently wish to become independent of the rest of the town in their government. They often wish certain public improvements such as sidewalks, lights, and water-works, toward which the residents of the town who live in the open country may be indifferent. The law provides that when 150 residents within a half square mile (if the area is within one county) or 400 residents within a square mile (if the area is in two counties) wish to organize or incorporate as a village they may do so. They will not do so unless they know that the taxable property within the territory that will be included in the village is sufficient to support a village government. Each incorporated village has its own representatives on the county board of supervisors.

I.—Legislative Branch:

The village board, consisting of the village president and six trustees. In villages of 350 inhabitants or less the board consists of the president and two trustees.

The village board levies taxes for village purposes, acts on such matters as streets, sidewalks, fire protection, water supply, licenses, care of poor, lighting, and public health, and appoints such officers as marshal, health officer, street commissioner, pound-master, attorney and fire warden. The trustees hold office for two years, three being elected each year. The president presides over board meetings where he also has a vote. The board fills vacancies in the village offices.

II.—Executive and Administrative Branch:

The chief executive officer is the village president who sees that the village ordinances are obeyed. There are also the following officers whose duties correspond with the same officers in the town: Clerk, treasurer, assessor and constable. The village supervisor represents the village on the county board.

1. Election—All village officers are elected at the spring election the first Tuesday in April, by the qualified electors of the village.

2. Term of office—One year for all except trustees and justices.

3. Salary—Fixed by the village board or fees established by law.

III.—Judicial Branch:

Justices of the Peace and Police Justices—see outline of the state judicial branch.

QUESTIONS AND EXERCISES ON THE GOVERNMENT OF THE VILLAGE.

1. Name the incorporated villages of your county. They were once part of what towns?

2. When may a part of a town organize as a village? Why should a part of a town wish to do so?

3. Is the government of the village a pure democracy? Why is it desirable to have a representative body make ordinances for the government of the village?

4. What are some of the matters needing attention in a village that are not so important in a town?

5. Name the elective officers of the village and compare their duties with those of the town officers.

6. Name the officers who are appointed by the village board and give their duties.

7. Note the village board proceedings published in the weekly paper. What are the matters usually acted upon?

8. Who represents the village at the meetings of the county board of supervisors? May one man be elected both village president and village supervisor?

9. Why do not all communities of several hundred people organize as villages?

10. How does the valuation of land in villages compare with that in towns (see the abstract of assessments in the county board proceedings)?

11. Can you explain the growth of the villages in your county?

12. Organize your class as a village board and hold a meeting.

13. If you live in a village draw a map of it.

14. Write a letter explaining village government.

THE GOVERNMENT OF THE CITY.

As the population of a village grows it becomes desirable to divide the territory it includes into wards and to provide for additional officers to attend to the affairs of the increased population. The law provides that a population of 1,500 is sufficient to allow a village to incorporate as a city. Each ward in the city is entitled to a representative on the county board of supervisors. There are three forms of city government,—the "mayor and council" form, the "commission" form, and the "city manager" form.

The "commission" form of city government places the affairs of the city in the hands of a commission, usually of three or five, one of whom is mayor. Each commissioner is responsible for certain departments of the city government. The commission makes and enforces the city ordinances.

In the "city manager" form of government the council or commission hires as city manager the most competent person to be found and gives him great executive power. He manages the affairs of the city as he would those of a business firm.

The "mayor and council" form as given below is the most common.

I.—Legislative Branch:

The common council, composed of the mayor and two aldermen from each ward. The council levies taxes for city purposes, passes ordinances for city government, grants franchises and licenses, sets "fire limits" and prescribes building restrictions, regulates food inspection, disease control and garbage disposal, care for paupers and vagrants, provides for city schools, libraries, parks and playgrounds, constructs sidewalks and sewers, provides a fire department and police department and, unless private concerns do so, provides for water works and lighting plant, maintains streets, bridges, etc., and appoints such officers as city engineer, city attorney, health officer, board of public works, library board, park commission, police and fire commission, and chiefs of the police and fire departments.

II.—Executive Branch:

The mayor and constables. The mayor enforces state laws and city ordinances, presides at meetings of the city council, has veto and appointing power and is the chief executive officer of the city. A constable may be elected in each ward to perform the same duties as in towns and villages.

III.—Administrative Branch:

City clerk, treasurer, assessor, and one supervisor from each ward; their duties correspond with those of the same officers in town and village.

1. Election—by the qualified voters at the spring election. Nominated at the primary election; see outline on Elections.

2. Term of office—Two years.

3. Salaries—Fixed by the common council or fees established by law.

IV.—Judicial Branch:

Justices of the peace, police justices and municipal judges—See outline of state judicial branch.

Cities are classified as follows:

1st class, population of 150,000.

2nd class, population of 40,000 to 150,000.

3rd class, population of 10,000 to 40,000.

4th class, population under 10,000.

QUESTIONS AND EXERCISES ON THE GOVERNMENT OF THE CITY.

1. When may a village organize as a city? Why should a village wish to do so? Why do not all villages organize as cities as soon as the law allows them to do so?

2. Is there a city in your county? In what class is it according to population? Name one city of each of the four classes of cities in the state.

3. Compare the common council of the city with the village board as to composition and powers and duties.

4. Name the other elective officers found in a city and compare with the town and village as to election, term of office and powers and duties.

5. Why are wards necessary in a city? How many wards are there in your nearest city?

6. Name the appointive officers and boards usually found in a city and give their duties.

7. How are the cities represented on the county board of supervisors?
8. Compare the valuation of land in cities with that in the country.
9. If you live in a city, draw a map of it.
10. Show how city and country people are dependent upon each other.
11. Organize your class as a common council and hold a meeting.
12. Who may vote in villages and cities?
13. Make a chart listing the legislative, executive and administrative officers of the town, village and city.
14. Look up the commission form of city government as explained in your text and references. What are its advantages and disadvantages as compared with the other form?

THE GOVERNMENT OF THE COUNTY.

There are seventy-one counties in the state varying in size from 237 square miles to 1,552 square miles (an area larger than the state of Rhode Island) and ranging in population from 3,600 to 538,400 (more than that of nine different states). The county government acts for its sub-divisions, towns, villages and cities, in matters which are of more than local importance, such as those indicated under the powers of the county board of supervisors.

I.—Legislative Branch: The county board of supervisors.

1. Composition—The chairman of each town and a supervisor from each village and city ward in the county.

2. Presiding officer—Chairman; the board elects one of its members.

3. Salary—Per diem and mileage as fixed by the board.

4. Meetings—Regular meetings are held beginning the Tuesday following the second Monday in November; special meetings may be called at other times.

5. Powers—The county board levies taxes for county purposes, has charge of county property, fixes the salaries of county officers, pays bills against the county, organizes new towns or changes town boundaries, provides for the county poor and insane, for road and bridge building in conjunction with towns and the state, for the employment of a county agricultural representative, county nurse, probation officer and register in probate, maintains the county jail, court house and county offices and may maintain such institutions as the county almshouse, insane asylum, county fair, training school for teachers, school of agriculture and domestic economy and sanitarium and appoints such officers as the county highway commissioner, training school and common school boards and county purchasing agent. To do business effectively the chairman usually appoints various members to act on standing committees on such matters as finance, general claims, equalization, settlement with county officers, roads and bridges, judiciary, public schools, soldiers' relief, public buildings and grounds and public records.

II.—Executive Branch: The sheriff and his undersheriff and deputies. The sheriff has charge of the county jail and is responsible for the safe

keeping of prisoners; he opens and closes sessions of the circuit court held in the county and executes the orders of the court. His duty is to see that the laws of the state are enforced in the county. He is elected at the fall election for a term of two years. He receives a salary for his services or fees as determined by the county board.

III.—Administrative Branch:

A. Elective.

1. County clerk—He is clerk of the county board, publishes notices of elections and provides ballots, has custody of the county records, issues marriage and hunting licenses, issues orders for the payment of county funds and transmits reports between the local and state governments.

2. County treasurer—Keeps the county funds and pays them out on orders signed by the county clerk and chairman of the county board of supervisors.

3. Coroner—May hold inquests when persons meet violent or accidental death.

4. County surveyor—Makes surveys when requested; receives fees for his services.

5. Register of deeds—Records deeds and mortgages, may make abstracts of titles to real estate, and records births, deaths and marriages.

6. District attorney—He is the legal advisor of the county board and county officers, prosecutes offenses against the state, defends the county in legal actions, and is supposed to note violations of the law and bring the offenders to justice.

7. Clerk of courts—Keeps records of circuit court in the county and has charge of the affairs of the court in the absence of the circuit judge.

8. Superintendent of schools—See outline on "The Public Schools."

(1). Election—The county officers are elected by the qualified electors; county judge and superintendent are elected at the spring election, all others at the fall election. For nomination see outline on Elections.

(2) Term of office—Six years for the county judge; two years for the other county officers.

(3) Salaries—Established by the county board or fees established by law.

B. Appointive officers and boards.

1. The Committee on Common Schools, composed of three members elected by the county board of supervisors for a term of three years, has power to change district boundaries and to appoint the supervising teacher, who assists the county superintendent in supervising rural schools.

2. The Register in Probate, who assists the county judge.

3. The Probation Officer, who is made responsible for juvenile offenders placed in his charge instead of being sent to a reform school.

4. Soldiers' Relief Commission, which has charge of the county appropriation for indigent soldiers.

5. The Highway Commissioner, who is appointed by the county board and superintends the construction and maintenance of roads built by state and county appropriations.

6. The County Training School Board, which is composed of the county superintendent and two other members, elected by the county board for a term of three years, and has charge of the county training school for teachers.

7. The County Agent and the County Nurse.

IV.—Judicial branch: See outline of the state judicial branch.

1. Justices of the peace and police justices.

2. County or probate court presided over by the county judge.

3. Circuit court.

QUESTIONS AND EXERCISES ON THE COUNTY

1. Draw a map of your county, showing the lakes, rivers, railroads, state highways, town boundaries, villages and cities.

2. Read in class some of the important parts of the county board proceedings. Imagine that your class is the county board of supervisors and hold a meeting.

3. Who enforces the state laws in your county?

4. Explain our state highway system. How many patrol sections are there in your county?

5. If your county has an agricultural representative, tell what he is doing for the farmers.

6. Why is a county nurse a valuable officer to have in the county?

7. How many members constitute your county board of supervisors? Who is chairman? Note the committees appointed at the opening of the last meeting of the county board. (See county board proceedings.)

8. How many counties are there in the state? How does your county rank in size and population? Which is the largest county; which is the smallest?

9. What institutions are maintained by your county?

10. Describe your court house. Which of your county officers have their offices there? Do any have their offices elsewhere?

11. Name your elective county officers and give their duties and terms of office. When are they elected?

12. Name your appointive county officers and boards. Give their duties.

13. In the county board proceedings note the purposes for which county money is appropriated.

14. How many postoffices are there in your county? (See Blue Book.)

15. Tell about a visit you have made to your county seat; to your county fair.

16. Write an essay on the legislative, executive and administrative branches of your county government.

THE GOVERNMENT OF THE STATE.

Wisconsin has long been noted as one of the most progressive in the Union in its state government. No state is doing more for its people than Wisconsin and few are doing as much. The government of the state should be studied with emphasis upon the service it renders its citizens.

I.—Legislative Branch: The state legislature.

1. Composed of two houses:

A. Assembly.

a. Number of members—100.

b. Term of office—two years.

c. Election—by qualified electors, fall election.

Nomination—see outline on Elections.

d. Apportionment—according to population. See Blue Book for our assembly district. (38)

e. Presiding officer—speaker, members choose one of their number.

f. Vacancies—filled by special election.

g. Salary—\$500 per regular session and mileage.

B. Senate.

a. Number of members—33.

b. Term of office—four years.

c. Election—by qualified electors, fall election.

d. Apportionment—according to population. See Blue Book for our district, note its population and counties composing it. 615-33

e. Presiding officer—lieutenant governor; the members choose one of their number president pro tem.

f. Vacancies—filled by special election.

g. Salary—\$500 per regular session and mileage.

2. Meetings—Held at the state capitol. Regular sessions open on the second Wednesday in January of the odd numbered years, special sessions may be called at other times by the governor.

3. Powers—The legislature may pass laws not contrary to the constitution of the United States or of the state. The names of the standing committees of the assembly indicate the variety of subjects considered by the legislature—finance, judiciary, state affairs, education, municipalities, agriculture, insurance and banking, labor, commerce and manufactures, transportation, public welfare, fish and game, taxation, elections, excise and fees, printing and rules.

4. Prohibitions on the legislature—

Article I. of the state constitution prohibits the state legislature from passing laws which shall interfere with the "inherent rights" of personal security and liberty.

Article IV., sections 31 and 32 of the state constitution prohibit the passage of special or private laws in regard to matters which should be covered by general laws assuring the same treatment to all citizens under similar circumstances.

Article X. of the state constitution places restrictions upon the legislature regarding state finances, e. g. taxation, the public debt, borrowing money and internal improvements.

Article I., section 10, of the constitution of the United States says: "No state shall enter into any treaty, alliance or confederation; grant letters of marque and reprisal; coin money; emit bills of credit; make anything but gold or silver a tender in payment of debts; pass any bill of attainder, ex post facto law, or law impairing the obligation of contracts, or grant any title of nobility." The same article states that, without the consent of Congress, no state shall tax imports or exports, lay any duty of tonnage, keep troops or ships of war in time of peace, enter into any agreement with another state or with a foreign power, or engage in war unless actually invaded or in imminent danger admitting of no delay."

5. Provisions common to both houses of the legislature are found in Article IV of the state constitution. They pertain to membership, quorum, business rules, penalties, journal, adjournment, and law making proceedings.

6. How a bill becomes a Law.

(1) Introduction of the bill by a member of either house.

(2) First and second reading of the bill (by title).

(3) Referred to proper committee.

(4) Printed copies furnished to members of the legislature.

(5) Committee hearings regarding the bill.

(6) Reported for passage by the committee; reported unfavorably; or not reported ("pigeon holed").

(7) If reported—placed on calendar of the house and discussed.

(8) Vote to engross and read a third time, or voted down.

(9) Referred to committee on engrossment (new copies of bill prepared with all corrections made); referred to committee on third reading.

(10) Third reading and vote taken.

(11) Certified by presiding officer and clerk (if passed) and sent to the other house to go through a similar procedure.

(12) An amendment proposed by the second house must be approved by the first house which often requires the appointment of a conference committee from both houses to reach an agreement.

(13) After passage by the second house it is sent to the governor who has six days (Sundays excepted) in which to approve or to veto the bill. If not acted upon by the governor within six days, or if signed by the governor, it becomes a law.

(14) If vetoed by the governor, the bill is sent with his objections to the house in which it originated.

(15) If reconsidered and passed by a vote of two-thirds of the members present it is sent to the other house.

(16) If reconsidered and passed by a two-thirds vote of the members present in the second house it becomes a law.

(17) If the legislature adjourns before the governor has had six days in which to consider the bill it is lost unless he signs it before adjournment ("pocket veto").

(18) To expedite the passage of a bill it may be introduced at the same time by a member of each house.

(19) After a date set by the house new bills may be introduced only by committees and not by individuals.

SUMMARY

A bill may become a law:

(1) By passing both houses and receiving the governor's signature;

(2) By passing both houses, receiving the governor's veto, and, after reconsideration, passing both houses by a two-thirds vote;

(3) By passing both houses and not being returned by the governor within six days, unless prevented by adjournment.

QUESTIONS AND EXERCISES ON THE LEGISLATIVE BRANCH OF THE STATE.

1. What constitutes your assembly district; your state senatorial district? (See maps in the Blue Book.)

2. Who is your assemblyman; your state senator? Read their biographies as given in the Blue Book.

3. Account for the difference in area between districts in the northern part of the state and those in the southeastern part.

4. Describe the new state capitol.

5. If you have visited Madison, tell about the city and the interesting places there.
6. Mention some laws passed by the last legislature.
7. How does a bill become a law?
8. How is the voting done in the state assembly?
9. How many members constitute a quorum?
10. A member of the legislature was expelled during the war. How and why?
11. Are visitors admitted while the legislature is in session?
12. What prohibitions are placed on the state legislature by the state and United States constitutions?
13. Write your assemblyman or state senator for copies of bills and journals when the legislature is in session.
14. Compare the state legislature with other legislative bodies you have studied.
15. How is our state constitution amended? Note some amendments in your copy of the constitution.
16. Are all the members of the state senate elected at the same time; of the assembly?
17. Who may vote for state officers?
18. What is meant by primary election, nomination papers, registration?
19. How many officers are in charge of the polls on election day? What are they called?
20. What is meant by challenging a vote, canvassing the vote, voting a "split" ticket, a "straight" ticket?
21. What is lobbying?

STATE EXECUTIVE AND ADMINISTRATIVE BRANCHES.

II.—Executive Branch: The governor and lieutenant governor.

1. Election—by qualified electors at the fall election. Nominated at primary election.
2. Term of office—two years.
3. Vacancies—governor's place is taken by the lieutenant governor in case of vacancy; the secretary of state is next in succession.
4. Salary—governor, \$5,000 a year; lieutenant governor, \$1,000.
5. Removal from office—by impeachment.
6. Powers and duties:
 - A. Military—the governor is commander-in-chief of the state militia.
 - B. Civil—the governor is the chief executive officer of the state, he sends messages to the legislature, has the veto power in state legislation, may appoint and remove certain state officials and may grant reprieves and pardons.

III.—Administrative Branch:

- A. Elective.
 1. Secretary of State—he has custody of the records and official seal of the state and is the official auditor of the state's accounts.
 2. State Treasurer—has charge of the state funds and disburses them as directed by the legislature, upon state warrants.
 3. Attorney General—He is the legal advisor of the governor and the other state officials; he also represents the state in cases in which it is a party in the supreme court.
 4. State Superintendent of Public Instruction. See outline on "The Public Schools."
 5. Election and term of office—The superintendent of schools is chosen at the spring election by the qualified electors and holds office for a term of four years; the other elective officers are chosen at the fall election for two years. For nomination see outline on Elections.

B. Appointive.

The governor appoints the members of a number of departments, boards and commissions which are responsible for many services performed for the citizens of the state. Among them are:

1. The department of Agriculture "has charge of the administrative, regulatory, and control measures pertaining to agriculture in the state." There are several divisions in the department. The division of Agricultural Statistics makes and publishes forecasts and final estimates of the acreage, condition and yield of crops. The division of Entomology has the responsibility for the control of plant diseases and insect pests. It inspects nurseries, orchards, parks and city trees for such diseases and insects, gives advice in regard to their eradication and takes measures for their control when necessary. The Feed and Fertilizer Inspection Division enforces the laws which protect farmers against fraud and misrepresentation in the sale of these products. The Immigration division advises intending settlers about soil, climate, crops and opportunities for farm making in different parts of the state and protects against fraud in land sales. Other divisions are those of Horse Breeding, Live Stock Sanitation, Seed and Weed Control, Veterinary Licensing, State Fair, and the division of Markets which is working to improve the system of distribution and bring about conditions under which commodities will be transferred from the producer to the consumer as rapidly, as cheaply and in as good condition as possible.

2. The Banking department supervises and examines the state banks operating in the state.

3. The Dairy and Food department is responsible for enforcing state laws which regulate the manufacture and sale of dairy, food and drug products. It licenses the operators of cheese factories, creameries, condensaries, bakeries, confectioneries, cold storage ware houses and canneries. It also inspects weighing and measuring appliances.

4. The department of Engineering combines the engineering and architectural work of the state under one head. It has eight divisions,—architectural, drainage, highway, industrial, military, power plant, railroad and utilities, and sanitary engineering.

5. The Insurance and Fire Marshall's department has in charge the supervision and regulation of insurance companies operating within the state, the review of rates, the calculation of inheritance taxes, and the management of the State Insurance Fund for public buildings and the State Life Fund for life insurance and annuities. As Fire Marshall, the Commissioner of Insurance investigates fires of unknown, suspicious or incendiary origin, prosecutes cases of arson and aids in fire prevention.

6. The Industrial commission administers and enforces the "laws protecting the life, health, safety and welfare of employers, employees and places of employment, and frequenters of places of employment." It promotes arbitration of labor disputes, conducts free employment offices and regulates private employment agencies. Its work is divided into seven departments,—Safety and Sanitation, Workmen's Compensation, Employment, Women and Child Labor, Apprenticeship, Statistics, and General Administration.

7. The Railroad commission regulates the rates and service of public utilities in the state and administers the Blue Sky Law which prevents the sale of fraudulent investment securities. It also administers the Water Power law regarding the control of the level and flow of streams.

8. The Civil Service commission has the motto, "The Best Shall Serve the State." Nearly all of the 5,000 people employed in the various state activities are selected for their positions by this commission.

9. The Free Library commission co-operates with public libraries in the state and loans traveling libraries to communities lacking library facilities.

10. The Tax commission supervises the administration of the assessment and tax laws, collects and publishes municipal finance statistics and

co-operates with municipalities in auditing their books and installing systems of accounts.

11. The Highway commission is in charge of the administration of the state aid highway law, it plans and supervises the construction of state aid roads and bridges and approves county systems of prospective state highways.

12. The Conservation commission has control of the administration of all laws pertaining to the wild life of the state, fish and game, also the operation of the various state parks, forest reserves and fish hatcheries.

13. The State Board of Health is performing an invaluable service to the citizens of the state in its efforts to safeguard their health. It co-operates with local boards of health in disease prevention. The work of the board is carried on through the Bureaus of Vital Statistics, Communicable Disease, Education, Child Welfare and Public Health Nursing, Sanitary Engineering and Plumbing, and the Divisions of Laboratories, Hotels and Restaurants, Barbers, Beauty Parlors and Embalming.

14. The State Board of Control is the administrative board for all state charitable and penal institutions and it acts as a board of inspection for similar county institutions. See outline on Care of the Unfortunate.

15. State Boards of Examiners for licenses and certificates.

QUESTIONS AND EXERCISES ON THE EXECUTIVE AND ADMINISTRATIVE OFFICERS.

1. Who is our governor; lieutenant governor? Name the other constitutional officers of the state and give their duties. When are they elected and when do their terms expire?

2. Note the long list of state departments, boards and commissions given in the Blue Book. Discuss their duties as stated there.

3. Locate on a map of the state the institutions supervised by the State Board of Control.

4. What are reprieves, commutations and pardons? Do you know of any being granted?

5. Read a message or proclamation issued by our governor.

6. Discuss the governor's military powers and duties.

7. What are some of the food laws enforced by the Dairy and Food Department?

8. How are hunting and fishing regulated in the state? Where are our state fish hatcheries?

9. Explain the necessity of boards of examiners for licenses and certificates.

10. Compare the work of the state superintendent of schools with that of the county superintendent.

11. Make a chart showing the executive and administrative offices you have studied.

STATE JUDICIAL BRANCH.

IV.—Judicial Branch: Object, to apply and interpret laws.

A. Justices of the Peace.

1. Number—There may be four in towns, two in villages, one in each city ward.

2. Election—The first Tuesday in April, the term of office is two years and they receive fees for their services.

3. Jurisdiction—Extends over the county in which elected.

Criminal—Justices of the peace may try criminal cases in which the penalty is not more than six months' imprisonment or \$100 fine, or both.

Civil—The civil jurisdiction of justices of the peace is limited to cases in which the amount in controversy does not exceed \$200. Preliminary hearings are held by justices of the peace in cases not otherwise in their jurisdiction.

*Justices
Municipal -
County or Probate
Circuit - 20*

B. Police justices are elected in villages and some cities to try cases involving village and city ordinances.

Municipal courts are established in some cities with jurisdiction similar to that of justice or police courts.

C. County or Probate Court—One in each county, presided over by the County Judge who is elected at the spring election for six years; he receives a salary fixed by the county board of supervisors.

Jurisdiction—Pertains to probate business, i. e., the settlement of estates, appointment of guardians and administrators, committing the insane to hospitals and delinquent children to state institutions.

D. Circuit Courts—Presided over by circuit judges.

1. Number—There are twenty judicial circuits in the state.

2. Election—In April for a term of six years; salary, \$4,600.

3. Terms of Court—Held twice each year—look in the Blue Book and learn which judicial circuit our county is in, what counties compose the circuit, who our circuit judge is, and when court opens in this county (look for Circuit Courts, State, in the index).

4. Jurisdiction—

The Wisconsin constitution, Article VII., section 8, states: "The circuit courts shall have original jurisdiction in all matters civil and criminal within this state, not excepted in this constitution, and not hereafter prohibited by law; and appellate jurisdiction from all inferior courts and tribunals, and a supervisory control over the same." They are also given power to issue necessary writs.

5. Officers—Clerk of the court, sheriff, district attorney, reporter.

E. Supreme Court:

1. In this court there are seven justices, chosen at the spring election for a term of ten years; they receive salaries of \$7,500.

2. Jurisdiction—

Article VII., section 3, of the state constitution says: "The supreme court, except in cases otherwise provided in this constitution, shall have appellate jurisdiction only, which shall be coextensive with the state; but in no case removed to the supreme court shall a trial by jury be allowed." The supreme court is also given superintending control over all inferior courts and power to issue necessary writs.

The writs mentioned may be defined as follows: The writ of habeas corpus commands the officer in charge of the petitioner to bring him before the judge issuing the writ to determine the legality of his arrest; the writ of mandamus commands an inferior court or an officer to do a certain duty; the writ of injunction orders a person to do or not to do a certain act; the writ of quo warranto institutes an inquiry as to the right of a person to do a certain act; the writ of certiorari calls the record of a case or the case itself from an inferior court to a higher court.

3. The officers of the Supreme court are clerk, secretaries, marshal, messenger, librarians and reporters.

4. Terms of the court begin in January and August.

QUESTIONS AND EXERCISES ON THE JUDICIAL BRANCH.

1. State the jurisdiction of justices of the peace. Distinguish between civil and criminal jurisdiction.

2. When are justices of the peace elected and for how long? How are they paid for their services? How many may be chosen?

3. What is a preliminary hearing, a subpoena, a warrant of arrest, a search warrant?

4. Police justices are elected in villages, but usually do not qualify, i. e., take the oath of office and perform the duties. Why?

5. What is an inquest? Why are they often conducted by the justice of the peace instead of the coroner?

*Ed.
District - 2 in this
Circuit - 20*

6. How many members constitute a jury in a trial before a justice of the peace? Who pays them for their services?
7. What is probate business? Why is the county judge's term of office longer than that of the justice of the peace?
8. Name your local justices of the peace; your county judge.
9. What are the duties of the county probate officer; of the register in probate?
10. On a map of the state draw the boundaries of the twenty judicial circuits of the state. (See Blue Book.)
11. What constitutes your circuit; who is your circuit judge; when is court held in your county? (See Blue Book.)
12. What is the jurisdiction of the circuit judge as stated in the constitution?
13. Who attends to the affairs of the circuit court in your county in the absence of the circuit judge?
14. What is the duty of the jury commission? Note the names of the men composing the commission in your county as given in the Blue Book.
15. What is meant by original and appellate jurisdiction?
16. What is the jurisdiction of the state supreme court as given in the constitution?
17. What is meant by plaintiff, defendant, verdict, sentence and bail?
18. Hold a mock trial in your civics class.

THE GOVERNMENT OF THE UNITED STATES.

I.—Legislative Branch: The Congress of the United States.

1. Composed of two houses:
 - A. The House of Representatives.
 - a. No. of members—Determined by Congress: 435 in 68th Congress.
 - b. Term of office—Two years.
 - c. Election—By qualified electors, on the Tuesday following the first Monday in November of the even numbered years. Nomination—see outline on Elections.
 - d. Qualification of members—Age, at least twenty-five years; citizenship, at least seven years a citizen of the United States; residence—a resident of the state represented.
 - e. Apportionment—According to the population as indicated by the census taken every ten years. Wisconsin has eleven representatives. See Blue Book for map showing Congressional districts, note district in which our county is located.
 - f. Vacancies—Filled by special election.
 - g. Presiding officer—Speaker, members choose one of their number.
 - h. Salary—\$7,500 and 20 cents mileage; Speaker, \$12,000.
 - i. House powers:
 1. Elective—Choose House officers and President if no candidate receives a majority in the electoral college.
 2. Judicial—Originate impeachment proceedings.
 3. Legislative—Has sole power to originate bills of revenue; concurs with Senate in general legislation.
 - B. Senate.
 - a. Number of members—Two from each state.
 - b. Term of office—Six years.
 - c. Election—The same as that of representatives.
 - d. Qualifications—Age at least thirty years; citizenship, nine years; resident of state represented.
 - e. Presiding officer—Vice President of the United States; President pro tem.

- f. Salary—\$7,500 and 20 cents mileage; President pro tem, \$12,000.
- g. Senate powers:
 1. Elective—Choose Senate officers and Vice President if no candidate has a majority in the electoral college.
 2. Judicial—Senate tries impeachment cases.
 3. Executive—Treaty making and appointing in concurrence with the President.
 4. Legislative—Concurrent with the House of Representatives.
2. Meetings of Congress.
 - A. Frequency—At least annually, extra sessions may be held.
 - B. Time—Regular sessions open the first Monday in December.
 - C. Each Congress holds at least two sessions, a "long session," which begins the first Monday in December of the odd numbered years and may continue until the following December, and a "short session," which begins the first Monday in December of the even numbered years and must adjourn before noon of the following March 4th.
 3. Powers of Congress. See U. S. Constitution, Art. I., section 8.
 - A. Financial powers.
 - (1) To lay and collect taxes.
 - (2) To borrow money on the credit of the United States.
 - (3) To coin money and regulate its value.
 - (4) To punish counterfeiting.
 - B. Commercial powers.
 - (1) To regulate interstate and foreign commerce.
 - (2) To establish uniform laws on bankruptcy.
 - (3) To establish standards of weights and measures.
 - (4) To establish a postal system.
 - (5) To grant copyrights and patents.
 - C. Military powers.
 - (1) To provide and maintain an army and navy.
 - (2) To call out the state militia.
 - (3) To declare war.
 - (4) To grant letters of marque and reprisal.
 - D. Miscellaneous powers.
 - (1) To govern the District of Columbia and U. S. territories.
 - (2) To provide for naturalization.
 - (3) To establish courts inferior to the U. S. Supreme Court.
 - (4) To punish treason and piracy.
 - (5) To propose amendments to the constitution.
 - (6) To pass laws necessary to carry out its powers.
 4. Prohibitions on Congress. See Article I., section 9; and Amendments. Congress is forbidden to pass (1) bills of attainder, and (2) ex post facto laws; (3) to suspend the privilege of the writ of habeas corpus except in emergency; (4) to abridge the freedom of speech or of the press; (5) to suspend the right of the people to assemble peaceably or to petition the government; (6) to restrain the freedom of worship. The first ten amendments, known as the Bill of Rights, prohibit Congress from interfering with the right to a fair trial by jury and security of person and home.

Neither house, during the session of Congress shall, without the consent of the other, adjourn for more than three days, nor to any other place than that in which the two houses shall be sitting.
 5. How a Bill becomes a Law.

The steps in the passage of a bill are very similar to those in the state legislature. The president has ten days in which to consider a bill. A bill may be passed over the president's veto as in the legislature.

II.—Executive Branch: A—The President and Vice President.

1. For nomination see outline on Elections.

Election of the President and Vice President.

(A) By presidential electors.

a. Electors chosen in every state by qualified electors.

b. Time—Tuesday following first Monday in November.

c. Number—Each state chooses as many electors as it has Representatives and Senators in Congress.

d. Qualifications of Presidential Electors—Citizen holding no federal office.

e. Voting of Electors—At state capital, by ballot, second Monday of January following election. Lists sent to President of the Senate.

f. Counting of Votes—Opened by the President of the Senate in the presence of both houses, the second Wednesday of February. Counted by tellers appointed from both houses.

(B) The House of Representatives chooses the President when no person has a majority of the electors' votes; they may choose from the three highest voted for by the electors; they vote by states; two-thirds of the states must be represented for a quorum and a majority of the states is necessary for election.

(C) The Senate chooses the Vice President if no person has a majority of the electors' votes; they must choose from the two highest.

2. Term of office—Four years.

3. Qualifications—A natural born citizen; at least thirty-five years of age and fourteen years a resident of the United States.

4. Vacancy—Filled by Vice President and Cabinet in order.

5. Salary—\$75,000; for traveling, \$25,000, and many perquisites; Vice President, \$12,000.

6. Removal from Office—By impeachment.

7. Powers and duties of President:

(A) Military—The President is commander-in-chief of the army and navy of the United States and of the state militia when in the service of the United States.

(B) Civil—The President may veto bills passed by Congress, give messages to Congress, grant reprieves and pardons for offenses against the United States except in cases of impeachment, may request the opinion of Cabinet members in writing, may make treaties with the concurrence of two-thirds of the Senate, may appoint to office with the concurrence of the Senate where that is required, may convene Congress and adjourn Congress in case of disagreement between the houses, receives foreign representatives, commissions United States officers and executes the laws of the United States.

B. The Executive Departments—Headed by cabinet officers who are appointed by the President and receive salaries of \$12,000 each. The following are the departments and some of the important bureaus under each:

(1) State—Diplomatic Service; Consular Service; Bureau of Citizenship; and Divisions of Western European, Eastern, Latin-American and Mexican Affairs.

(2) Treasury—Customs Service; Secret Service, the Mints; Bureaus of Public Health, War-Risk Insurance, Engraving and Printing and Federal Farm Loans; War Savings Committee; Internal Revenue; Loans and Currency, and Treasury officers.

(3) War—General Staff; War College; Offices of Adjutant General, Coast Artillery, Judge Advocate General, Quartermaster General, Surgeon General, Inspector General, and Provost Marshal General; Militia Bureau and Bureau of Insular Affairs; River and Harbors, and Ordnance and Fortifications Boards; Signal Service, and Public Buildings and Grounds.

(4) Justice—Solicitors for Departments; Assistants to Attorney General; Superintendent of Prisons; and Division of Investigations.

(5) Post Office—Divisions of (1st) Dead Letters, Post Masters' Appointments and Post Office Service; (2nd) Railway Mail Service, Railway Adjustments and Foreign Mails; (3rd) Stamps, Money Orders, Registered Mails, Postal Savings, Classification and Finance; (4th) Equipment-Supplies and Rural Mails; Chief Inspector and Purchasing Agent.

(6) Navy—Bureaus of Construction and Repair, Supplies and Accounts, Medicine and Surgery, Steam Engineering, Yards and Docks, Ordnance, and Navigation, Marine Corps; Office of Naval Operations, including Naval Intelligence; Communication Service, Gunnery and Engineering, Inspection and Survey and Coast Guard, and Office of the Secretary, including Naval Consulting Board, Judge Advocate General, Naval Records and Library, and Navy Yard Commission.

(7) Interior—Bureaus of Education, Mines and Pensions; Patent Office; General Land Office; Office of Indian Affairs; Geological Survey; Reclamation Service; National Park Service; Capitol Building and Grounds, and Alaska and Hawaii.

(8) Agriculture—Weather Bureau and Bureaus of Chemistry, Plant Industry, Crop Estimates, Animal Industry, Biological Survey, Public Roads and Rural Engineering, Entomology, Markets and Soils; Office of Farm Management; Division of Publications; States Relations Service, and Forest Service.

(9) Commerce—Bureaus of Census, Standards, Foreign and Domestic Commerce, Lighthouses, Navigation and Fisheries; Coast and Geodetic Survey, and Steamboat Inspection Service.

(10) Labor—Children's Bureau and Bureaus of Immigration, Naturalization, Labor Statistics and Child Labor; U. S. Employment Service; Divisions of Conciliation and Information.

C. Independent Establishments. (1) The Interstate Commerce Commission; (2) The Federal Trade Commission; (3) The U. S. Tariff Commission; (4) The Civil Service Commission; (5) The Smithsonian Institution; (6) The Library of Congress; (7) The U. S. Botanic Garden; (8) The Government Printing Office; (9) The National Academy of Sciences; (10) The Pan-American Union.

III.—Judicial Branch:

1. Courts.

A. United States District Courts—Two in Wisconsin. Eastern District—Court held at Milwaukee, Oshkosh and Green Bay. Western District—Court held at Madison, La Crosse, Eau Claire and Superior.

B. United States Circuit Courts of Appeals—Nine circuits in the United States. Wisconsin is in the 7th circuit with Illinois and Indiana.

C. United States Supreme Court. One Chief Justice and eight Associate Justices.

D. Other Federal courts are the Court of Claims, the Commerce Court and the Court of Customs Appeals.

2. Judges.

A. Chosen by the President and Senate.

B. Term of Office—Appointed for life or during good behavior.

C. Salaries—Chief Justice, \$15,000; Associate Justices, \$14,500; Circuit Judges, \$8,500; District Judges, \$7,500.

D. Removal—By impeachment.

E. Retirement—At the age of seventy after ten years of continuous service judges may retire on full salary.

3. Officers of the United States Courts—United States Attorneys, Marshals, Reporters, Clerks.

4. Jurisdiction of United States Courts—See Article III, Section 2. United States Constitution.

"The judicial power shall extend to all cases, in law and equity, arising under this constitution, the laws of the United States, and treaties

made, or which shall be made under their authority; To all cases affecting ambassadors, other public ministers and consuls; to all cases of admiralty and maritime jurisdiction; to controversies to which the United States shall be a party," and to interstate cases or cases between a state or its citizens and a foreign power.

The Supreme Court has original jurisdiction in all cases affecting ambassadors, other public ministers and consuls, and those in which a state shall be a party. The appellate jurisdiction of United States courts is determined by Congress.

QUESTIONS AND EXERCISES ON THE GOVERNMENT OF THE UNITED STATES.

1. On a map of the state draw the boundaries of the congressional districts. (See Blue Book.)
2. What constitutes your congressional district? What is its population?
3. Who represents your district in Congress? Who are our U. S. senators? Read their biographies in the Blue Book.
4. What sessions have been held by the present Congress?
5. What are some of the important laws passed by Congress recently?
6. Compare the law-making procedure of Congress with that of the state legislature.
7. What are some of the powers granted to Congress but prohibited from the state legislature?
8. Who is the Speaker of the House of Representatives? What party is in power?
9. Who may vote for members of Congress in our state?
10. Discuss the powers of Congress as given in the constitution of the United States and give examples of laws passed in accordance with them.
11. Explain naturalization and bankruptcy.
12. What are copyrights and patents?
13. From what sources does the national government secure its revenue?
14. How does the government borrow money? Have you helped the government by lending it some of your money?
15. What prohibitions are placed upon Congress by the constitution?
16. Why have we no export duties?
17. Read selections from the Congressional Record in class.
18. Can you account for the method of choosing the president and vice-president as established by the constitution?
19. Write a brief biography of our President and Vice President.
20. Read in class a selection from one of the President's messages.
21. Name a United States officer appointed by the president.
22. Make a list of the members of the President's Cabinet.
23. Who are some of our foreign representatives?
24. Read about and discuss the work of the many important bureaus in the different departments.
25. What is the Civil Service?
26. What is the presidential succession?
27. Discuss the president's military power, his power in legislation, his appointing power and his treaty-making power.
28. Make a list of things done for you by the government of the U. S.
29. What cases are within the jurisdiction of the United States courts?
30. Can you justify the appointment of Federal Judges for life or good behavior?
31. What is impeachment?
32. How is the constitution amended? Illustrate by use of the 18th and 19th amendments.

ELECTIONS

I.—The Caucus.

Formerly held in all voting districts to select party candidates and delegates to nominating conventions; now held in towns and villages to select "tickets" or lists of candidates to be voted upon at the regular election.

II.—The Direct Primary.

An election preceding the regular election for the purpose of choosing party candidates.

1. The nomination of candidates by the circulation of nomination papers.
2. Candidates selected by party voters at primary election.
3. Officials elected from among candidates at regular election.
4. Candidates may be nominated by nomination papers only at non-partisan elections—e. g. judicial and school elections.

III.—The Nominating Convention.

A convention of delegates formerly held to select all other than purely local candidates, now limited almost entirely to the selection of party candidates for the presidency and vice-presidency of the United States.

1. Two delegates to national convention chosen by each state for each Senator and Representative in Congress (exception to this number in Southern states); known as district delegates and delegates at large.
2. Preferential Primary.

In some states voters may express their preference as to the aspirants for the presidential nomination and delegates to the convention may be instructed to vote accordingly.

3. The purpose of the national nominating convention.
 - (a) To formulate the party platform. (b) To nominate candidates for the presidency and vice-presidency. (c) To organize new national committees for the next four years.
4. The choice of party candidates.
 - (a) In the Republican convention a majority of all votes cast is sufficient for nomination. (b) In the Democratic convention two-thirds of the votes cast is required for nomination.
5. The formal notification and acceptance of nominations.

IV.—The Campaigns for Election.

Held between the primary election or nominating convention and the regular election and directed by party committees.

V.—Political Parties.

1. Formed in response to need for organization in our form of government.
2. Organized with national, state, and local committees.
3. Activities of parties in the election of delegates, nomination of candidates, formulation of platforms, and the conduct of campaigns.

THE AMERICAN'S CREED.

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable; established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it is my duty to my country to love it; to support its constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

WILLIAM TYLER PAGE.

68th Congress Dec. 1 - 1924
 Bulletin Sp. of House
 Edwards - of Senate
 98,4683

OUR OFFICIALS—A REFERENCE LIST

(To be kept up-to-date by pupils by reference to Blue Book, etc.)

NATIONAL

- 1. President *Coolidge*
- 2. Vice President *Garner*
- 3. U. S. Senator *Flax*
- 4. U. S. Senator *McCallister*
- 5. Rep. for Cong. Dist. No. 1 *Cooper*
- 6. Sec. of State *Hull*
- 7. Sec. of the Treasury *Mills*
- 8. Sec. of War *Hicks*
- 9. Attorney General *Harren*
- 10. Postmaster General *New*
- 11. Sec. of the Navy *Denby*
- 12. Sec. of the Interior *Hark*
- 13. Sec. of Agriculture *Jardine*
- 14. Sec. of Commerce *Hoover*
- 15. Sec. of Labor *Lane*

- 27. Sec. of State *Winn*
- 28. State Treasurer *Went*
- 29. Attorney General *Harren*
- 30. Supt. of Pub. Instruction *Carroll*

STATE SUPREME COURT

- 31. Chief Justice
- 32. Assoc. Justice
- 33. Assoc. Justice
- 34. Assoc. Justice
- 35. Assoc. Justice
- 36. Assoc. Justice
- 37. Assoc. Justice
- 38. Circuit Judge for..... Circuit
- 39. State Senator
- 40. Member of Assembly

U. S. SUPREME COURT

- 16. Chief Justice
- 17. Assoc. Justice
- 18. Assoc. Justice
- 19. Assoc. Justice
- 20. Assoc. Justice
- 21. Assoc. Justice
- 22. Assoc. Justice
- 23. Assoc. Justice
- 24. Assoc. Justice

COUNTY

- 41. Sheriff *Went*
- 42. Co. Clerk *Went*
- 43. Clerk of Circuit Court *Went*
- 44. Co. Treasurer *Went*
- 45. Register of Deeds *Went*
- 46. District Attorney *Went*
- 47. Coroner *Went*
- 48. Surveyor
- 49. Co. Judge *Went*
- 50. Co. Supt. of Schools *Went*

STATE

- 25. Governor *Blaine*
- 26. Lieut. Governor *Went*

LOCAL

For list of offices see the outline of the local unit in which you live.

THE NOTE BOOK SERIES OF SCHOOL HELPS FOR PUPILS AND TEACHERS

- The Library Reading Note Book
- The Civics Note Book (Wisconsin)
- The U. S. History Note Book
- The Daily Plan Note Book
- The Class Record Note Book
- Single Copy, Fifteen Cents
- Ten or more, Twelve Cents each
- Postpaid