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PAMPHLET

How ---

For Whom ---

For What ---

Do We Vote



A Manual For Voters

WITH MAPS OF DISTRICTS

New York City League of Women Voters



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A Manual For Voters

Compiled by
BIANCA S. SIMON

Price 25¢

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By Bianca S. Simon

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New York City League of Women Voters

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Preface

Many books containing useful information regarding city, state and national government have been written for the enlightenment of the voter, but since not all voters have the time or inclination to make use of such books, it is hoped that the simple facts set forth in the following pages will help the average citizen to go to the polls equipped to cast an intelligent vote.

After going through this little book, the citizen will at least be conversant with the offices which he helps to fill, the salaries he helps to pay and the responsibilities he helps to place.

Since

Better Voters

make

Better Government

It is assumed that all voters will welcome the opportunity to improve their voting efficiency.

With this purpose in view, authentic material gleaned from official sources is presented to the voter in a simplified manual of questions and answers.

BIANCA S. SIMON.

The compiler wishes to stress the fact that this is not intended to take the place of a civics text book. Its purpose is simply to fix attention on the elective offices.

For further information on national, state and city government the reader is referred to *U. S. Government Manual* issued by the National Emergency Council, *New York State Legislative Manual*, prepared by Secretary of State, and the *Guide of the Municipal Government of the City of New York* by Rebecca R. Rankin.

Your Part in Government

A citizen in this country has rights which he values highly. These rights carry with them responsibilities. To fulfill properly these responsibilities, women, when they first received the vote, organized the LEAGUE OF WOMEN VOTERS to inform themselves on the concerns of government.

In it women of all political faiths gather together to study government, to participate in government, to express themselves on important issues.

The LEAGUE issues many types of publications—from simple outlines to advanced pamphlets. It holds round tables, discussion groups, panel discussions and speaker meetings. It attempts to give lay citizens the type of information concerning government which they want. Members visit courts, housing projects, the council and other government departments.

The LEAGUE OF WOMEN VOTERS welcomes to membership all persons—men, as associate members, as well as women who are interested in good government and who believe that a successful democracy is based on an informed electorate.

ANNA LORD STRAUSS, *President,*
New York City League of Women Voters.

For Whom Do We Vote?

National

Presidential Electors (who choose the president)
United States Senators
Representatives
from our Congressional District
at-large

New York State

Governor
Lieutenant-Governor
Comptroller
Attorney-General
Senator from our Senatorial District
Assemblyman from our Assembly District
Judges of the Court of Appeals
Supreme Court Justices from our Judicial District

New York City (and its five Counties)

Mayor
Comptroller
President of the Council
Borough President of our Borough
Councilmen from our Borough
Municipal Court Justices for our Municipal Court District
City Court Justices for our County
General Sessions Court Judges for New York County
County Court Judges in the Counties of the Bronx, Kings, Queens and Richmond
Surrogate (or Surrogates) for our County
District Attorney for our County
Sheriff for our County
Register for our County (except Richmond)

Voting

Who May Vote? A voter must be a citizen of the United States, twenty-one years old on or before election day and have lived one year in the state, four months in the county and thirty days in the election district in which he is a resident. A person under the law becomes twenty-one years of age on the day before the celebration of his twenty-first birthday. Hence, anyone whose twenty-first birthday falls on the day after the day on which the general election is to be held is eligible to vote in that year.

The right to vote is not one of the fundamental rights of the American people. It is a privilege granted to citizens who meet the requirements of the constitution and laws of the state wherein they reside.

Excluded from suffrage are all persons who have been convicted of felony and not pardoned or restored to all the rights of citizenship; all persons who make bets depending on the result of the election or who pay or receive something for giving or withholding a vote.

Naturalized citizens must have been naturalized ninety days before election day. They must show their naturalization papers or a certified copy, on demand, at registration. A woman naturalized by marriage shows her husband's papers and must have been an inhabitant of the United States for five years before being entitled to vote. A woman married after September, 1922, does not change her citizenship by marriage. She becomes a citizen under the same conditions as a man.

New voters. All persons becoming eligible to vote in this state after January 1, 1922, and voting here for the first time must, save for physical disability, be able to read and write English. In proof, new voters must present to the

inspectors on registration either (1) a school certificate showing completion of the eighth grade or more in a school where English is the language of instruction, or (2) a certificate of having passed the literacy test required by the Board of Regents. Literacy tests are given in specified public schools during the registration period. An applicant on passing is given a certificate of literacy. Persons of majority or naturalized before January 1, 1922, but who never voted before are not "new voters" within the meaning of this section. They are entitled to vote even though illiterate.

Absentee voting. A qualified voter, absent from his county but in the United States on election day, may vote by mail. Inmates of soldiers' and sailors' homes and veterans' bureau hospitals, superintendents, teachers and students in schools outside their county, and persons in federal service, may apply by mail to their home board of elections for an absentee voter's affidavit. It must be filled in and returned between the 30th and the 17th day before election day. All others necessarily absent, and wives traveling with their husbands must apply personally for absentee voters' affidavits on registering. Absentee ballots must be received at the voter's home board of elections by the Friday noon before election day.

Residence is not gained or lost for voting purposes while employed in the service of the United States, in navigation, while a superintendent, teacher or student in a seminary of learning, while at any almshouse or institution supported wholly or partly at public expense, or while confined in any public prison.

An employee is allowed two hours for voting on election day, and on primary day also, but only if he is employed during the hours when the polls are open. No deduction in pay may be made for this time off.

Election day occurs on the first Tuesday after the first Monday in November. Therefore, it always falls on one of the days from November 2nd to 8th. The polls are open from 6 A.M. to 6 P.M.

Referendum on amendments, propositions or questions. In addition to voting for positions to be filled at an election,

the voters may be called on to vote for or against amendments to the state constitution, the city charter or for or against a proposition or a question. The taking of such a vote by the people is known as a referendum.

Amendments. The Constitution of the United States may be amended by vote of state legislatures. However, the Constitution of the State of New York may be amended only by vote of the people. Certain types of amendments to the New York City Charter (such as that which would change an elective office, etc.) must be submitted to the people for their vote before becoming effective. The gist of the amendment or amendments is put on the top of the voting machine. In order to adopt an amendment, a majority of those casting votes must pull down the lever marked "Yes." There is no limit to the number of such amendments which may be proposed in any one year.

Propositions or questions. State debts to be contracted for public improvements are authorized by a similar vote. Only one such authorization may be requested in any one year.

Constitutional conventions for the purpose of revising the state constitution, may be held every twenty years if the voters so desire. In 1957 the people will vote on the questions, "Shall there be a constitutional convention to revise the constitution?"

Initiative. Should the City Council fail to pass a needed local law to abolish any elective offices, the people may initiate such legislation by having petitions signed. Thereupon a gist of the matter will appear on the voting machine for a referendum of the people.

Methods of Voting. There are four main types of casting and counting votes in use: (1) *majority* vote; the candidate must have more than half of all the votes cast, e.g. vote of presidential electors for president; (2) *plurality* vote; the candidate who succeeds is the one receiving the highest number of votes among the candidates running for the office, e.g. vote for governor, etc.; in this case the unsuccessful candidates may have collectively more than 50% of the vote cast; (3) *preferential* vote; this is a

method devised to prevent wasting of votes on hopeless candidates and securing a true majority in elections where a clear majority does not favor any candidate on first choice; here the voters indicate their second, third and other choices of candidates running for a single office; and (4) *proportional representation* vote; this is the method used to insure majority rule with minority representation; it is used where a group of candidates are to be elected, such as the New York City Council. For a fuller discussion see article on Councilmen.

Personnel handling election matters must, under the state constitution, represent equally the two major political parties. Thus there may not be one member of a board of elections, inspector or clerk, but there must be two or four, half from each of the two parties polling the highest and next highest number of votes at the last election.

Registration

Registry lists in his election district must contain the name of a citizen before he can be given the privilege of voting. In all cities of over 5,000 including New York City, the voter must register in person every year.

Local Registration. The board of inspectors for each election district meets one entire week, four weeks before election, to register the voters of the district. On Monday to Friday inclusive, the hours are from 5 to 10:30 P.M., and on Saturday from 7 A.M. to 10:30 P.M. Voters may appear to be registered at any time during those hours.* The polling place will be located in a schoolhouse, church, library or other tax free building if there is any in the district. Otherwise in rented quarters or portable voting houses.

Veterans' Absentee Registration. Veterans, their wives, widows, mothers and dependent daughters, if inmates or patients of an institution for the care of honorably dis-

*The Legislature may alter these provisions for any year, e.g. registration on Friday and Saturday in October, 1940, will be changed to the following Monday from 5 to 10:30 P.M. and all day Tuesday from 7 A.M. to 10:30 P.M., because of the concurrence of the Jewish Holy Day.

charged soldiers or sailors of the United States, may make application to the Board of elections of the county of their residence for registration from July 1st to August 31st. Such registration shall be made by a Veterans' Absentee Board of Registration.

Questions to be answered on Registering. When the voter appears for registration he will be asked the following questions: full name, address, room number; if the voter resides in another's home, the name of that person; age (or statement: over 21 years of age), whether married, single or widowed; length of residence in state, county and election district; place of birth; if naturalized, date of naturalization, etc.; the date and place of last registration of voting and the name and place of business of his employer.

Signature Identification is required in voting in New York City. When the voter answers all of the above questions, he will sign the register. When he appears to vote in November, this signature will be compared with the signature the voter made at the time of registration.

Enrollment

Enrollment blank is handed to the voter upon completion of his registration. This blank will contain the emblems and names of all organized political parties in the state, together with a statement that the voter is in general sympathy with the principles of the party which he designates (with an X in the circle under the name of the party), and that it is his intention to support generally at the next election, state or national, the nominees of such party for state or national offices. The voter may make no mark on the ballot in which event he does not identify himself with any political party. Should he mark his X in one of the circles, he thereby becomes a member of that party for the year and has the right to vote in the primary elections of that party.

Correction of enrollment. A voter may apply at any time (except within thirty days of a primary election) to correct a mistake made by him in placing his X in the wrong circle at the time of previous enrollment. To be

entitled to this relief, such voter must have been an enrolled member of the party to be indicated by him on his corrected enrollment, for at least five preceding years.

Primaries

Primary elections are held for the purpose of permitting the voters to assist in organizing the political parties. Thus the voters elect county and state committeemen of their party, its delegates to national, state and judicial conventions, and choose its nominees for city and county offices. A primary settles disputes within the party. Each faction files designating petitions for its candidates and the voters of the party make the choice. No party funds may be spent for candidates in party primaries.

Fall primary. A fall primary is held every year on a Tuesday in September, seven weeks before election day, from 3 to 10 P.M. To get their names on a primary ballot, all candidates must have filed designating petitions containing at least the required number of signatures of members of the party having the right to vote.

State and county committeemen. In even numbered years, we elect a man and a woman as state committeemen from each assembly district. In odd numbered years, we elect a man and a woman as county committeemen from the election district.

State conventions. In a year in which a United States senator, a member of the House of Representatives, or a state office (such as governor, etc.), is to be elected, voters, by primary, elect delegates and alternates to a state convention of their party. This convention will name the slate to represent the party in the general election for those offices.

Judicial conventions. In a year in which a vacancy occurs on the Supreme Court bench, the party members will vote for delegates and alternates to the judicial convention which will name the candidates of the party to run for that office (judge).

Direct Primary. The party members by direct primary vote name their candidates for city and other offices not

above mentioned, with the exception, of course, of candidates for president and vice-president.

Spring primary. In a year in which a presidential election takes place, a spring primary is held on the first Tuesday in April. At this primary the party members entitled to vote name the delegates and alternates to the national convention of the party. In the spring of that year, too, the party voters elect also state committeemen.

National conventions. The delegates to the national political conventions name their party candidate for the offices of president and vice-president. These two offices are not voted for directly by the people. The general voting public votes for presidential electors.

Presidential elections. (See Electoral College).

Independent nominations may be made for any office in a general election. Such candidates do not run in a primary, but get their names on the ballot (voting machine) in the general election by having independent nominating petitions signed and filed with the Board of Elections. Voters who voted in a party primary may not sign independent nominating petitions, too. The number of signatures required varies with the office for which the candidate is running. The full number is set out in the Election Law, as are further particulars on the matters dealt with in the preceding pages.

Write-In

A VOTER MAY WRITE IN THE NAME OF ANY PERSON FOR ANY OFFICE. When using a voting machine, it is well to consult the inspector concerning the correct write-in method to guard against voiding the ballot.

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The Electoral College

What is the Electoral College? It is the group of electors who have been elected by popular vote at the general election in November (in every state except Maine, where it occurs in September) of a presidential year.

What is its purpose? To elect the president and vice-president of the United States.

How many electors from each state? As many as there are senators plus representatives to which the state may be entitled in Congress. New York State has forty-seven.

May a senator or representative serve as an elector? No, nor any person holding an office of trust or profit under the United States.

Where do the electors meet? In their respective states. In New York they meet at the Capitol in Albany, on the first Monday after the second Wednesday in December.

May the candidates for president and vice-president come from the same state? No, both may not come from the same state.

How do the electors vote? By separate ballot.

Is it obligatory for the electors to vote for the party choice? No, but this privilege is not apt to be exercised.

How are the votes counted? The electors make two certificates, one of their vote for president and one for vice-president. These are sent sealed to the President of the United States Senate. He opens them in the presence of the Senate and House of Representatives, and the votes are counted.

Who is elected? The candidates receiving a majority (more than half) of the votes cast for the office.

What happens if no candidate receives a majority? The election is thrown back to Congress. The House of Representatives, voting by states with one vote each, chooses a president from the three highest candidates. The Senate, each senator having one vote, chooses a vice-president from between the two highest candidates for that office.

President of the United States

What is the President? The Chief Executive officer of the United States.

What are the qualifications for the office? He must be at least 35 years of age, a natural born citizen of the United States and a resident of the United States for at least 14 years.

How long is his term? Four years.

What is his salary? \$75,000 annually.

When does the president take office? According to the 20th Amendment ratified in 1933, the president and vice-president take office on January 20, following their election.

What are his powers? He has power (1) of appointment and removal, with the consent of the senate, of higher officers such as members of the cabinet, ambassadors, federal judges, etc., when in recess, he may make appointments which expire at the end of its next session; and of "inferior" officers if this power is vested by Congress in him or his department heads or other appointees; (2) to grant pardons, reprieves (stay of punishment), commutations (lessening of punishment) and amnesties (pardons to a whole group), except in cases of impeachment; (3) to act as 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; to commission all officers; and, in case of war, to exercise unusual powers (such as suspension of private rights, etc.); to negotiate concerning the foreign policy of the United States, including the receiving and sending of envoys, the making of treaties (subject to confirmation by two-thirds of the senate,) and executive agreements; (4) to administer the national government through instructions to the heads (appointed and removable by him) of various department and agencies, and to see to it that the laws are faithfully carried out; and (5) to give Congress information on the state of the Union and to recommend measures for their consideration; to convene

extraordinary sessions of either or both branches of Congress, and to exercise other powers incidental to the above.

How can the president be removed? On impeachment for treason, bribery or other high crimes and misdemeanors and conviction therefor.

How is the office filled in case of vacancy? By the vice-president. In case of his inability to act, by a member of the Cabinet in the order given below.

Of what officials does the Cabinet consist?

Secretary of State,
Secretary of the Treasury,
Secretary of War,
Attorney General,
Postmaster General,
Secretary of the Navy,
Secretary of the Interior,
Secretary of Agriculture,
Secretary of Commerce,
Secretary of Labor.

What is the salary of a member of the Cabinet? \$15,000 annually.

Write the name of the President of the United States.

Vice-President of the United States

What are the qualifications for this office? The same as for president.

How long is the term? Four years.

What is the salary? \$15,000 annually.

What are his official duties? He presides over the senate with power to vote in case of a tie, and sits at cabinet meetings.

Write the name of the Vice-President of the United States.

United States Congress

What is the United States Congress? It is the lawmaking body. It consists of the Senate and the House of Representatives, and holds one regular session each year.

Senators

How are Senators elected? By the people of the state.

How many senators are there in the Senate? 96, two from each state.

What are the qualifications for the office? A senator must be at least thirty years of age, a citizen for at least 9 years, and an inhabitant of the state from which he is chosen.

How long is the term? 6 years.

What is the salary? \$10,000 annually.

When do senators take office? January 3, following the date of election.

Are all senators elected at one time? No, only one-third; two-thirds are held over.

Who presides over the senate? The Vice-President of the United States. He has no vote, except in case of a tie.

Write the names of your two United States Senators.

Representatives

How are Members of the House of Representatives elected?

One from each congressional district of the state. Should the state be entitled to more representatives than it has apportioned districts, then the remaining representatives are elected at large from the state.

How many members are there in the House of Representatives? 435, self-fixed by the House.

How are they apportioned among the States? In proportion to the population, as enumerated in the last federal decennial census.

What are the qualifications for this office? A representative must be at least twenty-five years of age, a citizen

for at least 7 years and an inhabitant of the state from which he is chosen.

How long is the term of office? 2 years.

What is the salary? \$10,000 annually.

When do representatives take office? January 3, following the date of election. This is in accordance with the 20th Amendment to the Constitution, and eliminates "lame duck" sessions.

Are all representatives elected at one time? Yes.

Who presides over the House? A speaker elected by it.

What is the Speaker's salary? \$15,000 annually.

Write the number of your Congressional District.

Write the name of the Representative from your District.

Representatives-at-Large

How do representatives-at-large differ from representatives from the congressional districts? Only in the manner of their selection, and in no other respect. Any state which is entitled by reason of increased population to more representatives than it has districts which it has failed to reapportion, shall elect the remaining representatives-at-large by vote of all the voters of the state. New York is entitled to 45 representatives, but because there has been no reapportionment of its 43 congressional districts, two representatives are elected at large.

Write the names of your Representatives-at-large.

How may a senator or representative be removed or disciplined? Each house may determine the rules of its proceedings, punish its members and, with the concurrence of two-thirds, expel a member.

How are bills passed? By both houses subject to the president's approval. If vetoed by the president, a two-thirds vote of each house is required to override the vote.

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Governor

What is the Governor? The chief executive officer of the State.

What are the qualifications for the office? He must be at least 30 years of age, a citizen of the United States, and a resident of the state for at least 5 years.

What is the term of office? Four years.

What is the salary? \$25,000 annually.

What are his powers and duties? He is commander-in-chief of the military and naval forces of the State and a trustee of Cornell University. He prepares an executive budget for submission to the legislature; he submits an annual message to the legislature recommending legislation which he deems expedient; he passes upon all legislation with power of approval or veto; he has power to convene the legislature or the senate only, on extraordinary sessions, recommending the subject for consideration; he has power of executive clemency; he takes care that the laws are faithfully executed; he appoints heads, not elective, of state departments and members of boards and commissions; and he may remove, with the consent of the senate, any head of a department when "the public interest shall so require."

How is the governor removable? By majority vote of the Assembly, after trial and conviction by a two-thirds vote of the Court for Trial of Impeachments.

What is the order of succession to the governorship in case of a vacancy? Lieutenant Governor (to serve for remainder of term), President of the Senate and Speaker of the Assembly (to serve for remainder of year, when the vacancy must be filled by election for remainder of term).

Write the name of the ~~Lieutenant~~-Governor.

Lieutenant-Governor

What are the qualifications for this office? The same as for governor.

How long is the term? Four years.

What is the salary? \$10,000 annually.

What are his official duties? He presides over the Senate with power to vote in case of a tie. In case of the incapacity or removal from office of the governor, the Lieutenant-Governor takes his place for the remainder of the term. He is also a member, ex officio, of the Court for the Trial of Impeachments and a trustee of Cornell University and Syracuse College of Forestry.

How is the vacancy in the office of Lieutenant-Governor filled? It remains unfilled until the next regular election.

How is he removable? In the same manner as the Governor.

Write the name of the Lieutenant-Governor.

Comptroller

What is the Comptroller? Chief fiscal officer of the state. What are the qualifications for this office? The same as for governor.

How long is the term? Four years.

What is the salary? \$12,000 annually.

What are his official duties. He audits all vouchers before payment, all official accounts, and the accrual and collection of all revenues and receipts; he prescribes methods of accounting for these purposes, but under no circumstances may he be assigned administrative duties except those necessary for the audit functions.

How is he removable? By two-thirds vote of the state senate on recommendation of the governor.

Write the name of the State Comptroller.

Attorney General

What is the attorney general? Chief legal officer of the state.

What are the qualifications for this office? The same as for governor.

How long is the term? Four years.

What is the salary? \$12,000 annually.

What are his official duties? He is head of the Department of Law and prosecutes and defends all actions and proceedings for and against the state. He has charge and control of the legal affairs of state officers and departments. He is chairman of the state board of canvassers. He is a commissioner, ex officio, of the Land Office, and a member of the Water Power and Control Commission.

How is he removable? In the same manner as the state comptroller.

Write the name of the Attorney General.

State Legislature

What is the State Legislature? It is the lawmaking body of the state and consists of the senate and assembly. One session is held each year commencing on the first Wednesday after the first Monday in January.

What are the qualifications for the office of senator or assemblyman? He must be a citizen of the United States, a resident of the state for 5 years, and of the senate or assembly district for twelve months immediately preceding election.

How are members removed or rejected? Each house is the judge of the qualifications of its own members and may, by a majority vote, remove or refuse to seat any member.

How are vacancies filled? By the people for the unexpired term at a special election called by the governor, or at the next general election.

How are bills passed in the state? After a bill has passed the senate and assembly, it is presented to the governor.

If he approves, he signs it; if not, he returns it with objections to the house in which it originated; this is vetoing the bill. If, after reconsideration, two-thirds of both houses agree to repass it, the bill becomes law without the approval of the governor.

Senators

How are members of the Senate elected? One from each senatorial district.

How many senators are there in the state senate? 51.

How long is the term of office? 2 years.

What is the salary? \$2,500 annually.

Are all senators elected at one time? Yes.

Who presides over the Senate? The Lieutenant-Governor.

How many senators from the City of New York? 23.

Write the number of your Senatorial District.

Write the name of your State Senator.

Assemblymen

How are members of the Assembly elected? One from each Assembly District.

How many assemblymen are there in the State Assembly? 150.

How long is the term of office? 2 years.

What is the salary? \$2,500 annually.

Are all assemblymen elected at one time? Yes.

Who presides over the Assembly? A speaker elected by it.

How many assemblymen from the City of New York? 62.

Write the number of your Assembly District.

Write the name of your Assemblyman.

Court of Appeals

What is the Court of Appeals? The highest court in New York State. It hears only appeals from lower courts.

Of how many judges does the Court consist? A chief judge and 6 associate judges.

How long is their term of office? 14 years.

Who may qualify for this office? An attorney and counselor of the state.

What is the age limit? No judge can hold office longer than the last day of December next after he is 70 years old.

How are vacancies or temporary absences filled? The Court may designate any Justice of the Supreme Court to serve as Associate Judge.

What is the salary of the Chief Judge? \$22,500. Of an Associate Judge? \$22,000.

What do they receive in lieu of expenses? \$3,000.

May they receive fees for their own use? No.

How is a Judge of the Court of Appeals removed? He is removable for cause by concurrent resolution of both houses of legislature requiring a two-thirds vote in each house. Vacancies are filled by the governor for the remainder of the year only. The consent of the Senate is required if in session. At the next general election vacancies are filled for full terms.

Supreme Court

How is the Supreme Court of the state divided? Into four judicial departments which in turn are divided into nine judicial districts. Each district contains two or more counties, and each department contains one or more districts. The first judicial department, which is coextensive with the first judicial district, contains the counties of New York and the Bronx. The second judicial department contains the second and ninth judicial districts. The second judicial district embraces the counties of Kings, Queens and Richmond.

How many Justices in the First Judicial District? 36.

How many in the Second Judicial District? 32.

How far does the jurisdiction of each Justice extend?
To every part of the State.

What are the qualifications for this office? A Supreme Court Justice must be an attorney and counselor of the State.

What is the term of office? 14 years.

What is the salary? In the First and Second Judicial Districts (New York City) \$25,000 annually, of which \$15,000 is paid by the State and \$10,000 by the City of New York.

What is the age limit? 70 years.

How is a Justice of the Supreme Court removed? For cause by concurrent resolution of both houses of the legislature, requiring a two-thirds vote in each house.

How are vacancies filled? In the same manner as in the Court of Appeals.

City and County

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Mayor

What is the mayor? Chief executive officer of the City; also a magistrate.

How long is his term of office? 4 years.

What is his salary? \$25,000 annually.

On what boards is he active? He is a member ex officio of many boards and commissions, the most important of which is the Board of Estimate of which he is chairman and in which he casts three of the total of sixteen votes.

What are his duties and powers? It is the duty of the mayor to communicate to the Council, at least once a year, a general statement of the finances, government and affairs of the City with a summary statement of the activities of the agencies of the City; to recommend to the Council, measures which he deems expedient; to administer the affairs of the various agencies of the city; to be vigilant and active in the execution of the laws. He has power to appoint and remove at pleasure, a deputy mayor and the heads of the administrative departments of the city government, as well as the members of various boards and commissions, city magistrates, and city marshals, and judges of the Court of Special Sessions and the Domestic Relations Court.

Has he power to veto local laws? He has the power to approve (after public hearing) or to veto local laws passed by the City Council.

How can he be removed? By the governor, on charges after a hearing.

Who serves in the absence of the Mayor? The President of the Council.

Who serves in case of vacancy? The President of the Council and, in his absence, the Vice-Chairman of the

Council, for the remainder of the year only. At the next general election, the vacancy is filled for the unexpired term.

Write the name of the Mayor.

City Council

What is the City Council? The local law-making body. It has sole power to adopt all local laws, except that (1) local laws shall be approved by the mayor, if vetoed, they must be repassed by a two-thirds vote of the Council; (2) all laws which affect the finances of the City or involve administration must be presented to the Board of Estimate for its approval, and then to the Mayor for his approval or veto, etc.; and (3) laws involving changes in the Charter or other important matters must be submitted to the people for a referendum.

Can the State Legislature pass bills affecting only the City of New York? Only at the request of the Mayor and a majority of the Council, or by two-thirds of the Council alone; either request must be accompanied by a statement that an emergency exists.

Of whom does the Council consist? The President of the Council and other members, termed councilmen, elected from the Boroughs by proportional representation.

When does the Council meet? The first meeting each year occurs on the first Monday of January at noon. Under the charter, at least one meeting must be held every month except during July and August. Usually the Council meets on Tuesday at 1:30 P.M., in the Councilmanic Chamber in City Hall.

Who is the presiding officer? The President of the Council; in his absence, the vice-chairman elected by the members of the Council.

President of the Council

Who is the President of the Council? He is the presiding officer of that body and a member of the Board of

Estimate (with three votes); in the event of the absence of the Mayor, he presides in that body, too.

How is he elected? By the voters of the City, the same as the Mayor.

What is his term of office? The same as the Mayor.

What is his salary? \$15,000.

What other duties does he perform? He is a member ex officio of many boards and commissions. In case of a vacancy in the Mayoralty, he acts as Mayor for the remainder of the year.

Has he a vote in the Council? Only in case of a tie.

Who presides over the Council in his absence? The vice-chairman.

How may he be removed or suspended? In the same manner as the Mayor.

Write the name of the President of the Council.

Councilmen

How are members of the Council elected? By the voters of the Borough by proportional representation, as follows: one councilman for every 75,000 votes cast and one for a remainder of 50,000 votes. Each Borough has one councilman in any event.

What are the differences in the method of p. r. and the other voting provisions as explained in this book? Councilmen do not run in party primaries. They are nominated by petitions signed by at least 2,000 voters registered within 18 months of signing. The petitions are filed with the Board of Elections which lists the names of all candidates on the paper ballot of the Borough. No voting machine for p. r. has been adopted as yet. Beginning with 1, the voter places numbers in the order of his choice opposite the names of the candidates he would like to see elected; his number 1 choice being his best.

Can a voter help elect more than 1 candidate? No, his vote will count only for one of his choices.

How does this work out? All the first choices are counted. After all ballots have been counted once, the number of valid ballots cast in the Borough is known. It is then possible to divide by 75,000 and determine how many councilmen the Borough will have (1 for remainder of 50,000 votes). In the next step all candidates receiving less than 2,000 votes (number of signatures required on petition) are declared out of the race and their ballots are counted for the voters' second choices. If, at any point in the count, a candidate receives 75,000 votes, he is declared elected. The machinery of the count is so worked out that this is known at once. The next step is to eliminate the candidate with the lowest number of votes and redistribute those ballots to the second, third or next choice indicated on them. This continues until there are already elected or left in the race the exact number of councilmen to which the Borough is entitled.

Do ballots contain party names and emblems? Party names are given but party emblems are not permitted.

What is the term of office? Two years, with elections falling in odd numbered years.

Who is eligible for election? Any citizen of the United States, a resident of the Borough in which he is a candidate. He may not be the employee of any agency in any capacity whatsoever.

What is his salary? \$5,000 annually. The vice-chairman, the minority leader and the chairman of the committee on finance, each receive \$7,500 annually.

How may councilmen be removed? With the concurrence of two-thirds of all the other councilmen.

How are vacancies filled? By a majority vote of the councilmen of the Borough in which the vacancy occurs. The newly chosen councilman must be of the same political party and reside in the same borough as his predecessor.

Do councilmen have power to appoint other officers? The Council appoints the City Clerk. In the case of a vacancy in the office of borough president, the councilmen from that borough, at a meeting called and presided over by the Mayor, fill such vacancy by majority vote.

How many Councilmen have been elected? At the first election for City Council, held in 1937, there were 26; and in 1939, there were 21 elected from the Boroughs as follows: Manhattan, 5; the Bronx, 4; Brooklyn, 7; Queens, 4, and Richmond, 1.

Write the names of your Councilmen.

Comptroller

What is the City Comptroller? The chief fiscal officer of the City.

How is he elected? By the voters of the City, the same as the Mayor.

How long is his term of office? 4 years.

What is his salary? \$20,000 annually.

What are his official duties? He is an important member of the Board of estimate (with three votes), and advises that body on the financial condition of the City. He serves on many other boards and commissions.

What are his powers and duties? He has power to investigate the finances of the City; to audit all vouchers before payment; to audit all city accounts; to settle and adjust claims against the city; to issue and sell the bonds and other obligations of the city, and to manage the trust funds of the city.

How can he be removed? In the same way as the Mayor.

Who serves in his absence? The first deputy comptroller.

Who serves in case of a vacancy? The first deputy comptroller for the remainder of the year only. At the next general election, the vacancy is filled for the unexpired term.

Write the name of the Comptroller.

Borough Presidents

How many boroughs has the City of New York? 5: Manhattan, the Bronx, Brooklyn, Queens and Richmond.

What is the borough president? The chief officer of his borough, a member of the Board of Estimate of the City (with two votes if from Manhattan or Brooklyn, and one vote if from the other boroughs) and also a member of the local board of every local improvement district in his borough.

What are his powers and duties? He appoints a commissioner of borough works, and controls the physical conditions of his borough, such as repaving, the building of bridges, tunnels, public buildings, etc., in his borough.

What are the qualifications for the office? He must be a resident of his borough at the time of his election and remain such throughout his term of office.

What is his term of office? 4 years.

What is his salary? \$15,000 annually.

How can he be removed? In the same manner as the Mayor.

How are vacancies filled? By a majority of the councilmen of the borough at a meeting called by the Mayor at which he presides but does not vote except in case of a tie. In Richmond, by the councilman and the commissioner of borough works.

Write the name of your Borough President.

Municipal Court

What is the jurisdiction of the Municipal Court? It extends throughout the City of New York and involves civil cases for amounts up to \$1,000. Each borough is divided into Municipal Court Districts, as follows: Manhattan, 10; the Bronx, 2; Brooklyn, 8; Queens, 6; and Richmond, 2; a total of 28. In addition there are in each borough, Small Claims and Jury Parts (except Richmond).

How many judges serve this Court? 68, divided among the various districts by legislative enactment.

How are the Judges elected? By the voters of the respective Municipal Court Districts.

What are the qualifications for the office? Residence in the Municipal Court District, and five years of legal practice; the President Justice must have practiced as an attorney of the State for a least 10 years.

How is the President Justice appointed? He is designated by the Mayor from among the elected Justices for a term of 5 years or for the remainder of his elected term if less.

What is the term of office of a Justice of this Court? 10 years.

What is the salary? President Justice, \$11,640 annually, and associate Justices, \$10,840 annually.

How can they be removed? By the Appellate Division of the Supreme Court.

How can vacancies be filled? By the Mayor for the remainder of the year. At the next general election, vacancies are filled for the full term, except that terms must expire on odd numbered years. If a full ten-year term would expire on an even numbered year, the election is then for a 9-year term only.

Write the number of your Municipal Court District.

City Court

What is the jurisdiction of the City Court? It extends throughout the City of New York; and is divided into boroughs. It may try civil cases involving generally up to \$3,000.

How many judges serve this Court? 9 in New York County, 4 in Bronx County, 5 in Kings County, 3 in Queens County, and 1 in Richmond County.

How are they elected? By the voters of the County.

What are the qualifications for the office? A Justice of the City Court must be an attorney and counselor of the State.

How is the Chief Justice selected? By all of the Judges from one among them.

What is the term of office of a Justice of this Court? 10 years.

What is the salary: Chief Justice, \$18,000 annually, and Associate Justices, \$17,500.

What is the age limit? They may serve until December 31st of the year in which they become 70.

How can judges be suspended? The governor may suspend any justice when it appears to his satisfaction that such justice has been guilty of corruption or official misconduct, etc.

How can they be removed? By two-thirds vote of the State Senate, on recommendation of the governor.

How are vacancies filled? By the governor, with consent of the Senate if in session. At the next general election, a justice is elected for a full term to fill the vacancy.

General Sessions Court of New York County

What is the jurisdiction of this Court? It tries criminal cases involving serious crimes committed within the County.

How many Judges serve this Court? 9. Cases are tried by one judge and a jury.

What are the qualifications for office? Admission to the bar.

What is the term of office? 14 years.

What is the salary? \$25,000.

What is the age limit? 70 years.

How is a judge removable? By two-thirds vote of the State Senate, on recommendation of the governor.

How are vacancies filled? By the governor, with the consent of the Senate, if in session. At the next general election, a vacancy is filled for a full term.

County Courts

What is the jurisdiction of the County Courts? They try criminal cases involving serious crimes committed within the county of the court.

How many County Courts are there? 4: in the Bronx, Kings, Queens and Richmond.

How many Judges serve these Courts? 5 in Kings, 3 in the Bronx, 2 in Queens and 1 in Richmond.

What are the qualifications for the office? Admission to the Bar.

What is the term of office? 14 years.

What is the salary? \$25,000.

Is there any age limit? Judges may serve until December 31st of the year in which they become 70.

How can they be removed? By two-thirds vote of the State Senate, on recommendation of the governor.

How are vacancies filled? By the governor, with the consent of the Senate, if in session. At the next general election, a vacancy is filled for a full term.

Surrogates' Courts

Of what does this Court have jurisdiction? Of the estates of deceased persons and the guardianship of minors.

There is a Surrogate's Court in each County of the City.

Who presides over this Court? 1 Surrogate in each County, except New York County where there are 2.

How long is the term of office? 14 years, except in Richmond County where it is 6 years.

What is the salary? \$25,000, except in Richmond where it is \$15,000.

What are the qualifications, age limit, removal, etc. The same as for County Judges.

County Elective Offices

What are the elective county officials? 1 district attorney, 1 sheriff, and 1 register (except Richmond) for each of the Counties of New York.

How are they elected? By the voters of the County.

How may they be removed? By the governor, on charges, after a hearing.

To whom are they subject? They are agents of the State and are almost independent of city authority.

What is your County?

District Attorney

What are the duties of the District Attorney? He institutes and conducts criminal prosecutions in all the criminal courts of the county.

How long is his term? 4 years in New York, the Bronx and Kings and 3 years in Queens and Richmond Counties.

What is the salary? \$20,000, except in Richmond where it is \$8,690.

Write the name of your District Attorney.

Sheriff

What are the duties of the Sheriff? He executes civil and criminal orders of the courts and is responsible for the transportation of prisoners.

How long is his term? 4 years in New York and the Bronx, 3 years in Queens and Richmond, and 2 years in Kings County.

What is the salary? \$15,000 annually, in New York, the Bronx and Kings, \$8,000 in Queens and \$6,000 in Richmond County.

Write the name of your Sheriff.

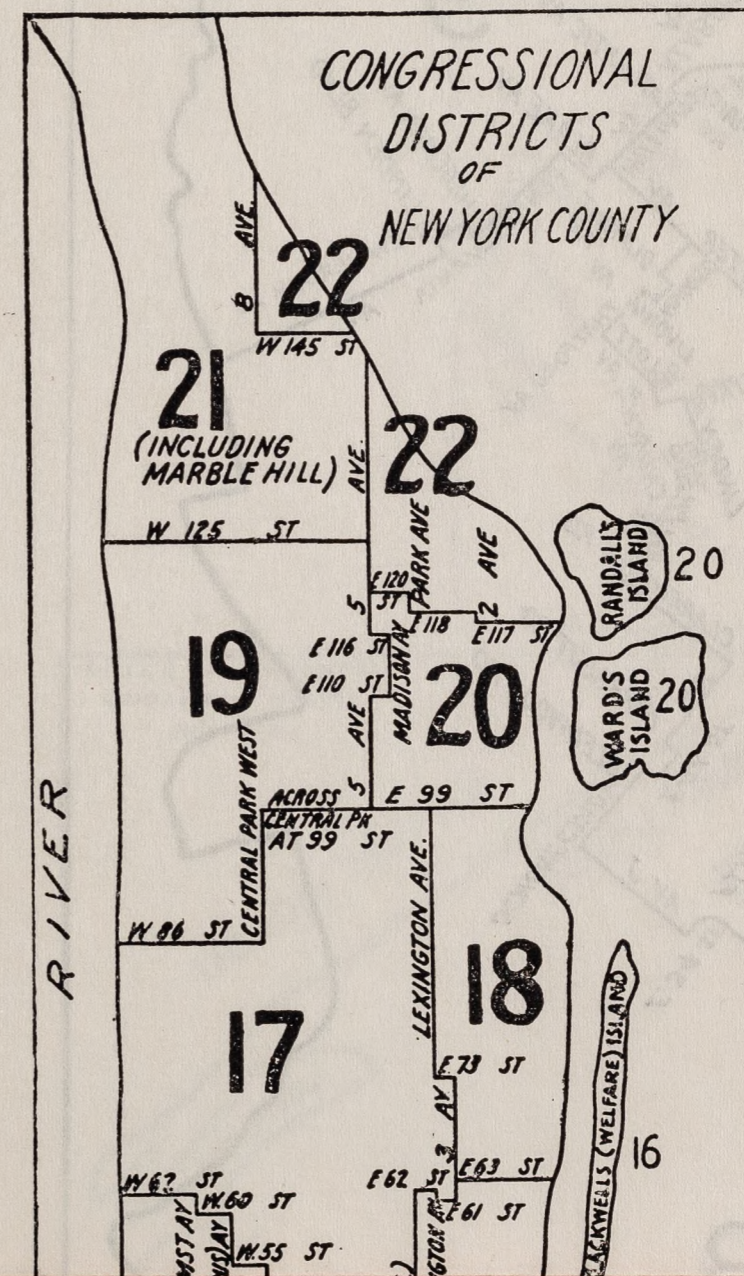
Register

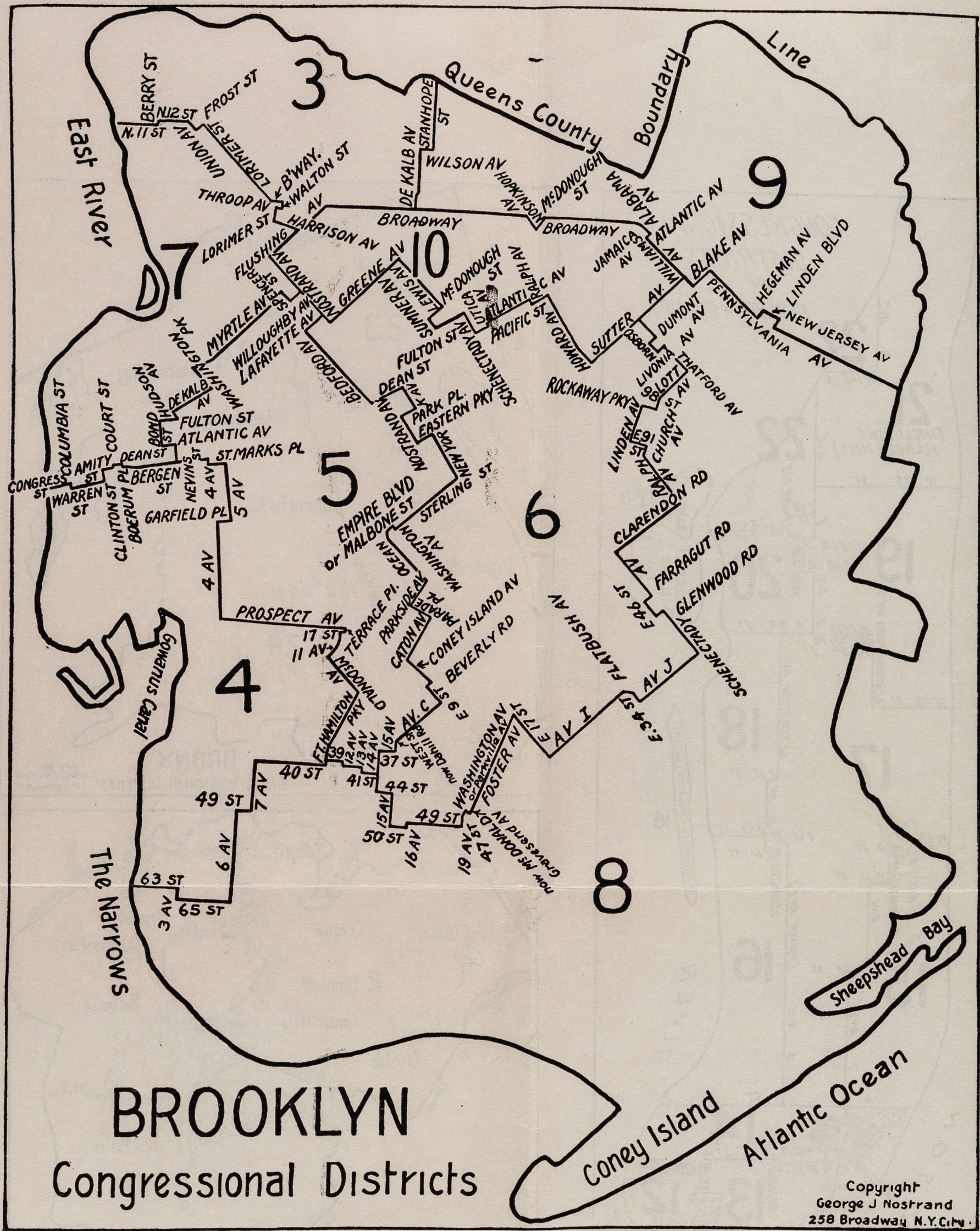
What are the duties of the Register? He records deeds, Mortgages, leases and other, instruments affecting title to real property, and chattel mortgages.

How long is his term of office? 4 years in New York and the Bronx, 3 years in Queens and 2 years in Kings. There is no register in Richmond County.

What is the salary? \$12,000, except in Queens where it is \$8,000.

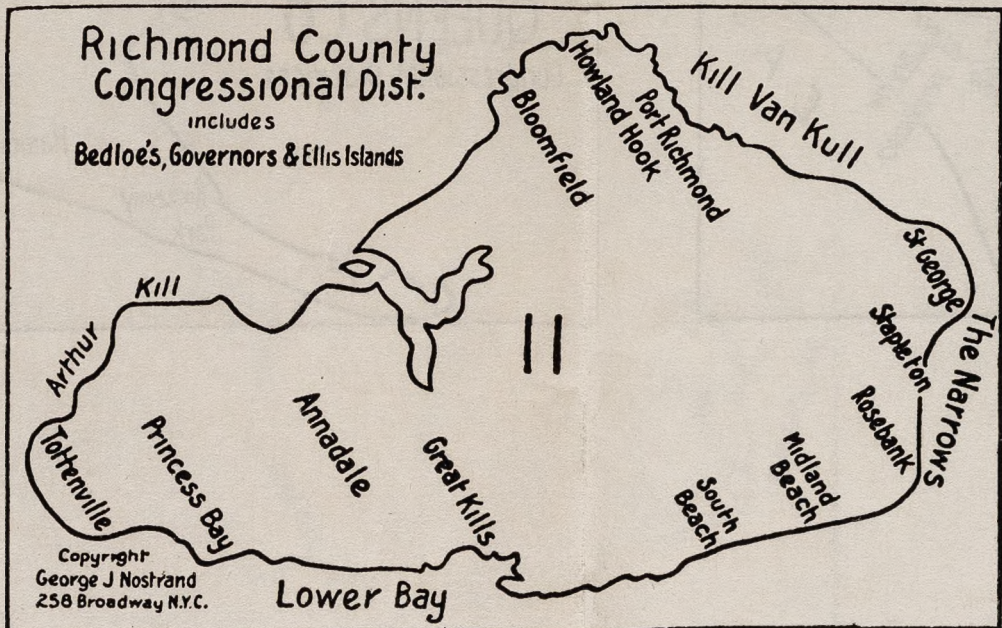
Write the name of your Register.



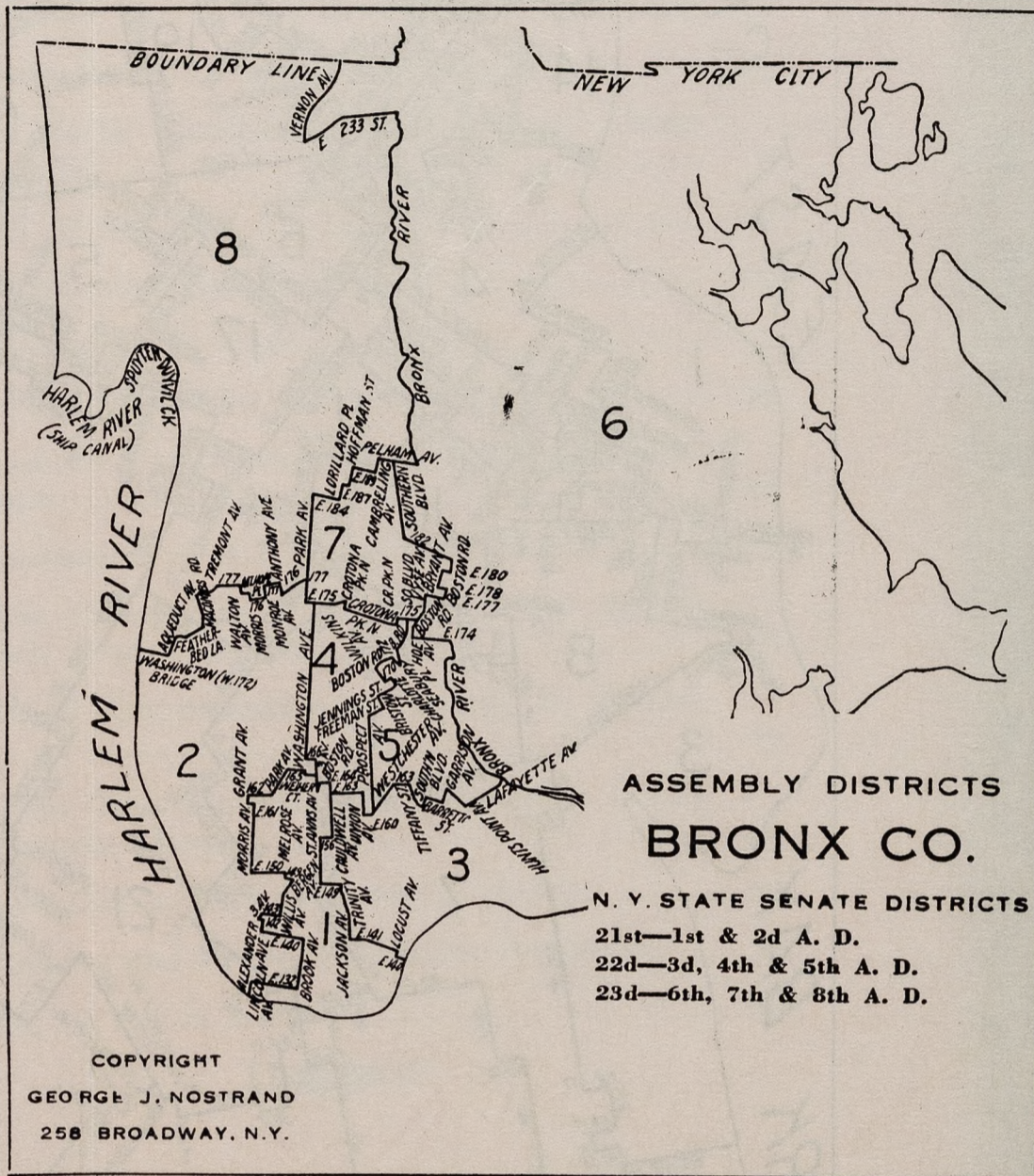
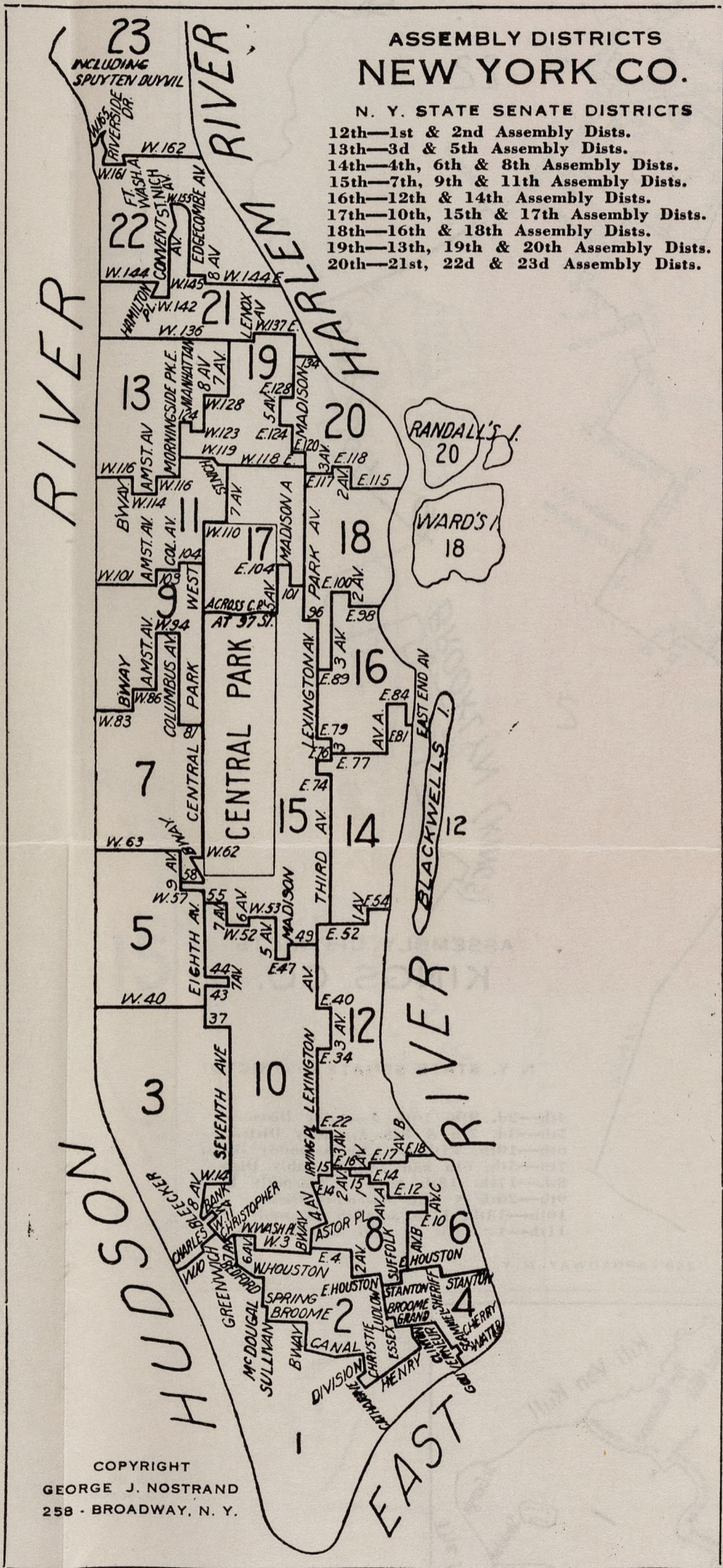


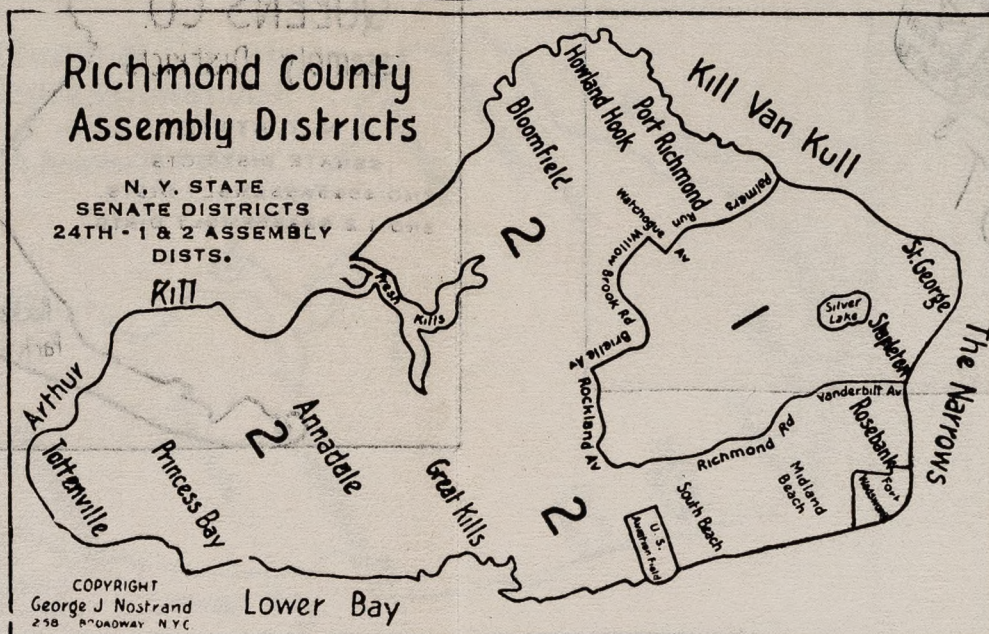
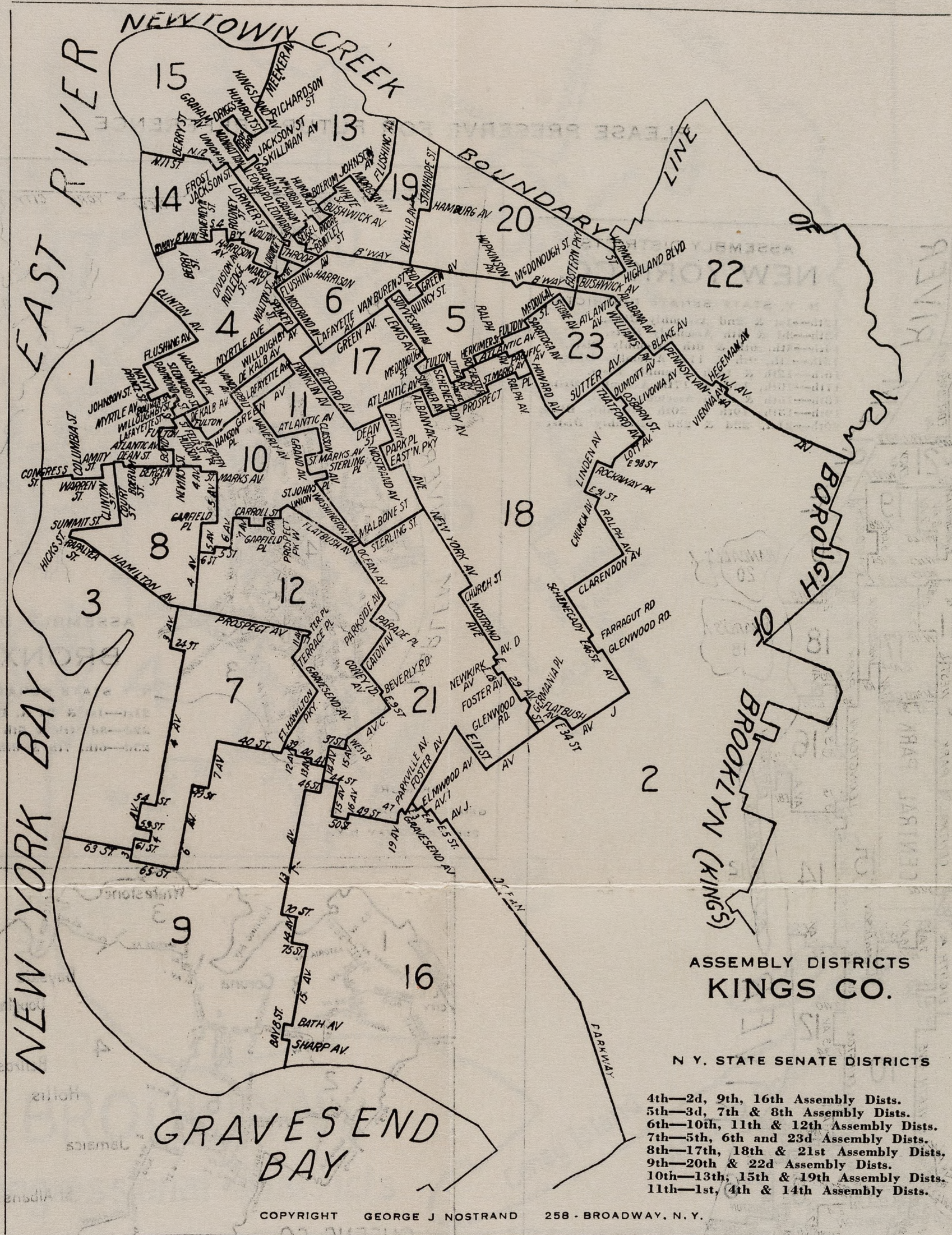
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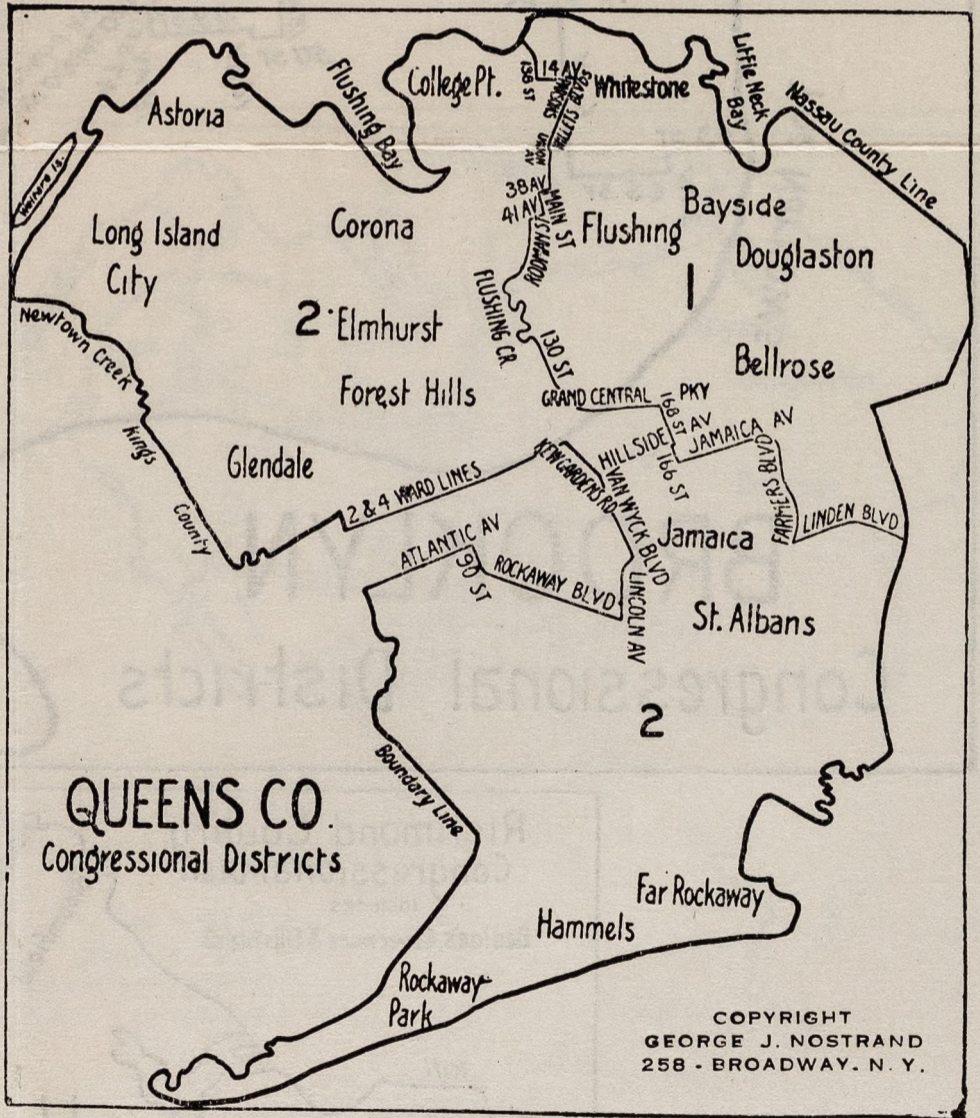
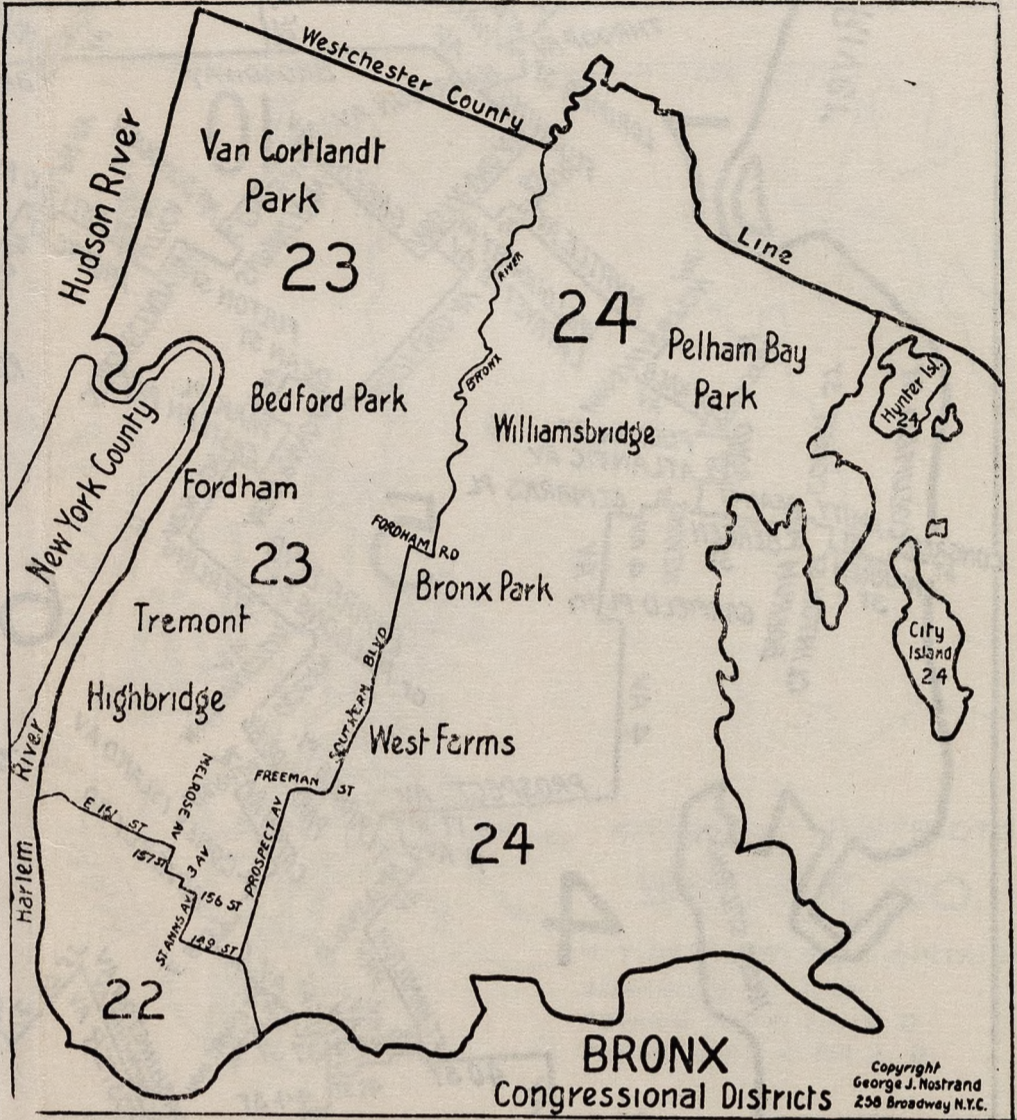
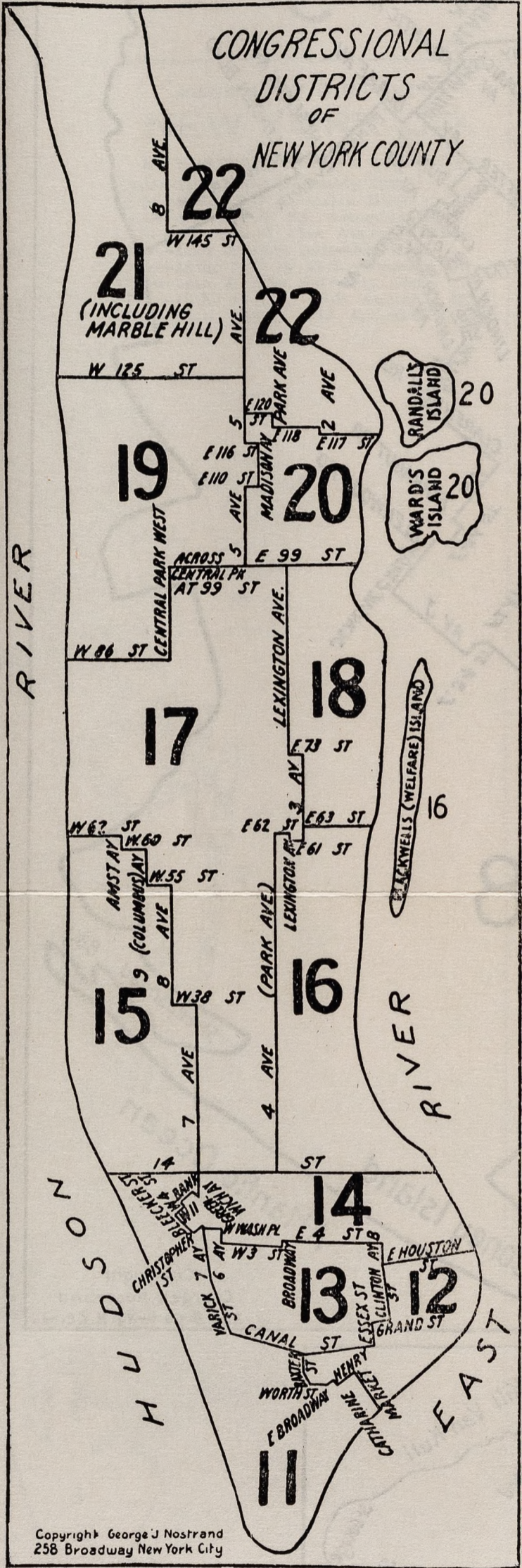
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