



League of Women Voters of Minnesota Records

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[1971]

Special!
Songs!
Girls!
Legislators!

Don't miss it!!!

Special!
Balloons!
Cheers!
Marchers!
Coffee!



Legislators =
SPECTACULAR

League of
Women
Voters



March for PARTY DESIGNATION

Wed... Mar. 31... 9:30

→ CAPITOL ROTUNDA ←

BE THERE & SEE!

★ **Parade of Leagues** ~ featuring
70-count 'em - 70 leagues from
all over the state

★ **"Baggie Girls"** ~ (You'll love 'em) ~
erotic costumes ... special songs
~ SEX AND SATIRE ~

★ **Presentation of Petitions** 10AM-Rotunda
to MAJORITY and MINORITY Leaders of both
House and SENATE ~ signed by 1000s.!!!

★ **COFFEE** with Your **CONSTITUENTS** ~ they
have a NAME TAG and a flower for each of
you! Coffee around rotunda 9:30 - 11:30

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, Minnesota 55102
March 1971

"MARCH FOR PARTY DESIGNATION"

At The Half-Way Mark?

PETITIONS: Would you believe 6 fully-signed petitions arrived in the State Office in the March first mail? These in response to the mass-mailing to state organizations announcing "MARCH FOR PARTY DESIGNATION".

Tips on Petitioning: Signatures in pen stay legible longer. . encourage young citizens and new voters to express their support now-- they may have a chance to elect party-designated legislators in 1972! . . when you sign another Leaguer's petition, you stretch numbers and credibility, since your name appears, too, as one "securing signatures" on any petitions you cause to be signed. . and of course you actually sign only one petition. . but you may submit any number of signed petitions.

RETURNING PETITIONS TO STATE OFFICE: Send them in as soon as they are filled! They make good supporting information right now as we answer queries from news media and legislators about progress in our drive. . and you may drop them at the state office on your way to the March 31st Rally, between 7:30 and 8:30 a.m. on March 31st (which is a Wednesday), or drop them at the office the day before.

MARCH 31st RALLY: Timetable -- 9:15 a.m. - gather on the steps of the State Capitol with signs indicating legislative districts, slogans supporting party designation, and large numbers of Leaguers and their friends, families.
9:30 a.m. - coffee in the corridors surrounding the Rotunda at the Capitol with your legislators--make plans ahead of time to meet them there to talk about party designation--and other legislation of concern to your League.
10:00 a.m. - Petitions Presentation to Senate and House Majority and Minority Leaders by selected League people from various parts of the state.

General Chairman of March 31st Rally: Mrs. R.L. Jones, Falcon Heights League.

Representatives of the Golden Valley and Robbinsdale Leagues will be in charge of counting petitions.

EXTRA COPIES OF PETITIONS . . are available without charge--pick them up at the State Office.

EXTRA COPIES OF MARCH MINNESOTA VOTER . . while they last, 5¢ each, order from State Office.

WORKING WITH OTHER ORGANIZATIONS . . We have found encouraging and increasing interest from other organizations in circulating "MARCH FOR PARTY DESIGNATIONS" petitions. Be sure to keep track of which individuals in each group are responsible for returning signed petitions to you! And keep in touch to see if they need more. Set a realistic deadline for return of petitions to you in time to be included in the big March 31st Presentation. If these organizations wish to come to the March 31st Rally, fine!! Include them in plans by keeping them advised of times and poster possibilities.

POSTCARDS, PLEASE! Here's a checklist on your own League's "MARCH FOR PARTY DESIGNATION" on the enclosed card. Check your plans and progress and mail it to the state office on or before March 15, 1971.

LOBBY LIFTS: Any League receiving Action Alerts (those yellow forms requesting information from our legislators about party designation stands) should attend to them promptly, of course, and all the rest of the Leagues are asked to forward any information about legislators' comments--both pro and con--on party designation to the state office or to Mary Ann McCoy, 2312 Lake Place, Minneapolis, 55405, phone (612) 377-4793, Party Designation Lobbyist. We find that constituents' concerns expressed directly to their legislators really count in this business of persuasion.

CALL TO ACTION

To: Local League Presidents, Legislative Action Chairmen, ALL League Members--
and to all who signed "March for Party Designation" Petitions

From: Mary Ann McCoy, Party Designation Chairman, State Board

Re: HOUSE ACTION ON SENATE PASSED BILL PROVIDING PARTY DESIGNATION FOR LEGISLATORS

On Wednesday, May 12, 1971, on the 94th day of the 1971 Legislature, the Senate passed S.F. 775 (Brown, Bergerud, Gustafson) providing for election of state legislators with party designation. This marks the first time in history that such a bill has passed the Minnesota Senate.

This senate-passed bill has been sent to the House Reapportionment and Elections Committee (as its next step on the "How a Bill Becomes a Law" route.) Prompt action by this committee is essential if this bill is to be placed before the House before the Legislature adjourns.

Background: See the March, 1971, issue of The Minnesota Voter for detailed review of the League's position, previous history, and likely questions and answers on the issue. See also the information on the "March for Party Designation" petition.

Action needed NOW!; 1. Send an official letter or telegram from your League to Representative Dwight Swanstrom, Chairman, Reapportionment and Elections Committee of the House of Representatives, urging prompt action on S.F. 775 so that the whole House may be permitted to consider this measure.

2. Send an official letter to your own State Representatives-- and since you are familiar with their own stands on party designation, keep this in mind as you frame your letter! Thank those favorable for all their support-- and urge that they continue this support now by asking Chairman Swanstrom for prompt action on S.F. 775 in the Reapportionment and Elections Committee. Those whose position may be somewhat altered by events such as the historic passage of the bill in the Senate may be further interested in hearing your renewed support-- and about how many petitions by citizens in your community indicated rising citizen concern for this issue. And those opposed? Gently remind them that neither the issue ("the citizen's right to know," the other parts of the March Voter's strong positive statements) nor the League's concern for it will go away.

3. Alert League members to write to Representative Dwight Swanstrom themselves asking for prompt committee action on S.F. 775.

4. Further alert League members to call those who signed their "March for Party Designation" petitions-- asking them to call or write their Representatives and/or Chairman Swanstrom asking prompt action on S.F. 775--NOW!

5. If your State Senator was among those 46 yeas on May 12 in the vote on S.F. 775, be sure to let him know your League's appreciation of his support of this critical issue. You might let him know about our current action in support of this bill in the House--he may be in a position to continue his assistance.

For Your Information

HOUSE REAPPORTIONMENT AND ELECTIONS COMMITTEE - 21 members

Swanstrom, Chairman	Graw	Plaisance
Kvam, Vice Chairman	Gustafson	Sabo
Barr	Haugerud	Searle
Becklin	C. M. Johnson	Skaar
Fitzsimons	Long	Skeate
Flakne	O'Dea	H. Smith
Fudro	R. L. Pavlak	Ticen

(If your Representative is a member of this committee, mention in your official letter that you are aware of his special responsibility in this matter by virtue of his membership on this committee.)

Test Vote on H. F. #32 (Ennebo chief author) April 14 sought to bring this bill providing party designation for Legislators from the sub-committee of the House R. and E. Committee to which it had been assigned. In the vote, all Liberal Caucus members voted for bringing it to the floor with the exception of Rep. Sam Barr of Ortonville; Conservatives opposed this motion with the exceptions of Rep. Robert Bell, Roseville, and Rep. John Keefe, Hopkins.

The following Senators voted in favor of S.F. 775 on May 12, 1971: (46 yeas)

J. C. Anderson	Doty	Kirchner	G. Perpich
J. T. Anderson	Gage	Laufenburger	Pillsbury
Arnold	Gearty	Mammenga	Purfeerst
Benson	Glewwe	Moe	Schrom
Bergerud	Gustafson	Novak	Tennessen
Borden	Baldy Hansen	Ogdahl	Thorup
Brown	N. W. Hanson	A. G. Olson	Ukkelberg
Chenoweth	J. M. Hughes	H. D. Olson	Wegener
Chmielewski	C. A. Jensen	O'Neill	Willet
Coleman	V. K. Jensen	Overgaard	Wolfe
Congemius	Jude	Parish	
Davies	Kalina	A. J. Perpich	

The remaining Senators voted against S. F. 775 - 21 Nays. None were absent.

In the terse language of the Journal of the Senate, page 2636, May 12, 1971, "So the bill passed and its title was agreed to."

...Now, on to the House! Adjournment, the wind-up of these "Hundred Twenty Days", is close at hand.... Important issues are yet to be resolved, compromises may be effected in these closing days which might just possibly find the Party Designation issue is a "swing vote" position. As one of the Senators who has supported Party Designation for many sessions observed this week, "This may be the reverse of what happened in 1913. Party Designation's often seemed "impossible" to achieve-- but when the impossible exists, that's when it's possible!"

Hmm... well, philosophy and politics being what they are, let's take ACTION NOW on PARTY DESIGNATION!

Footnote: Since this is an over-the-weekend mailing, we are using the only President's List at hand, and if you are a newly-retired President receiving this, please hand it on to your new President!

For additional information about elections in Minnesota consult the following publications of the League of Women Voters of Minnesota.

**You Are the Government
Who Me? Go to My Precinct Caucus?
Your Vote Makes a Difference**

The League of Women Voters is a nonpartisan organization working to promote political responsibility through informed and active participation of citizens in government.

LEAGUE OF WOMEN VOTERS OF MINNESOTA

555 WABASHA
ST. PAUL, MINNESOTA 55102



1972-1975
A DIGEST OF

MINNESOTA ELECTION LAWS

AND

MINNESOTA SCHOOL DISTRICT ELECTION LAWS



This is a general survey of major provisions of election laws. For a more detailed account, consult the current edition of MINNESOTA ELECTION LAWS, published by the Secretary of State (compiled and annotated by the Attorney General), or consult your local election officials.

For more detailed information about school district elections consult the current edition of LAWS RELATING TO THE MINNESOTA PUBLIC SCHOOL SYSTEM, published by the State of Minnesota Department of Education, or contact your local board of education.

THE VOTER

Qualifications for Voting

- * Citizen of the United States for at least three months preceding an election.
- * 18 years of age or older.
- * Residents of Minnesota at least 30 days preceding an election. (Former six-month residency ruled void by court). Qualified voters who do not meet state residency requirements, but who were residents of another state may vote by special absentee ballot for President and Vice-President of the United States only. Application must be made to the County Auditor 30 days before the presidential election.
- * Must be registered in municipalities with a population of 10,000 or more and in certain municipalities within 15 miles of Minneapolis, St. Paul and Duluth; optional by decision of city council in all other municipalities. Check with city clerk to determine whether particular municipality requires registration.
- * Not entitled to vote if:
 - Convicted of treason or felony, unless restored to civil rights.
 - Under guardianship of the person or adjudged mentally incompetent.

Voter Registration

- * Voters may register in person with their municipality's Commissioner of Registration (who is the municipal clerk) any time except 20 days preceding an election.
- * Absentee registration - see ABSENTEE VOTING - page 3.
- * Registration is permanent.
 - Exceptions: The voter must re-register if he:
 - ... fails to vote at least once in four consecutive years.
 - ... changes his name by marriage or court action.
 - ... moves to different municipality requiring registration; when voter moves within municipality more than 30 days before an election, he may notify the Commissioner of Registration by mail and then be eligible to vote in new precinct.

--Where no registration is required, voter must have necessary constitutional qualifications and state, under oath, that he is so qualified.

- *Registration is waived for one election only when voter moves to a different municipality within 30 days of an election and presents a certificate of eligibility at polls, which he has secured from his former municipality.

ABSENTEE VOTING

Qualifications

- *To use absentee balloting, must:

- Be a member of the armed forces.

The term "armed forces" refers to "the Army and Navy, the Air Force, the Marine Corps and the Coast Guard of the United States, or the Merchant Marine of the United States, or the American Red Cross, the Society of Friends, the Women's Auxiliary Service Pilots, the Salvation Army, the United Service Organizations and all other persons connected in any capacity with the Army or Navy of the United States including all civilian employees of the United States Government outside the United States or the spouses or dependents of such persons if actually accompanying such persons and residing with them."
- Be a qualified voter as defined by MINNESOTA ELECTION LAWS (see THE VOTER, p. 2).
- Be absent from precinct on election day and unable to go to the polling place because of:
 - ... travel.
 - ... illness.
 - ... physical disability.
 - ... religious discipline or holiday.

Absentee Registration

- *Members of the armed forces may be registered at the same time and on the same form as application for ballot.
- *Any other qualified person who is unable to register in person because of absence from the precinct, physical disability or religious discipline may register by mail by applying to the local Commissioner of Registration.

* Absentee registration will be accepted any time except the 20-day period immediately preceding an election.

* Application and registration cards must be notarized.

Obtaining Ballots and Voting

* Armed forces

-- The member or his parent, spouse, or a brother, sister, or child (over 18 years old) may file a request for ballots form with the County Auditor.

-- The member may mail a federal post card application (available at any military base) to the County Auditor.

* Any other qualified person may request an application for ballots form from his County Auditor, fill it out, and return it in order to receive ballots.

* The executed application will be accepted by the County Auditor as early as 45 days for civilians (no time limit for armed forces) before and not later than one day before the date of the election.

* Ballots will be mailed to the voter as soon as they are available.

* Voter receives the ballots, a white envelope and a brown envelope. After marking his ballot, he places it in the white envelope and seals it. This envelope remains sealed until it is received by the election judges. The sealed white envelope is then put into the brown envelope for mailing. This brown envelope must be notarized.

Marked ballots must be received by election officials not later than the day of the election.

THE CANDIDATE

Qualifications for Office

* United States Senator:

-- Must be at least 30 years old.

-- Must have been a United States citizen for nine years.

-- Must be a resident of the state he desires to represent.

* Representative in Congress:

-- Must be at least 25 years old.

-- Must have been a United States citizen for seven years.

-- Must be a resident of the state he desires to represent.

* Governor or Lieutenant Governor:

-- Must be at least 25 years old.

-- Must be a United States citizen.

-- Must have been a bona fide resident of the state for at least one year before election.

* Judges -- must be learned in the law.

* Other elective offices in the state require that a person be 21 years of age and a qualified voter of the district to be served.

Filing Procedure

* Candidates for congressional, state, or county offices file not more than 70 days nor less than 56 days before the primary election.

* Where to file:

-- Candidates for United States Senator with the Secretary of State.

-- Candidates for United States Representative with the Secretary of State except that candidates in the 3rd Congressional District file with the Hennepin County Auditor and candidates in the 4th Congressional District file with the Ramsey County Auditor.

-- Candidates for Governor and other state executive officers with the Secretary of State.

-- Candidates for judges, state Legislature, any other state office, or county office:

... with the Secretary of State when to be voted for in more than one county.

... with the County Auditor when to be voted for within one county.

-- Candidate for city, village or township offices with the clerk of the municipality.

* Information in affidavit:

-- That candidate is a qualified voter in subdivision where he seeks nomination, including address and declaration of eligibility.

-- Name of his party, if for a partisan office.

-- That he is a bona fide member of that party.

-- Office for which he is filing.

-- That he has not filed for any other office at the same election.

-- That candidate meets minimum age requirement for office he seeks.

* Filing fees

-- Senator — \$150.

-- United States Representative, state offices, judges -- of the Supreme Court and District Court judges — \$100.

-- Members of state Legislature — \$20.

-- County officers — \$20.

-- Unpaid officers — No fee.

-- City, village and township officers as prescribed by local law or M.S. 205.15.

Petition

- *Does not apply to primary elections.
- *Candidate may have name placed on general election ballot if a proper certificate of nomination is filed before the last day of filing by voters living in his district or political subdivision encompassing office he seeks.
- *Number of signatures must equal a certain percentage of the total vote cast at the last general election.
 - If for a state office - one percent of state vote but not more than 2,000.
 - If for a congressional or judicial district office - five percent of district, not more than 1,000.
 - If county or legislative office - 10 percent of county, ward, or precinct, not more than 500.
- *No petitions are allowed after the last day of filing for office, except to fill a vacancy. (Petitions for presidential electors may be filed up to and including primary election day.)

ELECTIONS

State Elections

- *A general election is held in even-numbered years on the first Tuesday after the first Monday in November. Offices to be filled as terms expire are: President of the United States (four years); two Senators (six years); eight Representatives in Congress (two years); Governor and other state executive officers (four years); three Public Service Commissioners (six years); judges of the state Supreme Court and Minnesota District Courts (six years); Senators (four years), and Representatives (two years), in the Legislature; and county officers.
- *A primary election is held on the first Tuesday after the second Monday in September preceding each general election for the purpose of nominating candidates for all elective offices, partisan and non-partisan.
- *Constitutional amendments are submitted to the voters at a general election provided a majority of the Legislature so authorizes.

Municipal Elections

- *Cities and villages with charters set times for local elections and designate which offices are elective.

- *Primary elections are governed by local laws or by M.S. 205.
- *Village elections are held annually:
 - On the first Tuesday after the first Monday in December.
 - By option of village council, on the first Tuesday after the first Monday in November (in even-numbered years, the village election may be consolidated with state general election.)
- *Town elections are held annually on the second Tuesday in March.

State Special Elections

To fill vacancy in office of Representative in Congress or member of state Legislature: (Note: Vacancy in office of United States Senator or state executive or judicial office is filled by Governor's appointment until next general election.)

- *If Congress or the Legislature is in session, Governor issues writ calling a special election not more than five days after official notification of the vacancy.
- *Date is set not more than 28 days after issuance of writ.
- *Primary is held 14 days before election.

Municipal Special Elections

Called by governing body of any municipality for special purposes.

ELECTION OFFICIALS

Secretary of State

- *Accepts filings of candidates for offices covering more than one county in the state.
- *Certifies these candidates after nomination or election.
- *Prints manuals of election laws.
- *Prepares and distributes guides for election officials in pamphlet form.
- *Prepares and distributes instructions to voters through election officials.
- *Supervises printing of ballots.
- *Sends any blank forms and instructions for voters to County Auditors as may be needed to conduct election.
- *Receives certified returns from county canvassing board.

* Organizes state canvassing board for official tabulation of returns.

-- Board consists of Secretary of State, two Supreme Court judges, and two disinterested District Court judges.

-- Board meets on the second Tuesday after any state election and at special times after special elections.

-- Board certifies the returns.

-- Correction of canvassing board errors is by court order only unless all candidates consent.

County Auditor

* Accepts filings of candidates for offices within a county (except municipal offices.)

* Certifies these candidates after nomination or election.

* Supervises printing of primary election ballots.

* Supervises printing of ballots for county offices.

* Arranges for public notice of sample ballots.

* Delivers ballots and supplies to town, village and city clerks and to judges in unorganized territory at least one week before any election.

* Must hold training meetings for municipal clerks and election board chairmen.

* Handles absentee voting for state elections. May use special delivery postage when he deems it necessary.

* Sends certified returns of county canvassing board to Secretary of State.

-- Board consists of County Auditor, Clerk of District Court, two members of county Board of Commissioners who are not candidates and mayor of largest municipality.

-- Board meets within three days after a primary election or general election.

City, Village, Town Clerk

* Accepts filings for municipal offices.

* Supervises printing of ballots for city offices and propositions.

* Arranges for publishing sample municipal ballots.

* Acts as Commissioner of Registration where required.

-- Registers voters.

-- Compiles two files of voters:

... permanent record.

... files used by election judges in precincts.

-- Keeps files up to date.

-- Certifies eligibility of voters moving from their municipalities within 30 days of an election.

* Handles absentee voting for municipal elections.

Election Judges

* Appointment

-- City or village council names one judge for every 150 voters in each precinct, provided that there are at least three judges in each precinct and may provide for additional judges in excess of one judge for every 150 voters.

-- Town board serves as election board.

-- If a village has only one precinct, the village board serves as the election board.

-- Must be from civil service lists in first class cities.

-- Must be as equally as possible from the political parties. In municipalities having more than 1,000 voters, judges must come from lists furnished by the two major political parties.

-- In paper ballot precincts having over 300 voters at the last state general and primary elections, a fresh counting team must be appointed to replace the previously acting judges who will be relieved of their duties when the polls close. This applies to state general and primary elections only.

-- Extra judges *may* be appointed in any precinct to help count votes after the polls close in a general election.

* Qualifications

-- Must be qualified voter in precinct.

-- Must not be closely related to any other judge or to a candidate for office.

-- Must not be an employee of federal, state, or city government or a candidate for office.

-- Must be able to read, write, and speak the English language understandably.

-- Council may make rules and give examinations to determine qualifications.

* Duties

-- Attend instruction meetings held prior to elections in those municipalities where voting machines are used.

-- Open the polling place and make it ready for voting.

-- Determine the eligibility of each voter:

... by administering oath when necessary.

... by signature comparison, where registration is required.

... by honoring proper certificates of eligibility from new voters in the precinct.

-- Hand to and receive from each voter, the ballots, or operate voting machine where used.

-- May assist physically disabled voters or those unable to read or write English provided two judges of different political affiliations provide the assistance.

-- Count votes at the close of the polls and record totals of each candidate or question on tally sheets provided.

ELECTION DAY

Election Precincts are established by the city, village or town council, or by county boards in unorganized territory.

*Paper ballots - Council shall prescribe boundaries and number of voters within each precinct. They may be rearranged from time to time provided changes are made by resolution at least 90 days before the next election.

*Voting Machines - Each precinct, when first formed, shall contain no more than 600 voters per machine. More than one machine may be used in any precinct. Precincts may be changed as above. Notice must appear on voting machine calling voter's attention to constitutional amendment or referendum proposal.

Polling Places

*Designated by city, village or town council.

-- Must be as near to the center of voting population of precinct as is practicable.

-- No election shall be held in any place where liquor or malt beverages are sold, in any room used as a place of resort for idlers or disreputable persons or in any room adjoining either.

*Hours of voting.

-- 7:00 A.M. to 8:00 P.M. (except in municipalities under 1,000 population entirely outside the metropolitan area which may shorten hours. This includes counties with any part within five miles of a boundary of Minneapolis or Saint Paul.)

-- Counting ballots before 8:00 P.M. is prohibited.

-- Municipalities may designate time for municipal elections, but for not less than three hours.

*National flag is displayed during hours of voting.

*Voting by ballot shall be done without undue delay; by voting machine, within three minutes.

*No one can remain inside the voting place except election judges, peace officers, challengers, representatives of elections officials and voters who are about to vote.

*No one may campaign within 100 feet of a polling place on election day.

*No one may sell or give political badges or wear such badges at or about the polls on election day.

Related Provisions

*Every employee may take time off from work to vote in the forenoon without loss of pay at statewide general elections and special elections for Congress.

*No liquor is sold on election day.

*No person shall be arrested by virtue of any civil process on election day.

*No campaign literature may be distributed on election day nor may there be any campaign television or radio broadcasts.

*No person, committee or organization may transport voters to polls except:

-- Persons in same household.

-- Two or more voters riding together by mutual agreement.

POLITICAL PARTIES

State Convention

*Authority over affairs of each political party is vested in the party's state convention to be held at least once every general election year at the call of the state central committee.

*The state central committee (subject to control of the state convention) has charge of the general management of the affairs of the state party.

*Chairman of the state central committee of each party shall file with the Secretary of State a copy of the party's constitution and all amendments as they are enacted.

Committees

*Each political party shall provide for an executive committee for each congressional district and an executive committee for each county.

-- A convention is held every general election year in each congressional district and county.

-- Where any county and congressional district have the same territorial limits, there is only one executive committee and one convention every general election year.

Precinct Caucus

*Held on the fourth Tuesday in February in every general election year.

*County chairman shall issue call at least 20 days before the time set for caucus.

THE VOTER

*All caucuses within a county shall be held at a time set by the county auditor after consultation with the chairman of each political party. No caucus may be convened before 2 p.m. nor later than 9 p.m., and the caucuses shall remain open for at least one hour.

*Caucuses are held at the regular polling place for each precinct or other suitable places designated in the call.

Participation in Caucus

*Qualified voters in the precinct or those who will be qualified to vote at the time of the next general election.

*Voter must live in the precinct to participate in that precinct caucus or to be elected a delegate or an officer of that caucus.

*Persons in agreement with principles of the party as stated in the party's constitution and who either voted or affiliated with the party at the last general election or intend to vote or affiliate with the party at the next general election may vote at the precinct caucus.

*Caucus business includes election of a chairman and other officers provided in party rules, election of delegates to county and district conventions, discussion of party policies, candidates, and other business as prescribed by party rules.

*All voting for precinct officers, delegates and alternates shall be by secret ballot.

*No person may vote or participate at more than one party's caucuses in any one year.

MINNESOTA SCHOOL DISTRICT ELECTION LAWS

FOREWORD

Independent school districts outnumber all other kinds of school districts in Minnesota today. This publication includes major provisions for elections in independent school districts. Two special school districts remain — Minneapolis and South St. Paul. These districts operate under special charters. Since there is little uniformity between these districts, they are not included in this **Digest of Minnesota School District Election Laws**. In general, elections in special districts are closely tied to their municipalities — in contrast to independent school districts which are disconnected from other units of government within the state such as the city, the village, and the county.

Qualifications for Voting

*Same as Minnesota Election Laws.

Not entitled to vote if:

*Same as Minnesota Election Laws.

Voter registration

*In school district elections where voter registration is used, voters who are not registered may not vote, (effective 1971). School districts may use voter registration systems of municipalities within their boundaries, provided that such use does not conflict with the municipalities' use of the systems.

ABSENTEE VOTING

Qualifications

*Same as Minnesota Election Laws.

Obtaining Ballots and Voting

*Any qualified person may request in writing an absentee ballot from the clerk of the district.

*Proceed as instructed under Minnesota Election Laws except address both envelopes to the clerk of the school district.

*Ballots received by the clerk after the close of the polls will not be counted.

THE CANDIDATE

Qualifications for Office

*Must be a qualified voter (see THE VOTER, p. 2).

Filing Procedure

*Candidate files a written application for a district office not more than 45 days nor less than 21 days before the election.

*Application is filed with the clerk of the district.

Petition

*Any five voters of the district may file written application for or on behalf of any qualified voter in the district to be a candidate.

*Application is filed with clerk of the district not more than 45 nor less than 21 days before the election.

ELECTIONS

Annual Election

Board members are elected to fill vacancies on the board caused by expiration of a term on July 1 next following the election.

*Annual elections are held the third Tuesday in May.

*Any proposition to be voted upon shall be on a separate ballot.

Special Elections

*May be called by the school board.

*May be called by petition of 50 or more voters (or 5% of the number of votes cast at the preceding election, whichever is greater.)

--To vote on any matter requiring approval of the voters of the district.

--Clerk shall give 10 days' posted notice and 1 week's published notice.

--Notice to specify time and place of election and questions to be submitted to the voters.

--Procedure for a special election is the same as for a regular election.

ELECTION OFFICIALS

Clerk of the District

*Accepts filing for district office.

*Prepares ballots.

*Gives notice of elections; 10 days posted, 1 week's published notice.

*Delivers certificate of election to candidate.

*Handles absentee voting.

Election Judges

*Three or more are appointed by school board for each polling place.

*Act as clerks of the election.

*Count ballots cast.

*Submit them to the board for canvass.

*Extra judges may be appointed by the board to replace previously acting judges after polls close to count ballots.

*May be paid by the district at a rate to be set by the board.

School Board

*Canvasses the election.

*Certifies candidates after election.

ELECTION DAY

Election Precincts are determined by the board. At least 15 days before the election the board by resolution determines boundaries, if more than one precinct is desired, and establishes polling places for each precinct. If no action is taken by the board, the precinct boundaries and polling places shall be the same as those of the preceding election.

Polling Places

*Designated by the school board.

*Hours of voting are set by the board.

Related Provisions

*Voting shall be by secret ballot.

*Voting machines may be used in all elections. Provision of general election laws shall apply insofar as applicable.

--Relating to the number of judges per machine.

--Arrangement of names on ballot.

--Training of judges.

--Instructions to voters.

--Custody and care of voting machines.

Chapter 457

Constitutional amendment to permit amendments to be adopted by a vote of 55% of those voting on the question. HF#47

Chapter 470

Establishes an Ethics Commission to govern political financing for candidates for constitutional offices, the legislature, supreme court, and district courts; also to govern lobbying. HF#951

Chapter 509

Prohibits school events after 7:00 p.m. on precinct caucus days. Permits employees to take time off work to attend caucuses. HF#2715

Chapter 583

Requires political subdivisions to transfer names of voters from 1972, where there was no permanent voter registration, to registration cards. Deletes unnecessary information from voter registration cards. SF#3434

(Insert for DIGEST OF MINNESOTA ELECTION LAWS AND MINNESOTA SCHOOL DISTRICT ELECTION LAWS, 1972)

1974 ELECTION LAW CHANGES

Prepared by
Arlen Erdahl, Secretary of State

Chapter 36

States that no resigning member of a city council shall participate in a vote of the council to choose a person to replace the resigning member. HF#1184

Chapter 38

Defines a maximum rate of \$.16 per standard line shall be offered to the legal newspapers of Minnesota to print the constitutional amendments being offered for public consideration. HF#7277

Chapter 41

In nominating petitions in cities of the first class, the candidate must secure 2% or 500 signatures, whichever is greater, of the total number of persons voting in the municipality, ward, or other election district at the last preceding general municipal election. HF#2789

Chapter 48

Candidates and committees on behalf of candidates for election to the U. S. Congress may file copies of the report required by the Federal Government in lieu of those required by the state. HF#1522

Chapter 55

All registration centers shall remain open until 9:00 P. M. on the last registration day and for at least two days-not including Saturdays, Sundays, and legal holidays-immediately preceding the last registration day, and shall also remain open from 10:00 A.M. to 4:00 P. M. on the Saturday immediately preceding the last registration day. HF#1504

Chapter 120

Established July 1 as the day the Secretary of state must supply the county auditors with election laws. HF#2985

Chapter 169

The official charged with printing the state white ballot shall furnish the tally book with returns for the state white ballot and the state pink ballot. The official charged with printing the state pink ballot shall furnish the envelopes for the state pink ballot and the state white ballot. The Secretary of State shall prescribe the form for the summary statements and the official charged with printing the tally book and returns shall furnish the summary statements for each precinct at the same time and in the same manner as the tally book and returns are furnished. SF#2910

Chapter 312

Permits the contest of an election, relating to the number of votes, under certain circumstances. SF#735

Chapter 391

Relates to the filing of nominating petitions for elections. Effective day after enactment. SF#2817

Chapter 240

Relates to the redistricting of county commissioner districts. Effective 1-1-75. SF#2136

Chapter 250

Permits the transportation of voters to the polls on election day with certain restrictions. HF#818

Chapter 259

Relates to applications for absentee ballots for elections, and the officers to whom applications are made. HF#3276

Chapter 264

Establishing the time the governor may issue his writ calling for a special election when a vacancy occurs in the legislature. HF#3395

Chapter 301

Provides for team voting for the governor and lieutenant governor on voting machines. SF#3408

Chapter 306

Provides that members of the legislature be restored to positions in private employment after legislative sessions. HF#102

Chapter 337

Relates to government and elections in cities without home rule charters (Statutory Cities). HF#2970

Chapter 415

Establishes the constitutional residency requirements for candidates for election. SF#2818

Chapter 434

The clerk shall file a copy of the boundaries of the precincts with the Secretary of State. Any changes in precinct boundaries shall be filed with a map with the corrected precinct boundaries in the Secretary of State's Office. HF#2405

Chapter 439

Ballots shall be canvassed in order except that if sufficient judges are available to provide counting teams of four or more judges evenly divided between the political parties for each box, an additional box or boxes may be opened and counted. HF#2848

this act. See pp. 2, 7, 8, 9, D of MEL.

Chapter 677

Permits other eligible voters(registered voter) within the county to acknowledge (vouch for) absentee ballots.

Chapter 694

Provides that polling places shall be made accessible to physically handicapped persons wherever practicable. See pg. 10, D of MEL.

Chapter 699

Provides for the administration of absentee ballots by the municipalities. See pg. 3, D of MEL.

Chapter 763

Includes "compartments" in language relating to voting booths where electronic voting systems are in use. Compartments must be constructed to provide privacy while voter is marking ballot. See pg. 10, D of MEL.

December 1973

(Insert for DIGEST OF MINNESOTA ELECTION LAWS AND MINNESOTA SCHOOL DISTRICT ELECTION LAWS, 1972)

1973 ELECTION LAW CHANGES

Chapter 3

Provides for the election of legislators on a partisan ballot. Effective April 19, 1973. Establishes ballot position for candidates on the white ballot. Appropriates \$75,000 to reimburse county auditors for printing the white ballot.

Chapter 45

Regulates political activities of state employees. Permits state employees to be candidates for and to serve in the state Legislature.

Chapter 39

Forbids denial of access to multiple unit dwellings for the purpose of campaigning. Individuals could still deny candidates and their workers admission to a particular room, mobile home or residential unit in which they reside. Proper identification may be required.

Chapter 215

Substitutes secretary of state for attorney general as chairman of the Minnesota Voting Machine Commission. See pg. 7, DIGEST OF MINNESOTA ELECTION LAWS (D of MEL).

Chapter 318

Provides for the joint nomination and election of the governor and lieutenant governor. See pg. 5, D of MEL.

Chapter 358

Authorizes political party organization to be along legislative district lines as well as county lines. See pg. 11, D of MEL.

Chapter 387

Provides that candidates for mayor and city council in cities of the first class be placed on a "Partisan City Election Ballot."

Chapter 569

Includes judge of County Court in language relating to nomination and election of other judges. Provides that candidates for judge of County Court file with auditor in single county districts and with secretary of state in multicounty districts. See pg. 5, D of MEL.

Chapter 571

Specifies that special county election expenses shall be paid by the respective counties.

Chapter 576

Defines "county auditor" to mean that officer, or in counties that do not have a county auditor, it

means the principal county officer charged with election duties. See pg. 8, D of MEL.

Chapter 637

Allows election judges to begin counting absentee ballots after the last mail delivery on election day. Forbids releasing any vote results until all count results are available. See pg. 9, D of MEL.

Chapter 676

Establishes permanent system of voter registration by county. Makes the county auditor the chief registrar in each county. Provides for voter registration by postcard. Allows election judges to conduct registration on election day. Changes in definition of eligible voter: voting age lowered specifically to 18; establishes a 20-day state residency requirement; requires an adjudication of insanity or mental competency before voter would be deemed ineligible. Requires county auditors to make duplicate registration lists available to any registered voter. Names the secretary of state as commissioner of registration. Secretary of state required to issue rules and regulations implementing this act by October 1, 1973. Provides that any voter whose registration has been denied or challenged may appeal to the secretary of state. Provides funds for the secretary of state to reimburse county auditors for certain expenses resulting from

(Insert for DIGEST OF MINNESOTA
ELECTION LAWS AND MINNESOTA
SCHOOL DISTRICT ELECTION LAWS, 1972)

ELECTION LAWS ENACTED DURING 1975
from Office of Secretary of State

Chapter 5 - HF#75

Codification of Election Laws -This law rearranges many provisions of the election code, specifically Chapters 202, 203 and 204, and many provisions of Chapter 210 as Chapters 202A, 203A and 204A. Chapters 200, 201, 205, 206, 207, 208 and 209 are not recodified by this law. Chapters 202, 203 and 204 and some provisions of Chapter 210 were repealed after their content is placed elsewhere.

Chapter 20 - SF#248

Town Meetings -Requires annual town meetings to convene at 9 a.m. or at later time set at previous annual meeting. (Minn. Stat. § 365.54)

Chapter 61 - HF#412

Examination of Voting Machines -The Voting Machine Commission is abolished by this law. The Secretary of State examines and reports on new types of machines as to compliance with requirements of law. The Secretary of State is further authorized to adopt regulations relating to standards for examination and use of voting machines. (Minn. Stat. § 206.08)

Chapter 72 - SF#456

Definition of Qualified Voters for School District Elections - Since school district elections are not covered by provisions of the Minnesota Election Laws (Minn. Stat. § 200.02), enactment of this law defines qualification for such voters. These qualifications are the same as the qualifications for voting in elections covered by Minnesota Election Laws. (Minn. Stat. § 123.32 subd. 1a)

Chapter 130 - SF#72

Petition in Lieu of Filing Fee - This law allows a person to file as a candidate by use of a petition in place of paying a filing fee. For example, a petition must be signed by 500 persons if the person is filing for the office of representative or senator in the legislature or district, county, probate or municipal judge. This petition does not fulfill nominating petition requirements. (Minn. Stat. § 204A.25 subd. 1a)

Chapter 204 - HF#1759

Distribution of Legislative Manual - This law provides for sale of some manuals at a price to be set by the Secretary of State with receipts to be deposited in the general fund. (Minn. Stat. § 5.08 subd. 2)

Voter Registration Exemption - Any county with no city of a population of 10,000 or more may by resolution of the county board be exempted from the voter registration provisions of Minn. Stat. § 201.021 to 201.221. (Minn. Stat. § 201.021)

Registration Costs Reimbursement Repealed - Reimbursement of local governments by the state for costs incurred for election judges required for election day registration and to counties for establishing and maintaining voter registration systems is repealed. (Minn. Stat. § 201.34)

Chapter 271 - SF#336

Ethics Commission Name - The Ethics Commission becomes the Ethical Practices Board.

Chapter 274 - SF#583

Town Government - Provides for optional forms of town government and for combination of some offices. Provides for transition from one form of government to another.

Chapter 280 - SF#903

County Board Vacancies - Requires elections to fill county board vacancies occurring after Jan. 1, 1975. Also provides that county board seat is vacant if commissioner is absent from county for six consecutive months. Minn. Stat. § 375.10 is repealed.

Chapter 284 - SF#954

Campaign Practices Laws - Laws regulating campaign practices and penalties are rearranged. Chapters 210 and 211 become Chapter 210A, and former chapters 210 and 211 are repealed.

Chapter 292 - SF#1353

Precinct Caucus Requirements - Precinct caucuses to be held at 8 p.m. on the day indicated in the present law, the fourth Tuesday in February in every general election year. The county or legislative district chairman is required to give at least six days (previously two weeks) published notice and is required to deliver the information contained in the public notice to the county auditor at least 20 days before the precinct caucus. Requirement of posted notice is repealed. The county auditor is required to make this information available to persons who request it. (Minn. Stat. § 202A.14 subds. 1 and 3, 202A.15 subd. 1 and 202A.18 subd. 1)

STATE OFFICIALS

GOVERNOR — *Wendell R. Anderson* (DFL) — 4 year term expires January 1975. Salary \$35,000.

LIEUTENANT GOVERNOR — *Rudy Perpich* (DFL) 4 year term expires January 1975. Passage of amendment in November 1972 provides for election of governor and lieutenant governor as a team and calls for lieutenant governor's salary to be set by law.

SECRETARY OF STATE — *Arlen I. Erdahl* (R) — 4 year term expires January 1975. Salary \$21,000.

STATE AUDITOR — *Rolland F. Hatfield* (R) — 4 year term expires January 1975. Salary \$21,000.

STATE TREASURER — *Val Bjornson* (R) — 4 year term expires January 1975. Salary \$21,000.

ATTORNEY GENERAL — *Warren Spannaus* (DFL) 4 year term expires January 1975. Salary \$30,900.

3 PUBLIC SERVICE COMMISSIONERS — 6 year term, but to become appointive position as of January 1975. Salary \$21,000.

		<u>Term Expires</u>
<i>Ronald L. Anderson</i>	(DFL)	January 1977
<i>Robert W. Carlson</i>	(R)	January 1975
<i>Karl W. Rolvaag</i>	(DFL)	January 1979

7 SUPREME COURT JUSTICES (Elected on a non-partisan ballot.) 6 year terms. Salary \$35,000 for Chief Justice, \$32,500 for Associate Justices.

	<u>Term Expires</u>
<i>Oscar R. Knutson, Chief Justice</i>	January 1975
<i>Fallon Kelly</i>	January 1979
<i>Harry MacLaughlin</i>	January 1975
<i>James C. Otis</i>	January 1975
<i>C. Donald Peterson</i>	January 1979
<i>W. F. Rogosheske</i>	January 1977
<i>John J. Todd</i>	January 1975

Form of Address for state officials:

The Honorable.....
State Capitol

St. Paul, Minnesota 55155

Dear Governor (Commissioner, Justice, etc.)...

NATIONAL OFFICIALS

PRESIDENT — *Richard M. Nixon* (R) — 4 year term expires January 20, 1977. Salary \$200,000 plus \$50,000 expense allowance (taxable) plus \$40,000 travel and entertainment allowance (nontaxable).

VICE PRESIDENT — *Spiro Agnew* (R) — 4 year term expires January 20, 1977. Salary \$62,500 plus \$10,000 expense allowance (taxable).

Form of Address: The President (Vice President)
White House
Washington, D.C. 20500
Dear Mr. President.....

2 SENATORS — 6 year terms. Salary \$42,500 plus travel and expense allowance (taxable).

		<u>Term Expires</u>
<i>Hubert H. Humphrey</i>	(D)	January 1977
<i>Walter F. Mondale</i>	(D)	January 1979

8 REPRESENTATIVES IN CONGRESS — 2 year terms expire January 1975. Salary \$42,500 plus expense allowance (taxable).

1st Dist. <i>Albert H. Quie</i> —Denison, Minn.	(R)
2nd Dist. <i>Ancher Nelsen</i> —Hutchinson, Minn.	(R)
3rd Dist. <i>William Frenzel</i> —Golden Valley, Minn.	(R)
4th Dist. <i>Joseph E. Karth</i> —St. Paul, Minn.	(D)
5th Dist. <i>Donald M. Fraser</i> —Minneapolis, Minn.	(D)
6th Dist. <i>John Zwach</i> —Walnut Grove, Minn.	(R)
7th Dist. <i>Robert Bergland</i> —Roseau, Minn.	(D)
8th Dist. <i>John A. Blatnik</i> —Chisholm, Minn.	(D)

Form of Address:
The Honorable...
U.S. Senate
(or House of Representatives)
Washington, D.C. 20515
Dear Senator..
(or Mr...for Representatives)

The League of Women Voters is a nonpartisan organization whose purpose is to promote responsibility through informed and active participation of citizens in government. Membership in the League is open to all. Phone: 222-3178.



1973-1974

YOUR ELECTED OFFICIALS

Compiled and published as a public service by the ST. PAUL LEAGUE OF WOMEN VOTERS Central Manor 26 East Exchange Street St. Paul, Mn. 55101 Telephone: 222-3178.

CITY OFFICIALS

(All elected on a nonpartisan ballot)

MAYOR — Lawrence D. Cohen — 2 year term — expires June 1974. Salary \$15,200.*

7 COUNCILMEN — 2 year terms — expire June 1974. Salary \$14,000.* Council meets daily except Monday, 10 a.m. City Council Chambers.

Rosalie L. Butler, Chairman
Ruby Hunt
William Konopatzki
Leonard W. Levine
Dean O. Meredith
Patrick Roedler
Victor J. Tedesco

6 MUNICIPAL JUDGES — 6 year terms. Salary \$26,000.

	Term Expires
E. Thomas Brennan	June 1978
Edward K. Delaney	June 1974
Roland J. Faricy	June 1976
J. Clifford Janes	June 1974
Allan R. Markert	June 1976
Bertrand Poritsky	June 1974

4 JUSTICES OF THE PEACE — 2 year terms — expire June 1974. Fees.

William Drexler	Elected at large
R. F. Ferguson	Elected at large
Raymond S. Mickelsen	6th Ward
Thomas J. Nash	10th and 11th Wards

3 CONSTABLES — 2 year terms — expire June 1974. Fees.

Benedict G. Fischer	Elected at large
Darrell D. Scott	Elected at large
Harry Crosby	6th Ward

7 MEMBERS BOARD OF EDUCATION — 4 year terms. No salary. Board meets 1st and 3rd Tuesdays, 3:30 p.m., Technical Vocational Institute Auditorium.

	Term Expires
Charlotte Mitau, Chairman	July 1976
Dr. George O. Berry	July 1974
Howard M. Guthmann	July 1976
Rev. Emery Barrette	July 1974
George Latimer	July 1974
Robert D. Lowe, Sr.	July 1976
William M. Magnuson	July 1976

Form of address for city officials: The Honorable...
City Hall and Court House
St. Paul, Minnesota 55102
Dear Mayor.....

*The IRS has ruled the Mayor's salary should be set at \$27,200. The council salaries should be raised to an estimated \$15,927 (based on a 7% increase over \$14,000 plus an averaged \$885 received from boards and commissions).

This ruling may be appealed. A citizens' referendum petition on earlier council approved increases is pending.

COUNTY OFFICIALS

RAMSEY COUNTY (All elected on a nonpartisan ballot)

The Mayor of St. Paul is Chairman of the Board of County Commissioners. The board meets the 1st and 3rd Mondays at 10 a.m. and 2nd and 4th Mondays at 7:30 p.m. in Council Chambers, St. Paul City Hall.

6 COMMISSIONERS — 4 year terms—expire January 1975. Salary \$12,000.*

Ed Salverda	Dist. 1 (suburban Ramsey, west of Rice Street).
Delores Knaak	Dist. 2 (suburban Ramsey, east of Rice Street).
William E. Carlson, Jr.	Dist. 3 (city of St. Paul)
Anthony Danna	
Mrs. Donald M. DeCourcy	
John T. Finley	

ABSTRACT CLERK — Jay P. O'Connor — 4 year term — expires January 1975. Fees

COUNTY ATTORNEY — William B. Randall — 4 year term - expires January 1975. Salary \$30,500.

SHERIFF — Kermit Hedman — 4 year term — expires January 1975. Salary \$19,635.*

PROBATE JUDGE — Andrew A. Glenn — 6 year term expires January 1975. Salary \$30,500.

CLERK OF DISTRICT COURT — Joseph P. LaNasa — 4 year term expires January 1977. Salary \$18,480.*

12 DISTRICT COURT JUDGES (Ramsey County—2nd Judicial Dist.)—6 year terms. Salary \$30,500.

	Term Expires
Sidney Abramson	January 1979
Archie L. Gingold	January 1975
Otis H. Godfrey, Jr.	January 1977
John W. Graff	(May 1974) Upon retirement—
Ronald E. Hachey	January 1975
James M. Lynch	January 1979
David E. Marsden	January 1979
Stephen L. Maxwell	January 1977
Edward D. Mulally	January 1975
J. Jerome Plunkett	January 1975
Harold W. Schultz	January 1977
Hyam Segell	January 1979

*For these offices a 5% cost of living increase has been granted for 1973.

STATE LEGISLATORS

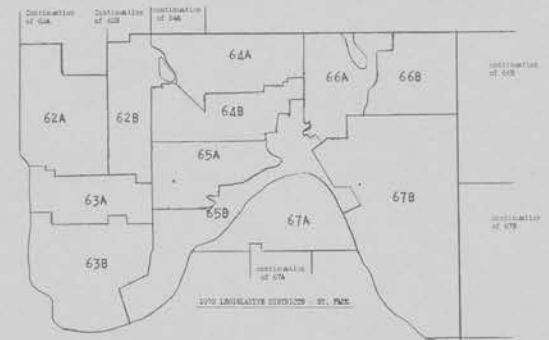
RAMSEY COUNTY (Elected without party designation)

As of January 1973 the legislature no longer has to meet for 120 consecutive days, but may adjourn temporarily during its session. It may meet during both years of the biennium, but may not exceed 120 days and may not meet after the latter part of May in either year.

STATE SENATORS—4 year terms—expire January 1977. Annual salary \$8,400, plus expenses.

David D. Schaaf	(L)	Dist. 46
Robert Ashbach	(C)	Dist. 48
John Milton	(L)	Dist. 49
Jerome Hughes	(L)	Dist. 50
Robert North	(L)	Dist. 62
Joseph T. O'Neill	(C)	Dist. 63
Edward G. Novak	(L)	Dist. 64
Nicholas D. Coleman	(L)	Dist. 65
John Chenoweth	(L)	Dist. 66
William McCutcheon	(C)	Dist. 67

ST. PAUL LEGISLATIVE DISTRICTS



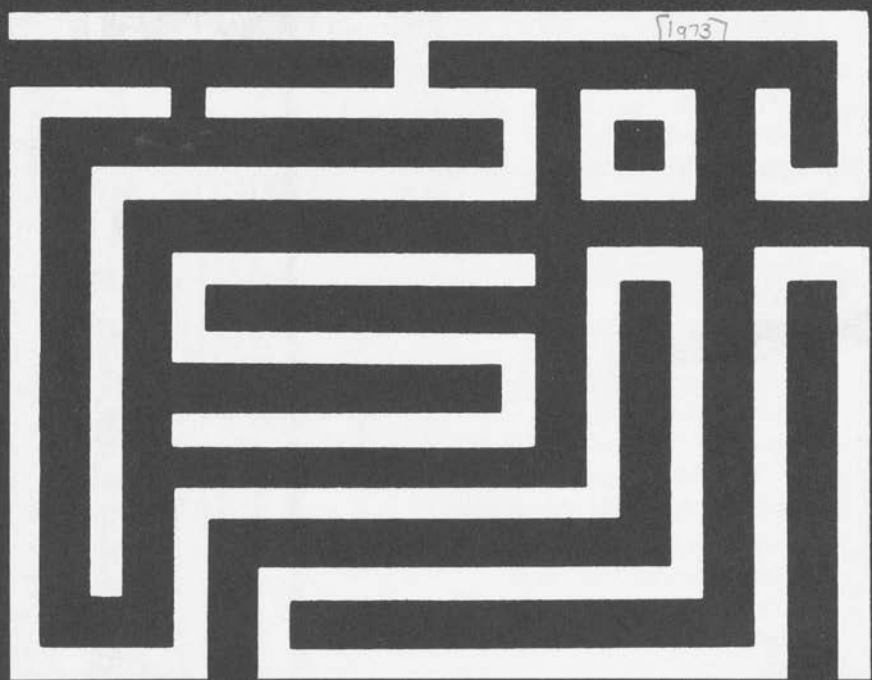
STATE REPRESENTATIVES — 2 year terms - expire January 1975. Annual salary \$8,400, plus expenses.

Paul McCarron	(L)	Dist. 46A
Richard Andersen	(C)	Dist. 48A
Robert C. Bell	(C)	Dist. 48B
Vincent Lombardi	(C)	Dist. 49A
Thomas Newcome	(C)	Dist. 49B
Jerome Belisle	(C)	Dist. 50A
John Boland	(L)	Dist. 50B
Neil Dieterich	(L)	Dist. 62A
Walter Hanson	(L)	Dist. 62B
Ray Faricy	(L)	Dist. 63A
Robert W. Johnson	(C)	Dist. 63B
Robert Ferderer	(C)	Dist. 64A
Roy R. Ryan	(L)	Dist. 64B
Fred Norton	(L)	Dist. 65A
Donald M. Moe	(L)	Dist. 65B
Bruce Vento	(L)	Dist. 66A
Tony L. Bennett	(C)	Dist. 66B
Robert L. Pavlak	(C)	Dist. 67A
John Tomlinson	(L)	Dist. 67B

Form of Address: The Honorable...
Senate Chambers
St. Paul, Minn. 55155
The Honorable...
House Chambers
St. Paul, Minn. 55155

(C) denotes Conservative; (L) Liberal

ELECTION CHECK-UP:



monitoring
registration
and voting

League of Women Voters Education Fund

Table of contents

Introduction	5
1. Should we, can we, will we?	6
Can you monitor?	
What kind of project do you need?	
2. How will the work get done?	8
Get your own members involved	
Attract other citizen volunteers	
Encourage individual poll-watching	
Find allies	
Develop a structure	
3. Get ready: build a foundation of facts	10
Laws, court decisions and administrative rulings	
Administrative practices	
Arrangements for registration	
Election budgets	
Ballot wording and printing	
Absentee balloting	
Training sessions for election officials	
Punch card voting system	
Procedure for election record keeping	
Miscellaneous	
4. Get set: brief the monitors	15
Write and duplicate monitoring questions	
Choose monitoring sites	
Run a training session	
Date	
Kits	
Format	
5. Go: on-site monitoring	17
6. After monitoring	17
Collect monitoring forms	
Analyze the reports	
Report to your organization	

7. Using what you find	18
Work with officials	
Go public	
Go to court	
8. In retrospect	20

Sample checklists

Instructions for on-site registration monitors	22
Checklist A for on-site registration monitors	22
The registration place	
Registration staff and procedures	
Instructions for on-site election day monitors	25
Checklist B for on-site election day monitors: short form	26
The polling place	
Casting the ballot	
Miscellaneous polling place problems	
Closing the polls	
Counting	
Checklist C for on-site election day monitors: comprehensive form	28
The polling place	
Opening of the polls	
Polling place workers	
Casting the ballot	
Machine breakdowns	
Miscellaneous polling place problems	
Closing the polls	
Counting	
Voting machines	
Paper ballots	
Punch card voting systems	
Certifying of results	



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Government of The United States of America

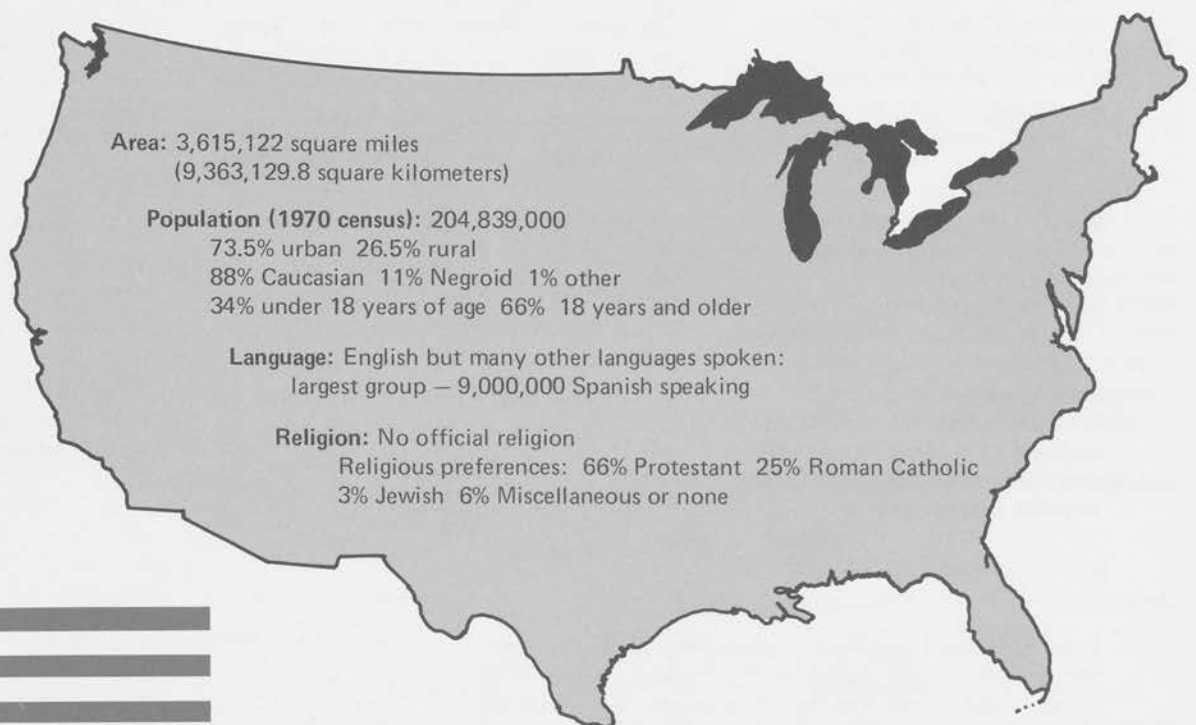
How the people of the United States govern themselves
with the powers of government divided into

- ★ a partnership of the national government and the governments of the states
- ★ three "separate but equal" branches of government: legislative, executive, judicial



ALASKA

HAWAII

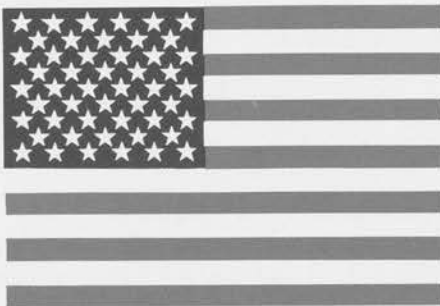


Area: 3,615,122 square miles
(9,363,129.8 square kilometers)

Population (1970 census): 204,839,000
73.5% urban 26.5% rural
88% Caucasian 11% Negroid 1% other
34% under 18 years of age 66% 18 years and older

Language: English but many other languages spoken:
largest group — 9,000,000 Spanish speaking

Religion: No official religion
Religious preferences: 66% Protestant 25% Roman Catholic
3% Jewish 6% Miscellaneous or none



Flag

Stars are for the 50 states of the United States. Stripes are for the 13 colonies (the first 13 states) which declared independence from Great Britain on July 4, 1776 to establish a government of the people, by the people, for the people.

People approve Constitution of the United States 1788

"We, The People of the United States in order to form a more perfect Union, establish justice, insure domestic tranquillity, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America." Preamble.

People agree to government by the consent of the governed — based on rule by the majority with respect for minority.

People elect officials of government to make laws — legislative branch; to see laws are carried out — executive branch; to provide ways to decide arguments about the laws — judicial branch.

People influence government individually or by joining together in political groups or other organizations.



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OVERSEAS EDUCATION FUND of the League of Women Voters
1730 M Street, N. W., Washington, D. C. 20036

M E M O R A N D U M

The enclosed publication, Government of the United States of America, was designed for foreign visitors to the United States as an introduction to U. S. government. You may find it useful for other purposes as well.

Additional copies may be obtained by ordering from the:

Overseas Education Fund of the League of Women Voters
1730 M Street, N. W.
Washington, D. C. 20036

25¢ a copy

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OTERS SERVICE

citizen alert 1973

REGISTRATION AND ABSENTEE VOTING PROCEDURES BY STATE - 1973

The League of Women Voters is committed to promoting an informed and active electorate. The League of Women Voters Education Fund, a parallel citizen information organization, regularly publishes material to keep citizens up to date on changing procedures for registration and absentee voting. It is the voter's responsibility to make certain that he is eligible to vote. For example, he must register before the deadline and correct his registration if necessary to reflect a change in name, address or party affiliation. If he wishes to vote absentee, he must follow carefully the procedures specified by his state to ensure that his vote is counted.

Statewide elections in 1973 are scheduled for Kentucky, New Jersey and Virginia. In addition, many cities, towns and municipalities will hold local elections for mayor, city council, county officials, school board, city judges and other offices.

The following compilation of registration and absentee voting procedures by states in 1973 is based on information supplied by the Secretary of State and the League of Women Voters in each state.

The following abbreviations are used in the questions on absentee voting and registration:

- d = disabled persons
- s = students
- m = military personnel
- b = absent on business
- t = temporarily out of county
- FPCA = Federal Postcard Application form

League of Women Voters Education Fund

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REGISTRATION

	DATE BY WHICH A VOTER MUST BE 18		RESIDENCE REQUIREMENTS			REGISTRATION DEADLINE		WHERE TO REGISTER	CANCELLATION OF REGISTRATION			PARTY AFFILIATION	ABSENTEE REGISTRATION	
	primary	general	state	county	precinct	primary	general		Why is a voter's registration cancelled?	Is the voter notified?	How does one re-register?	deadline for declaration of party to vote in primary	Who can register absentee?	How does one request absentee reg. form?
ALABAMA	date of regis.	date of regis.	30 days	30 days	30 days	10 days before primary	30 days before election	county court house	move, imprisonment, insanity, reidentification	no	as new voter	no prior affiliation required	s. m. & their dependents	letter
ALASKA	primary day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	state election office, city & borough clerk, precinct registrar	failure to vote in 4 yrs.; registration in another state	yes	re-register and sign oath	open primary	anyone meeting registration requirements	letter, postcard, in person
ARIZONA	primary day	election day	50 days	50 days	50 days	50 days before primary	50 days before election	county recorder, justice of the peace, volunteer registration sites	failure to vote in last gen'l election, felony conviction	yes	return signed card (felons must petition court)	50 days before election	m. anyone temporarily out of state	letter, postcard
ARKANSAS	primary day	election day	none	none	30 days	20 days before primary	20 days before election	registrar of county	failure to vote in 4 yrs., move from co., name chg., felony, unqualified	yes	as original registration	no prior affiliation required	none	—
CALIFORNIA	primary day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	anywhere in city before deputy registrar, fire-house, office of registrar of voters	failure to vote in general election	yes	return card or re-register	30 days before election	t	phone, letter, postcard, in person
COLORADO	primary day	election day	32 days	none	32 days	32 days before primary	32 days before election	county clerk's office	failure to vote in general election	yes	as original registration	election day if not now affiliated; change by 32 days before election	d. s. m. b. t	letter, postcard, in person
CONNECTICUT	primary day	election day	bona fide residence no durational req.			day before election, change party 6 mos. before primary	Sat. of 4th week before election	town clerk or registrar of voters, session of bd. of admission of elections, public sessions	felony conviction, move from town	yes	written request for continuation	new voter: day before, unaffiliated voter: next enrollment session; change 6 months	m. civilian U.S. employee (and dependents)	phone, letter, postcard, in person
DELAWARE	general election day	election day	bona fide residence no durational req.			21 days before primary	3rd Sat. in Oct.	central registration in county, mobile registration	move from state, failure to vote in 2 consecutive gen'l elections	yes	as original registration	March 1 of election year	m. t. Red Cross, Peace Corps, etc.	letter, postcard
FLORIDA	before primary day	before election day	60 days	60 days	none	30 days before primary	30 days before election	court house, with supervisor of elections, or branch offices	on request, move from state or co., felony conviction, incompetency, failure to return purge	in some cases	notify sup. of elections that status is unchanged	close of registration books	d. s. m. t	letter, postcard
GEORGIA	primary day	election day	none	none	none	50 days before primary	50 days before election	county board of registrars	failure to vote in 3 yrs.; conviction of crime, judgement of idiosyncrasy	yes	as original registration	at poll	anyone who qualifies as absentee voter	letter, postcard; application by parent, spouse, child or sibling
HAWAII	day before primary	day before election	none	none	none	30th day before primary	26th day before election	city clerk's office, city hall	failure to vote in election yr., request by voter	no	as original registration	choose party ballot at primary, vote same thereafter	d. s. m. b. t	phone, letter, postcard, in person
IDAHO	primary day	election day	bona fide residence no durational req.			2 days before primary	2 days before election	county clerk or precinct registrar	failure to vote in 8 yrs., felony conviction	yes	hearing with city clerk within 10 days of receipt of notice	declare party before voting	d. s. m. b. t	in person, by mail
ILLINOIS	primary day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	city hall or during precinct registration days	failure to vote in 4 yrs.	yes	re-register in person	no previous affiliation required	none	—
INDIANA	general election day	election day	none	60 days (township)	30 days	29th day before primary	29th day before election	office of registration board, clerk of circuit court, before deputy registrar	failure to vote for 2 yrs.	yes	return purge notice or register as new voter	declare party when voting	t	letter, postcard
IOWA	primary day	election day	none	none	none	10th day before primary	10th day before election	office of county commissioner, or with deputy	failure to record change of name or address, failure to vote in 4 yrs.	yes	as original registration	no previous party affiliation required	t	letter, postcard
KANSAS	primary day	election day	20 days	20 days	20 days	20 days before primary	20 days before election	county election commissioner's office, county court house, city hall	chg. of address, failure to respond to letter after failure to vote in gen'l election	yes	go to city hall or registration area	day of primary if not affiliated, change 20 days before	d. s. m. b. t. deputy registrars go to d	phone, letter, postcard
KENTUCKY	before general election	before election	none	none	30 days	30 days before primary	30 days before election (45 days in 1973)	county clerk's office or special registration sites	not voting, moving	yes	appear before co. bd. of elections and prove eligibility	before preceding gen'l election; new voters 30 days before primary	none	—
LOUISIANA	primary day	election day	none	none	none	30 days before primary	30 days before election	office of registrar of parish	failure to vote in 4 yrs. (New Orleans failure to vote in 2 yrs.)	yes	regular registration procedure	30 days before election	m. & spouse, merchant marines, civilian U.S. employees out of country, members of religious or welfare agencies with armed forces	letter, in person
MAINE	primary day	election day	none	none	none	primary day	election day	before registrar of voters, board of registration, justice of peace, or notary public	move from community or state	yes	contact registrar	3 months before election	anyone	register before justice of the peace or notary public
MARYLAND	general election day	election day	28 days	28 days	28 days	28 days before primary	28 days before election	local election board, out of office registration sites, by mail some places	failure to vote in 5 yrs., request by voter	yes	as original registration	change 4 mos. before election; new voter — before close of registration	d. s. m. & dependents, anyone temporarily out of country for 30 days before election; civilian U.S. employees overseas	phone, letter, postcard, in person by an agent who's a registered voter
MASSACHUSETTS	primary day	election day	no durational req. Must be res. at close of registration			31 days before primary (mun. el. 20 days)	31 days before election (mun. el. 20 days)	city or town hall in office of registrar or election commissioner	moved — as indicated in annual canvass	yes	re-register in person	declare party at poll; change 31 days before election	restricted to those voting only for President	letter
MICHIGAN	primary day	election day	45 days	30 days	5th Fri. before elec.	5th Fri. before primary	5th Fri. before election	city or township clerk	moving, registration elsewhere	yes	appear before local clerk	no previous affiliation required	d. m. b. t	letter, postcard, in person
MINNESOTA	primary day	election day	30 days	30 days	30 days	20 days before primary, reg. at polls w/identification	same as primary	city hall or other public place designated by official, or at poll election day	failure to vote in 4 yrs.; change of name or address, voter under guardianship	yes	as original registration	no party registration	all voters	phone, letter, postcard, in person
MISSISSIPPI	general election day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	county registrar or city clerk	moving or conviction of disqualifying crime	no	by court order	no previous affiliation required	m	letter, postcard, in person, phone
MISSOURI	day after primary	day after election	30 days	30 days	30 days	28 days before primary	28 days before election	county clerk's office & office of board of election commissioners	change of name or address, failure to vote in 4 yrs.	yes	apply to county clerk or election board	none	d. t	letter, postcard, in person
MONTANA	primary day	election day	30 days	30 days	30 days	40 days before primary	40 days before election	county clerk & recorder's office, with deputy registrar or notary public	challenge of qualifications, failure to vote in presidential gen'l election	yes	as original registration	no party registration	t	phone, letter, postcard
NEBRASKA	primary day	election day	none	none	2nd Fri. before elec.	2nd Fri. before primary	2nd Fri. before election	county clerk or election commissioner	change of name or address	no	re-register	no previous affiliation required	d. s. m. b. t	letter
NEVADA	primary day	election day	30 days	30 days	10 days	5th Sat. before primary	5th Sat. before election	office of county clerk, registrar of voters, justice of peace, or volunteer deputy registrar	move from jurisdiction, failure to vote in gen. election, having voted absentee twice	no	as original registration	30 days before election	m. & spouse	phone, postcard, letter, telegraph
NEW HAMPSHIRE	primary day	election day	30 days	30 days	30 days	5-10 days before primary	5-10 days before election	board of supervisors of the checklist	no reason	—	re-registration for all every 10 yr.	90 days before election; independents may declare at polls	d. s. m. b. t	phone, letter, in person
NEW JERSEY	general election day	election day	40 days	40 days	none	40 days before primary	40 days before election	county board of elections or office of municipal clerk	failure to vote in 4 yrs., conviction of some crimes	in some cases	visit board of elections or municipal clerk	no previous affiliation required	all persons — for presidential elections only	letter — presidential election only
NEW MEXICO	primary day	election day	42 days	42 days	42 days	30 days before primary	30 days before election	office of county clerk or by deputy registrar	insanity, felony conviction, failure to vote in gen. elec. & failure to respond to purge notice	no	as original registration	30 days before election	m. t	phone, letter, postcard, in person
NEW YORK	primary day	election day	30 days	30 days	30 days	30 days before prev. gen'l elec. Special enrollment 30 days before primary	10-13-73	county board of elections, at local polling places 2-3 days as designated	felony conviction, commitment to mental hosp., failure to record chg. of address or to vote in gen'l election	yes	re-reg. in person	30 days before previous gen. election; special enrollment 30 days before primary	d. s. m. b. & spouse, parent or children accompanying b	phone, letter, postcard
NORTH CAROLINA	general election day	election day	30 days	30 days	30 days	21 business days before primary	21 business days before election	office of county board of elections	failure to vote in 4 yrs.	yes	appear before registrar	21 business days before election	m	letter or FPCA
NORTH DAKOTA	primary day	election day	30 days	30 days	30 days	no registration	—	—	—	—	—	no previous affiliation required	—	—
OHIO	primary day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	office of board of elections or outside registration area	registration elsewhere, failure to vote for 2 yrs.	yes	return notification card, or reg. as new voter	Choose party at poll for 1st primary, vote in same one thereafter or swear to voting for majority of other party in last gen'l election	t. registrars sent to disabled	letter, postcard
OKLAHOMA	primary day	election day	no durational req.			7 days before primary	7 days before election	county election board or office of deputy registrar	failure to vote in 4 yrs., felony conviction, registration elsewhere	no	as original registration	no time requirement, but must be registered with party	those covered by 1970 amendments to Voting Rights Act	letter
OREGON	primary day	election day	no durational req.			31 days before primary	31 days before election	county clerk's office or any official registrar's office	if voters' pamphlet undeliverable as addressed	yes	return re-reg. form to county clerk	31 days before election	s. m. b. (out of state) complete reg. card before military public; t. register in another county, d. may reg. at home	letter, postcard
PENNSYLVANIA	day after primary	day after election	30 days	none	30 days	30 days before primary	30 days before election	court house, field registration at various times	failure to vote in 2 yrs.	yes	written request for reinstatement within 10 days of notification; or re-register	30 days before election	m. merchant marines, persons in religious & welfare org., with armed forces, U.S. employees overseas & dep. of above	letter
RHODE ISLAND	primary day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	local board of canvassers	failure to vote for 5 yrs., fraud	yes	as original registration	no previous affiliation required	d. t. servicemen's dependents	phone, letter, postcard, in person
SOUTH CAROLINA	general election day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	county board of voter registration office	move from precinct, death, conviction of crimes, failure to vote in 2 yrs.	yes	re-register in person; reinstate registration by phone, letter, in person if failed to vote	no previous affiliation required	d. m	phone, letter, postcard, in person
SOUTH DAKOTA	primary day	election day	none	none	none	15 days before primary	15 days before election	city or county auditor, township or town clerk	failure to vote in 4 consecutive years	yes	apply to County Auditor for re-registration	must be in registration book at time of election or have duplicate registration card	d. s. m. b. t	letter, postcard, in person, by a voter in his precinct for voter in federal service
TENNESSEE	primary day	election day	30 days	30 days	30 days	30 days before primary	28 days before election	county election commission office or with precinct registrar	change of name, failure to vote for 4 yrs., excluding yr. of registration	yes	re-register at county election commission	no previous affiliation required	d. s. m. b	letter, postcard, in person
TEXAS	primary day	election day	31 days	31 days	none	31 days before primary	31 days before election	county tax assessor-collector	felony conviction, failure to vote for 3 yrs.	yes	as original registration	no previous affiliation required	anyone may register by mail	letter, in person
UTAH	primary day	election day	prior to last registration day			1st Tues. before primary	1st Tues. before election	county clerk's office or with registration agent	duplicate registration	not allowed to vote	as county clerk's office	no previous affiliation required	d. s. m. b. t	phone, letter, postcard, in person
VERMONT	primary day	election day	none	none	none	3 to 30 days before primary	3 to 30 days before election	town or city clerk and local board of civil authority	move from town	yes	apply to new town or city clerk	no previous affiliation required	everyone meeting residence requirement	letter, in person
VIRGINIA	general election day	election day	no durational req.			30 days before primary	30 days before election	in presence of general registrar of city or county	removal of residence	yes	appear before registrar of new locality, if purged by satisfying registrar of residence	no party affiliation	m. & spouse	FPCA
WASHINGTON	primary day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	county auditor's office, deputy registrars, city & town clerks	move from county, failure to vote for 30 mos.	yes	as original registration	no party primary	none	—
WEST VIRGINIA	general election day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	office of clerk of the county court	move from county, failure to vote in period covering 2 state prim. & gen. elec.	yes	re-register at county clerk's office or file affidavit at least 29 days before next el.	30 days before election	d. s. m. b. t. all qualified voters absent from state for necessary cause	phone, letter, in person
WISCONSIN	primary day	election day	10 days	10 days	10 days	2nd Wed. before primary, Large cities 3rd Wed.	same as primary	municipal clerk or board of election commissioners	move from precinct, change of name, failure to vote in 2 yrs.	yes	sign & return application for reinstatement	no previous affiliation required	d. anyone more than 50 miles from voting residence	letter, in person
WYOMING	primary day	election day	bona fide residence no durational req.			30 days before primary	30 days before election	city or county clerk's office	failure to vote in gen'l elec., death, removal of residence more than 30 days before elec.	yes	swear to registration oath again at city or county clerk's office	may register at polls	all persons	phone, letter, postcard, in person
DC	primary day	election day	30 days	none	none	30 days before primary	30 days before election	district building, D.C. public libraries & other designated places	move from D.C., failure to vote in 4 yrs.	yes	as original registration	30 days before election	s. m. t. disabled registered in person by official of bd. of elections	letter, postcard, request from relative
PUERTO RICO	primary day	election day	none	none	1 year	April	March	school	not voting, judicially declared unqualified, conviction of electoral offense or felony	no	file new petition for reinstatement	before last registration in April	m	letter, postcard, in person
VIRGIN ISLANDS	primary day	election day	none	none	none	30 days before primary	45 days before election	office of board of elections; other places 2 mos. before election	failure to vote in 2 consecutive general elections	yes	respond to cancellation notice in 30 days or apply in person to bd. of elections	30 days before election	m	registration entered on receipt of written request for absentee ballot

ABSENTEE VOTING

	ALLOWED IN PRIMARY?	ALLOWED IN GENERAL ELECTION?	WHO CAN VOTE ABSENTEE?	HOW TO REQUEST ABSENTEE BALLOT	FROM WHOM?	DEADLINE FOR REQUEST	DEADLINE FOR RETURN OF BALLOT	ALLOWED IN PERSON?	WHEN?
ALABAMA	yes	yes	d, s, m, those away regularly on business	letter, in person	registrar of civil circuit court	5 days before election	election day	yes	21 — 5 days before election; make request 30 days before
ALASKA	yes	yes	d, s, m, b, t, anyone away from polls on elec. day	letter, postcard, in person	lt. governor, magistrate, election supervisor	6 mos. to 4 days before election	postmarked 8 p.m. election day	yes	15 days
ARIZONA	yes	yes	d, s, m, b, t	request application by phone, mail, in person	county recorder	within 30 days preceding Sat. before elec.	7 p.m. election day	yes	during the 30 days before Sat. before election
ARKANSAS	yes	yes	anyone unavoidably away from polling place; disabled or ill	phone, letter, postcard, in person, form from co. clerk	county clerk	1 day before election	7:30 p.m. election day	yes	15 days before to 7:30 election day
CALIFORNIA	yes	yes	m, b, anyone unable to get to poll election day	letter, postcard, in person	registrar of voters, county clerk	7th day before election	close of polls election day	yes	from 29th day before to close of poll
COLORADO	yes	yes	d, s, m, b, t	letter, postcard, in person	county clerk	5:00 p.m. Fri. before election	7 p.m. election day	yes	during regular business hrs. of city clerk
CONNECTICUT	yes	yes	d, s, m, anyone absent from state, religious reasons	official application or FPCA	town clerk	day before election	6 p.m. day before election	no	—
DELAWARE	yes	yes	d, s, m, b, t	by affidavit	county dept. of elections	noon — day before election	noon, day before election	yes	30 days
FLORIDA	yes	yes	d, s, m, b	request application by letter, postcard, in person	supervisor of elections	5 p.m. day before election	7 p.m. election day	yes	up to 45 days before election if ballots are ready
GEORGIA	yes	yes	d, s, m, b, t, election officials	letter, postcard, in person — application must be written	county board of registrars	90 days before election	7 p.m. election day	yes	90 days before election
HAWAII	yes	yes	d, s, m, b, t, anyone living more than 10 miles from polls	letter, postcard, in person	city or country clerk's office	4:30 p.m., 7th day before election	6 p.m. election day	yes	7 days before to 1 day before election
IDAHO	yes	yes	d, s, m, b, t	letter, in person	county clerk	1 day before election	8 p.m. election day	yes	60 days before election
ILLINOIS	yes	yes	d, t, those observing religious holiday	by mail or in person	board of election commissioners	30 days to 5 days before election	in time to be delivered to polls	yes	to election day
INDIANA	yes	yes	d, t	by application	county election board	Sat. before election	close of polls election day	yes	30 days before election to Sat. before election
IOWA	yes	yes	d, s, m, b, t	letter, postcard, in person	county commissioner	day before election	8 p.m. election day	yes	no more than 40 days before election
KANSAS	yes	yes	d, s, m, b, t	letter, postcard, in person, request by anyone in voter's precinct	county election commission	5 days before election	close of polls election day	yes	usually Fri. to Mon. noon prior to election
KENTUCKY	yes	yes	d, s, b, t	letter, postcard, in person	county clerk	7 days before election	3 p.m. election day	yes	after ballot is ready, to 7 days before election
LOUISIANA	yes	yes	s & spouse, m & spouse, merchant marines, civilian U.S. employees overseas, religious & welfare orgs. with armed forces	letter, in person, military form card	New Orleans: civil sheriff, parishes: clerk of court	between 60th & 7th day before election	in time to be delivered to polls with election equipment	yes	between 19th & 6th day before election
MAINE	yes	yes	d, s, m, b, t	phone, letter, postcard, in person	town, city or plantation clerk	none	3 p.m. election day	yes	when ballots are ready
MARYLAND	yes	yes	d, s, m, b, t, emergency ballot for illness, injury or death in immediate family	request application by phone, letter, postcard, in person	local election board	7 days before election; emergency ballots to election day	8 p.m. election day	yes	when ballots are ready, through election day
MASSACHUSETTS	yes	yes	d, t	personal written request or state or federal postcard form	city or town clerk or election commissioner	noon of day before election	close of polls election day	yes	when ballots are ready
MICHIGAN	yes	yes	d, s, m, b, t	letter, postcard, in person, by special form from clerk	local clerk	2 p.m. Sat. before election	close of polls election day	yes	75 days before, to 2 p.m. Sat. before election
MINNESOTA	yes	yes	d, s, m, b, t	phone, letter, postcard, in person	county auditor	1 day before election	8 p.m. election day	no	—
MISSISSIPPI	yes	yes	d, s, m, anyone out of county for occupational reasons	phone, letter, postcard, in person	county registrar & city clerk	in order to meet deadline for receipt of ballot	noon, Mon. before election	yes	to noon Sat. before election
MISSOURI	yes	yes	d, m, b	letter, postcard, in person	county clerk & board of election commissioner	4th day before election	4 p.m. day before election	yes	within 30 days before election
MONTANA	yes	yes	t	request application by letter or in person	county clerk & recorder (st. or co. elec.) municipal clerk (mun. elec.)	varies with type of election	close of polls election day	yes	when ballots ready — to noon day before election
NEBRASKA	yes	yes	d, s, m, b, t	letter	county clerk or election commissioner	4 p.m. Fri. before election	10 a.m. 2nd day before election	yes	to 4 p.m. day before election
NEVADA	yes	yes	d, s, m, b	letter, postcard, in person, authorized representative with statement of disability	county clerk	Tues. before election	close of polls election day	yes	to Tues. before election
NEW HAMPSHIRE	yes	yes	d, s, m, b, t	phone, letter, in person	town or city clerk	any time before election	close of polls election day	yes	any time to close of polls
NEW JERSEY	yes	yes	d, s, m, b, all temporarily out of state	letter, in person	county clerk	7 days before election	8 p.m. election day	yes	6 or fewer days before election
NEW MEXICO	yes	yes	d, s, m, b, t	request form by phone, letter, postcard, in person	county clerk	10 days before election	7 p.m. election day	yes	to 5 p.m. Thurs. before election
NEW YORK	no	yes	d, s, m, b, t, & their spouse, parent, or children	phone, letter, postcard, in person	county board of elections	7th day before election	noon, day before election	no	—
NORTH CAROLINA	yes	yes	d, s, m, b, t	letter, in person	executive secretary or chairman of election board	Wed. before election	6 p.m. Wed. before election	yes	60 days before to 6 p.m. Wed. before election
NORTH DAKOTA	yes	yes	d, s, m, b, t	letter, postcard, in person	county auditor	day before election	before state canvassing bd. meets	yes	30 days before to election day
OHIO	yes	yes	d, s, m, b, t, state employees, those observing religious beliefs	application	board of elections	4 p.m. — 5 days before election	close of polls election day	yes	30 days before election to 5 days before
OKLAHOMA	yes	yes	d, m, t, residents living temporarily abroad	by mail	secretary of county election board	Fri. before election	7 p.m. election day	no	—
OREGON	yes	yes	d, s, m, b, t, anyone unable to get to polls election day	letter, postcard, in person	county clerk	8 p.m. election day	8 p.m. election day	yes	no more than 60 days before election
PENNSYLVANIA	yes	yes	d, s, m, b, t	request application by mail	county board of elections	5 p.m. Tues. before elec.; emergency application, 5 p.m. Fri. before	5 p.m. Fri. before election	yes	50 days before to 5 p.m. Tues. before election
RHODE ISLAND	yes	yes	d, those outside the state	special application	secretary of state	21 days before election	9 p.m. election day	no	—
SOUTH CAROLINA	yes	yes	d, s, m, certain transportation workers	letter, postcard, in person, application form	county registration office, county election commission	no fixed date	close of polls election day	yes	15 days before to noon 3rd day before election
SOUTH DAKOTA	yes	yes	all eligible voters	letter, postcard, in person	county auditor	15 days before election	close of polls election day	yes	15 days before election
TENNESSEE	yes	yes	any qualified voter who'd otherwise be unable to vote	letter, postcard, in person	county election commission	7 days before election	close of polls election day	yes	20 days to 5 days before election
TEXAS	yes	yes	t, d, — with dr's certificate	letter, postcard, in person	county clerk	4th day before election	election day	yes	20th to 4th day before election
UTAH	yes	yes	d, s, m, b, t	phone, letter, postcard in person	county clerk	within 30 days of election	noon election day	yes	before election day
VERMONT	yes	yes	everyone legally registered	letter, in person	town or city clerk	4 days before election	close of polls election day	yes	before 9 p.m. 4th day before election; emergency — noon day before
VIRGINIA	yes	yes	d, s, m, U.S. employees working overseas. Anyone temporarily out of county — in person only	in person or by mail	in person — registrar or sec. of electoral board; by mail — sec. of electoral board	5 days before elec. by mail; 3 days in person	in time to be counted election day	yes	40 to 3 days before election
WASHINGTON	yes	yes	d, s, m, b, t, religious reasons	application form, letter, postcard, in person	county auditor	day before election	postmarked election day; received 10 days after	yes	usually up to day before election
WEST VIRGINIA	yes	yes	d, s, m, b, t, anyone required to be absent during voting hrs.	application	clerk of the circuit court	4th day before election	in time to be delivered before close of polls	yes	15 days before to Sat. before election
WISCONSIN	yes	yes	anyone unable to vote in person due to illness, jury duty, or religious reasons, or if moved within state & didn't change registration	in writing or in person	municipal clerk	5 p.m. Fri. before elec. — by mail; day before — in person	in time to be delivered at close of polls	yes	3 mos. before to 5 p.m. day before election
WYOMING	yes	yes	d, s, m, b, t	phone, letter, postcard, in person	county clerk	before election day	in time to be delivered by close of polls	yes	before election day
DISTRICT OF COLUMBIA	yes	yes	d, s, m, b, t	letter, postcard, in person	board of elections	7 days before election	8 p.m. election day	yes	when ballot is available
PUERTO RICO	no	yes	m	letter, postcard, in person	general supervisor of elections	30 days before election	72 hrs. before polls open	no	—
VIRGIN ISLANDS	yes	yes	s, m, b, t, spouses of m	letter	supervisor of elections	20 days before election	close of polls election day	no	—

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(Mail To)

League of Women Voters of Minnesota
555 Wabasha Street
St. Paul, MN 55102

I enclose \$_____ in check or money order for the following publications.
Listed price includes cost of postage and handling. (Minimum purchase, \$1.)

Quantity Desired	Unit Price	Total Price
---------------------	---------------	----------------

_____	_____	_____	Minnesota Judiciary, Structures and Procedures, \$1.35
_____	_____	_____	Metro Maze II, \$.25
_____	_____	_____	The First 50 Years, \$.75
_____	_____	_____	Women in the Minnesota Labor Force, \$.20
_____	_____	_____	Equality of Educational Opportunity, \$.40
_____	_____	_____	Publications Catalog of the LWV of Minnesota, free

Sub-Total _____

ADD 4% Sales Tax if you are an individual or non-exempt organization. _____

TOTAL _____

Ship to _____

Address _____

City _____

State _____

Zip _____

(Mail To)

League of Women Voters of the United States
30 M Street, NW
Washington, D.C. 20036

I enclose \$_____ in check or money order for the following publications.
Listed price includes cost of postage and handling. (Minimum purchase, \$1.)

Quantity Desired	Unit Price	Total Price
---------------------	---------------	----------------

_____	_____	_____	When You Write to Washington, #349, \$.35
_____	_____	_____	Choosing the President, #301, \$1.00
_____	_____	_____	Election Check-up: monitoring registration and voting, #270, \$.35
_____	_____	_____	Making It Work: a guide to training election workers, #271, \$.35
_____	_____	_____	Removing Administrative Obstacles to Voting, #151, \$.30
_____	_____	_____	Out of Work, A Sign of the Times?, #155, \$.50
_____	_____	_____	The Water You Drink, how safe is it?, #246, \$.25
_____	_____	_____	Safe Drinking Water for All: what can you do, #247, \$.25
_____	_____	_____	Solid Waste - It Won't Go Away, #675, \$.50
_____	_____	_____	The Politics of Trade, #431, \$.75
_____	_____	_____	The Trouble with Trade, #203, \$.40
_____	_____	_____	The ERA: What It Means to Men and Women, #272, 100/\$3.00
_____	_____	_____	Going to Court in the Public Interest, #244, \$.25
_____	_____	_____	Publications Catalog of the LWV of the United States, free

TOTAL _____

Ship to _____

Address _____

City _____

State _____

Zip _____

Voters Service Annual Report 1972-73
Elsie Thurow - Voters Service Chairman

Workshops were held for local League Voters Service chairmen during the May Leadership Workshops. Discussion concerned registering voters with other organizations since so many had been contacting League, how to reach more voters with information and how to reach the eligible voter for voter registration, how to improve publicity for voters service activities especially candidates meetings and how to increase attendance at candidates meetings, formats for voters guides and ways to increase distribution of voters service materials. The legislative races were stressed as being the highlight of our state election because of recent re-districting.

"Tips" sheets were available on candidates meetings, boothing, voters guides and certain election laws concerning patients in mental facilities and prisons.

Candidates Questionnaires were prepared by the Voters Service Committee at a June meeting. The Board agreed that local Leagues may choose an additional question for candidates from their districts. Questionnaires were sent to candidates for the U.S. Congress, Minnesota Supreme Court and Judges of District Court, Public Service Commissioner and state legislators after filings closed in July. A copy of the returned questionnaire was sent to each local League for publicizing. In areas where there are no Leagues, copies were sent to newspapers for publication. Once again our local Leagues were "assigned" or "recipient" Leagues for the gathering and exchanging of legislative and judicial candidates information.

"Election '72 Voters Service Call" was sent to local League presidents and Voters Service chairmen in June regarding voters service activities prior to Primary and General elections. They were urged to make the legislator the top of the ticket and given additional tips on candidates meeting befitting the current races and a checklist for 1972 candidates meetings. Also sent were a list of offices to be filled and dates for filing, registration, financial statements due in Secretary of State's office, meeting of state canvassing board and when presidential electors meet.

Amendments Broadsides was prepared on the four proposed constitutional amendments to be voted on in November. Fifty thousand were sold and 5,000 reordered. Also selling well were Your Vote Makes a Difference and A Digest of Minnesota Election Laws and School Election Laws. Dayton's Department Store purchased 7600 "Digest" and 7000 "Who Me?" flyers.

Election Night Reporting of election returns by local Leagues for local and national news media went smoothly and once again enriched the treasury of local Leagues. Local Leagues were contacted by the state League to report election returns for the American Broadcasting Company's key precincts, the contract providing income which was planned in the state budget.

State Fair Boothing was a happy surprise when we were invited to share the booth of the Secretary of State. Publications were displayed and distributed. Besides voting and registration information, membership pamphlets and "Indians in Minnesota" pamphlets were handed out. Local League members helped staff the booth in 2-hour shifts throughout each day of the fair.

Focus on State Government Days became the outcome of a joint Voters Service and Legislation Action Committee meeting. The series contained 8 forums from January 16 to April 10. The 17 and 18 year olds were invited to attend 4 of the forums designed for the new voter, new resident and general public as well as Leaguers. The other 4 forums were geared for the experienced Leaguers and were presented "in depth" on League program. All forums covered legislation and lobbying efforts. Marilyn McAlpine from the Voters Service Committee was the very capable chairman of "Focus Days" at which some 2,000 attended.

1972 Election Voters Report forms were sent to local Leagues in August to be completed and returned to the state office. A summary of the reports showed local Leagues were increasing their Voters Service activities tremendously and reaching many more citizens, especially in the areas of nursing homes, hospitals and the handicapped with voter registration information and registration, publications and ballot issue information.

For the first time the Minneapolis, St. Paul and Moorhead Leagues were among Leagues allowed to register voters.

While it is debatable how many join League because of Voters Service, it is Voters Service that comes to mind when most new members think of League. Leagues feel much of their local visibility comes from Voters Service work and point to these efforts during finance drives.

The Minnesota legislature passed the party designation bill which League has worked on diligently for years. An explanation of the bill "Party Designation - What does it mean?" was prepared and sent to local Leagues in April.

Many, many telephone calls were received from individuals, members of other organizations, teachers and students as well as other Leaguers inquiring about the rights of individuals regarding voter registration. Often the information given would help only that one person. Judging from the inquiries, it is apparent that many and varied people seek aid and knowledge from the League of Women Voters in the Voters Service area.

LEAGUE OF WOMEN VOTERS OF MINNESOTA

555 WABASHA, ST. PAUL, MINNESOTA 55102

July 13, 1973

Mr. Larry Haeg, Sr., President
WCCO - Radio
625 - 2nd Ave. S.
Minneapolis, MN 55402

Dear Mr. Haeg:

Our hearty thanks to WCCO Radio for your continuing service to Minnesota citizens. The League of Women Voters of Minnesota is engaged in a yearly review of activities and progress toward our goal: encouraging citizens in active and informed participation in government.

We are reminded of the particular role WCCO Radio's staff played in our Voters Service endeavors during the 1972 election: providing information on the new congressional and legislative districts and providing information about proposed amendments to the Minnesota Constitution. Your help in these projects enabled our volunteers to staff an election information booth and distribute explanations of the proposed amendments at your building during the State Fair.

Following the Fair and continuing until the elction, we note the air hours at key times on a variety of programs which your staff devoted to voter information and explaining the amendments.

Our thanks to a "corporate citizen's" helping hand in our efforts to encourage more and more citizens to become informed participants in the democratic process. If we may be of aid to you as you undertake additional public service, we hope you will let us know.

Very sincerely,



Mary Ann McCoy
State President
League of Women Voters of Minnesota

copies to:

Robertson, Development
Rockenbach, P.R.
Waldo, V.S.
Borg, Action
Office: Fair, P.R., Devel.



memorandum

League of Women Voters Education Fund

GOING ON DPM WITH 1 COPY OF HANDBOOK

TO: State and Local League Presidents July, 1973

FROM: Keller Bumgardner, Chair, Election Systems Project and Voters Service

RE: Election Check-Up: Monitoring Registration and Voting (Pub. No. 270, 35¢)

Enclosed are 3 copies of Election Check-Up: Monitoring Registration and Voting, the latest publication of the Election Systems Project, funded by the Ford Foundation. You may wish to distribute these publications among your Voters Service, Voting Rights and Election Law Chairmen.

We are particularly eager that other local and state organizations, including political parties, learn of the availability of Election Check-Up and we count on local and state Leagues to make the distribution.

An additional 1-10 free copies are available to Leagues upon request by writing me as long as the current printing lasts or until Election Day in November, whichever occurs first.

The same procedure will apply to Making It Work: A Guide to Training Election Workers, copies of which were sent to you in May. Because of the role political parties play in determining who conducts elections, we would like to suggest that you give copies of Making It Work to your party organizations.

On page 5 of Election Check-Up you will find many suggestions for the use of this publication. It will be particularly timely in states and cities with fall elections and for Leagues making monitoring plans for next year's primary elections.

Fall workshop agendas could include a discussion of the different ways Election Check-Up can be used. The Georgia League, for example, wrote that at their fall workshop for Voters Service and Election Law Chairmen, ". . . we will base much of the discussion . . . on these publications (Election Check-Up and Making It Work). A better understanding of the mechanics of conducting elections and where the problem areas lie should enable Leaguers to become more effective in the conduct of local elections . . . Educating the voter, enforcing the laws, and attempting to change laws all require an understanding of present laws and procedures in order to discover weaknesses in the system . . . "

We wish to acknowledge the generous help of the following League members: Vi Jordan, Wisconsin; Dorothy Nieweg, Virginia; Ann O'Brien, Chicago; Dorothy Schwartz, Oshkosh, Wisconsin; and Fumi Sugihara, Brazos County, Texas. We also wish to express our thanks for the helpful guidance of Jeanne Malchon, Election Systems Project Chairman during the time this handbook and Making It Work: A Guide to Training Election Workers were prepared. As chairman of Representative Government, she is now devoting her time to campaign financing.

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, Minnesota 55102
July, 1973
VS - T

Memo to Local League Presidents
From Mary Waldo, Chairman
State Voters Service
RE: STATE FAIR BOOTH
August 24 through September 3, 1973
July 19, 1973



The LWV of Minnesota is pleased to again this year have a booth at the fair, courtesy of the Secretary of State. Instead of sharing a booth as we did last year we shall have total responsibility in 1973. It is a unique opportunity for us to share Voters Service information with the citizens of our state.

In order to be effective we need local Leagues to volunteer to spend time in the booth. Each volunteer will be supplied a ticket and limited free parking (and cold lemonade) will be available half a block from the north entrance to the fairgrounds (Mary Waldo's, 1736 Fry St.)

The shifts for the booth are as follows:

9:00 to 12:00; 12:00-3:00; 3:00-6:00; 6:00-9:00
each day of the fair

Two persons per shift are needed with the addition of a third person during the two mid-day shifts

Shift	Time	No. of persons needed
1	9-12	2
2	12-3	3
3	3-6	3
4	6-9	2

Choose your day at the fair and return the tear off sheet to the State Office by July 27th, 1973.

SHARE THE LEAGUE AT THE FAIR !!!

State Fair Booth, August 24-September 3, 1973

Local League _____

____ YES! Our League volunteers for the state fair booth.

Dates we prefer to volunteer

1st choice _____

2nd choice _____

3rd choice _____

Number of volunteers _____

Signed _____
Local League President

Return to State Office, 555 Wabasha, St. Paul, MN 55102 by July 27th !!!

MEMO

To: State Board Members
From: Mary Waldo
RE: State Fair Booth

August 3, 1973

The 1973 LWV State Fair Booth will become a reality on Thursday, August 23 (Preparation Day). It will be located in the State Exhibits Building. The booth will open August 24 and close September 3. League volunteers will be at the booth each day from 9:00 a.m. to 9:00 p.m. As of the date of this memo I do not have the booth staffed Labor Day weekend (Sept. 1-3). The following Leagues have responded in one way or another: Anoka, Brooklyn Center, Brooklyn Park, Buffalo, Columbia Heights, Crystal-New Hope, Edina, Falcon Heights, Minneapolis, Mounds View, New Brighton, Roseville, St. Anthony, St. Louis Park, St. Paul, Wayzata Area, West Dakota County Area, Woodbury.

I will confirm League assignments the week of August 13; tickets and instructions will be mailed to local Leagues after August 15. If any of you could volunteer time in the booth I would appreciate it.

The "theme" of the booth has shifted several times according to what resources I could locate. Currently the idea is "Citizen Participation puts you in the 'Know'." Maps will be part of the display: Planning regions map - "know your region"; legislative district map - "know your legislator"; school district maps might also be included. "Know about the new election laws" will be covered by a one page explanation (if the Voters Service person does not foul up!). "Know the League" will be covered by membership and program (?) promotion. With all this to be displayed we will probably be a bit short on space but I would like to include precinct caucus promotion.

The "gimmick" that many of you listed as a prerequisite for the justification of a LWV booth has been located. A computer from the University of Minnesota will be located at the booth. It will be possible for the number of the legislative districts to be punched and the resulting printout to give a profile of information on each legislator. The following is a list of information included in the individual printout: name, date of profile, home address, home phone, Capitol office address, Capitol office phone, district number, political affiliation, occupation, development district number, birthdate, place of birth, education, degrees, military service, marital status, number of children, religious affiliation, year first elected, year last elected, opponent in last election, list of legislative committee assignments, civic organizations.

These printouts can be given to fair-goers to take home. At the bottom of the printout credit will be given to both the Minnesota Analysis and Planning System of the University of Minnesota and the LWV of Minnesota. The exact wording is yet to be negotiated. I am working with John Hoyt from the U. of M. on this computer set-up. He would like some of his materials concerning regions on display.

Because of the time factor I have made the commitment for the computer, etc. prior to the August Board meeting. I am enthusiastic about this computer "gimmick"--it provides valuable information to the public and does so at what I consider to be marginal cost to the LWV of Minnesota (see phone-computer hook-up).

The costs as nearly as I can ascertain at this point in time are as follows:

Tickets: 99 tickets for volunteers (8.25 per book of 11 tickets)	\$ 74.25
Phone-computer hook-up:	
One business line	\$ 20.95
Installation fee	15.00
One jack	11.00
	<u>\$ 46.95</u>

LWV printed materials

 Membership, Voters Service, etc.

 Cannot be determined at this time

Booth construction materials, art supplies, etc.

 Cannot be determined at this time--my two attempts
 to see the actual booth have not been successful.

 I have decided to use my ingenuity rather than
 professional sign painters, etc. to keep to cost down.

Additional materials needed:

 3 or 4 folding tables (at least one heavy duty)
 folding chairs

I would welcome your comments and suggestions.

Mary Waldo

\$ 74.25
46.95
<u>\$121.20</u>
+???.??
Total unknown

STATE FAIR VOLUNTEER SCHEDULE

Date	League	#1*	#2	#3	#4
Aug. 24	Roseville	x	x	x	x
Aug. 25	White Bear	x			
	Falcon Heights	x			
	Crystal-New Hope		x	x	
	White Bear Lake				x
	Waldo				x
Aug. 26	Woodbury	x			
	Minneapolis	x			
	Brooklyn Park		x		
	Columbia Heights		x		
	Minneapolis			x	
	Minneapolis				x
Aug. 27	St. Paul	x	x	x	x
Aug. 28	West Dakota County	x	x	x	x
Aug. 29	New Brighton	x	x	x	x
Aug. 30	Edina	x	x	x	x
Aug. 31	St. Louis Park	x	x	x	x
Sept. 1	White Bear Lake	x	x	x	x
	Falcon Heights		x		
Sept. 2	Minneapolis	x			
	Falcon Heights	x		x	
Sept. 3	White Bear Lake	x	x		
	Falcon Heights		x		
	Brooklyn Center				x

* shifts: #1 - 9:00 am.m - 12:00N
 #2 - 12:00N - 3:00 p.m.
 #3 - 3:00 p.m. - 6:00 p.m.
 #4 - 6:00 p.m. - 9:00 p.m.

PLEASE NOTE: The Labor Day weekend is not completely covered as of now. We're still working on getting Leagues for those periods.

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, Minnesota 55102
August 1973

To:

From: Mary Waldo, State Voters Service Chairman

Re: 1973 State Fair Booth

August 21, 1973

Your assignment(s)

day

date

shift

General Information:

The booth is located in the State Exhibits Building. It will be open from Friday, August 24 through Monday, September 3.

Booth hours will be from 9:00 A.M. to 9:00 P.M.

There will be four shifts per day:

Shift #1 - 9:00 A.M. to 12:00 P.M.

Shift #2 - 12:00 P.M. to 3:00 P.M.

Shift #3 - 3:00 P.M. to 6:00 P.M.

Shift #4 - 6:00 P.M. to 9:00 P.M.

Your purpose will be to inform the citizens of our state about their legislators, election law changes, interim legislative issues, precinct caucuses (in February 1974), and about the League itself (membership promotion, October 8, 1973 LWV Conference on "Sex Bias in Schools", etc.).

Parking is available on the fairgrounds, \$1.50 per car. Three cars at a time can be parked on my driveway (Leave your keys, please) which is located one half block from the north entrance to the fair.

(Mary Waldo, 1736 Fry St., Falcon Heights)

Parking is also available on adjacent streets during the week. Weekends are more crowded.

Instructions:

1. Wear green L.W.V. button (please remove and leave in the box at the end of your shift).
2. Come at least 10 minutes before your assigned shift to read instructions left in the booth.
3. The computer is from the University of Minnesota (Minnesota Analysis and Planning System).

You will be operating teletype machines (which are connected to computer). Complete instructions will be available in the booth - READ CAREFULLY.

Fairgoers will locate their legislative districts from a large map and will fill out a request form. League volunteers will type in the district numbers on the teletype. The computer will print out profiles of both Senators and Representatives.

You will be distributing

1. Facts about the League of Women Voters of Minnesota (to anyone interested).
2. Election Law changes (by request only)
3. Know Your Districts (maps)
4. In the Interim (from House Information Office)
5. Minnesota VOTER (to anyone interested in legislative issues and/or L.W.V.)
6. Membership flyers
7. October Workshop flyers
8. M.A.P.S. newsletter and/or the Minnesota Economic Data series (from

PLEASE BE SELECTIVE in handing out these materials. They should go to interested persons, but not simply to fill a shopping bag.

L.W.V. publications will be on display.

Order blanks for publications are available in the booth. Take no orders or money for orders.

Be aware that our booth could reach prospective members. Please record names of interested women on the membership cards provided. Their names will then be forwarded to the League nearest their homes.

Admittance tickets are enclosed for your volunteers as well as a map. Please return tickets not used to the state office (555 Wabasha, St. Paul, MN 55102) by Friday, August 31.

Any Questions?????? Mary Waldo can occasionally be reached at 644-9228! or leave a message at the state office, 224-5445.

M
E
M
O

TO: Voters Service Committee (on Board)
and State Fair Evaluation Com-
mittee

FROM: Mary Waldo

SUBJECT Voters Service Committee
Meeting

LEAGUE OF WOMEN VOTERS OF MINNESOTA

555 WABASHA

ST. PAUL, MINNESOTA 55102

PHONE: 224-5445

DATE 9/28/73

WHAT: Voters Service Committee Meeting

WHEN: Wednesday, October 3rd, 1973 at 9:30 A.M.

WHERE: State Office of LWV-MN

PURPOSE: TO discuss Voters Service with regard to budget requests.
An agenda is attached. I am including the State Fair
Evaluation Committee in this meeting because it may also
involve money in the budget. If you cannot attend please
try to reach me via phone or mail with your ideas and
suggestions.

Thanx,

M.M.W.

AGENDA

- 30 minutes State Fair Evaluation
- 10 " Precinct Caucus Kit - 1974
- 60 " Discussion of Voters Service - 1974-75
 1974 - Election Year
 Voters Guide
 Cooperation with newspapers
 part of VOTER? whole issue?
 reaching areas of the state where there is no
 LWV
 Your Vote Makes a Difference
 shall we publish?
 Candidates Questionnaires
 Candidates Meetings
 statewide - via T.V., radio, tapes
 Amendment(s) Broadsides
 ABC Reporting

1973 STATE FAIR REPORT

for State Fair Evaluation

The 1973 State Fair Booth of the League of Women Voters of MN. was located in the State Exhibits Building. The space was provided by the Secretary of State, Arlen Erdahl. The booth was open from Aug. 24 through Sept. 3 and from 9:00 to 9:00 each day.

The booth consisted of a League publications display in addition to a display of Legislative district maps. These maps were used to locate district numbers of fairgoers. The numbers were typed into teletype machines which were connected to computer by phone. The computer then typed out the legislative profiles of both the senator and representative. This information was available on a tear-off sheet and was given to the public.

The computer system was provided by Dr. John Hoyt of the University of Minnesota (MN. Analysis and Planning System). Many fairgoers mentioned their interest in Political Accountability Ratings on the members of the State Legislature as the LWV-US does on members of Congress.

Fourteen local Leagues participated in the booth (20 had volunteered) for a total number of 110 volunteers with a total of over 300 hours expended. This does not include any preparation time.

73 women indicated interest in League membership, or at least requested information about the organization. (Nancy Atchison is bringing this number to the meeting.)

Publicity was provided by Dr. Hoyt. He was interviewed on WCCO radio opening day and sent press releases to newspapers throughout the state.

Then there is the "money factor" which we should consider.

Phone calls (to Bd. members)	\$ 4.01
Total phone service	89.85
Tickets for volunteers	96.75
Electricity	24.00
Decorations- lettering- tape, glue	36.24
Publications:	
Printing Election Laws	17.00
VOTER - \$90/1000	?
Membership flyer - \$78/2000	?
Stamps (21 @ 8¢) mailing tickets	1.68
Milage to LWV Office - State Fair, etc.	16.00
	<u>\$285.53</u>

State Fair Budget Proposal \$500.00
(based on 1973 costs)

TO: State Board Members
FROM: Voters Service Committee
RE: Summary of V.S. Committee Mtg. - Oct. 3, 1973

Precinct caucus promotion is a Voters Service activity designed to help League members and the general public participate in their caucuses. The League has offered a kit planned primarily for use by other organizations. If such a kit is to be sold it should be promoted as a P.R. tool and not as Voters Service.

It is recommended that we not publish a kit as such for precinct caucus promotion. The Voters Service Chairman is seen as the counterpart to local Voters Service chairmen. Voters Service should help to nurture local Leagues so that they may do effective V.S. in ~~their~~ their ~~communities~~ communities.

It is recommended that a V.S. Committee Guide be written and compiled specifically for precinct caucus preparation. It would contain some updated pieces from the 1972 Kit as well as a few additional pieces. This committee guide could then be used to help local V.S. committees plan precinct caucus promotion. Some of the guide could be used as local bulletin articles (or as every member pieces); some of the guide would be for use to the general public, etc. (SEE proposed contents).

In addition the committee proposes that 50,000 + copies of WHO ME? GO TO MY PRECINCT CAUCUS? leaflet be published and wide distribution planned. The committee felt that distribution through Northwestern Bell Telephone Co. billing service would be the most desirable. This is appropriate through Development or P.R. not through Voters Service.

CONTENTS

History of Precinct Caucus

Precinct Caucus Preparation, "Get Ready, Get Set, Go!"

Increase Your Members Precinct Caucus Participation

Sample press release: ~~"Dilemma of Independent Voter"~~

Precinct Caucus promotion

Press release for "Dilemma of Independent Voter"

Choosing chart "Help for the Independent Voter"

The 1974 Election Calendar

Parliamentary Procedure sheet

Order blanks for "Who Me?"

Additional Resources list, prices, etc.

"WHO ME, GO TO MY PRECINCT CAUCUS?"

DIGEST OF MINN ELECTION LAWS

National V.S. publications

11/6/73

Present: Waldo, Amundson, Jenkins, Andersen, Robertson, McCoy, Rockenbach

Digest of Election Laws: It is outdated in some sections - registration, etc. It can be updated or an insert can be prepared. Updating costs appear prohibitive since the life of the publication would likely be short. Insty-Print will do an insert - \$15.70 for 750 (number of Digests on hand). The information would be the same as used on the wheel at the fair. It was noted that some of the wording needed re-working for clarity.

MOTION: To update Digest of Election Laws by use of an insert.

Mover: Amundson

Second: Andersen

Carried

Don't increase the price of the Digest and don't charge for single inserts. Local Leagues will be told to order them and include in Digests they have on hand.

MOTION: To increase the order for inserts to 1500 from Insty-Print.

Mover: Amundson

Second: Jenkins

Carried

Should the Digest be an annual publication? Andersen will look into costs and investigate off-set and the retention of plates. It was agreed that it would be an annual order - aim for publication in July.

Development: Waldo said she had felt VS had no selling function; there was no expertise; and that they should work through Development. Old promotion lists should be pulled out; publications chairman will work on this.

Development hasn't really been looking at VS as of now. Development makes the initial approach. The chairman of the project should be included and probably publications chairman, too. Development has to have all details before they make contact - have to have something to show.

Voters Guide could be promoted through unions - printed by the Union Advocate as last time. It needs to be started immediately. Who Me? doesn't need to be in the hands of the public until January, but buyers should have it by November. It's too late for Development to promote this now. Work on it for 1976.

It was suggested that the committee wait for response to the decision not to publish Caucus Kits. If there are complaints, have Herb check on past purchases by that League.

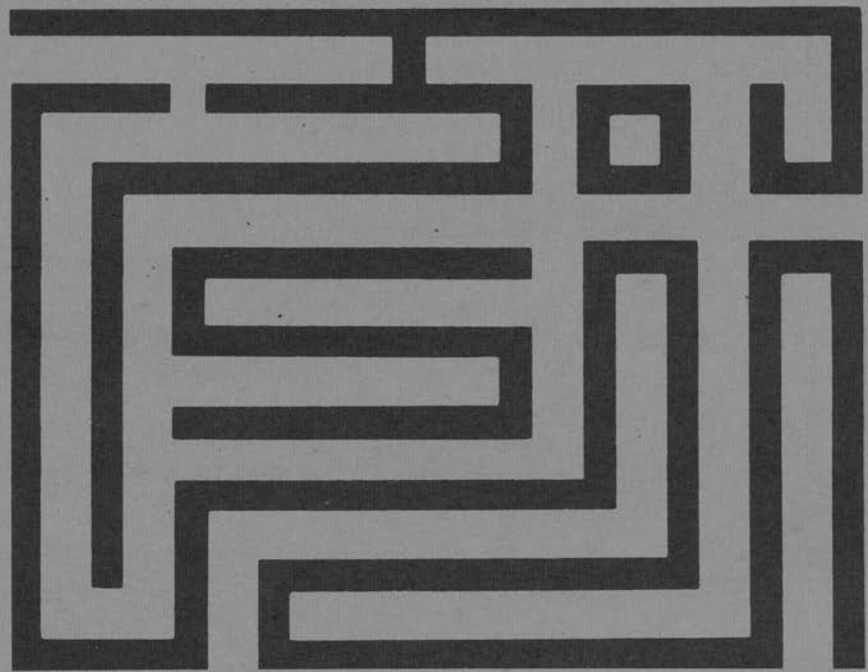
Question raised: How good a job are the parties doing - defining roles, preparing participants? Some agreement that more is needed in these areas. Can the League get them to do more? If we could come to agreement with the parties on areas of need, etc. the possibility of foundation money should be investigated. Channel 2 can provide information on this. The last VS chairman had wanted to do a piece on the parties. It couldn't be accomplished; maybe this could now be another outcome of a cooperative effort. The meeting with the parties would be a single, joint meeting. The committee will need to meet again to plan details and lay groundwork for such a meeting. Publicity on the meeting would be advantageous - increase the interest of the party people. This proposal does not need specific Board approval, but keep them completely informed.

MACI: Should we talk to them about their plans re Voters Guide, etc? Could there be some joint ventures. It was agreed to approach them - Robertson, Waldo, Andersen should go. Mention the Digest to them. Put a package together for presentation and discussion. Perhaps we can mesh efforts with them.

Publications: The VS Guide should be listed in both state catalogs. No YVMD.

Committee members will please look over State Board Handbook - questions on criteria for planning under VS.

ELECTION CHECK-UP:



**monitoring
registration
and voting**

League of Women Voters Education Fund

ELECTION CHECK-UP tells you how to:

- observe what goes on in the registration office and polling place
- check each step in registration and voting (three checklists are included)
- poll-watch your own vote

ELECTION CHECK-UP tells organizations---Leagues of Women Voters, youth groups, senior citizen groups, minority groups, religious organizations, home-school associations, neighborhood groups, political parties---how to set up a monitoring project.

- tips on gearing up for the effort and recruiting volunteers
- checklists for actual monitoring of registration and voting
- guidelines for analyzing the findings
- suggestions for using the findings: to encourage public officials...to raise public awareness...to initiate litigation

ELECTION CHECK-UP says:

"Monitoring makes people more aware of the election process and increases citizen interest in doing something about election problems."

Order ELECTION CHECK-UP: MONITORING REGISTRATION AND VOTING today!

League of Women Voters Education Fund
1730 M Street, N.W., Washington, D.C. 20036

Please send _____ copies of ELECTION CHECK-UP: MONITORING REGISTRATION AND VOTING (#270, 35¢)

Name _____

League, Organization, Business _____

Address _____

City _____ State _____ Zip _____

ALL ORDERS MUST BE PREPAID

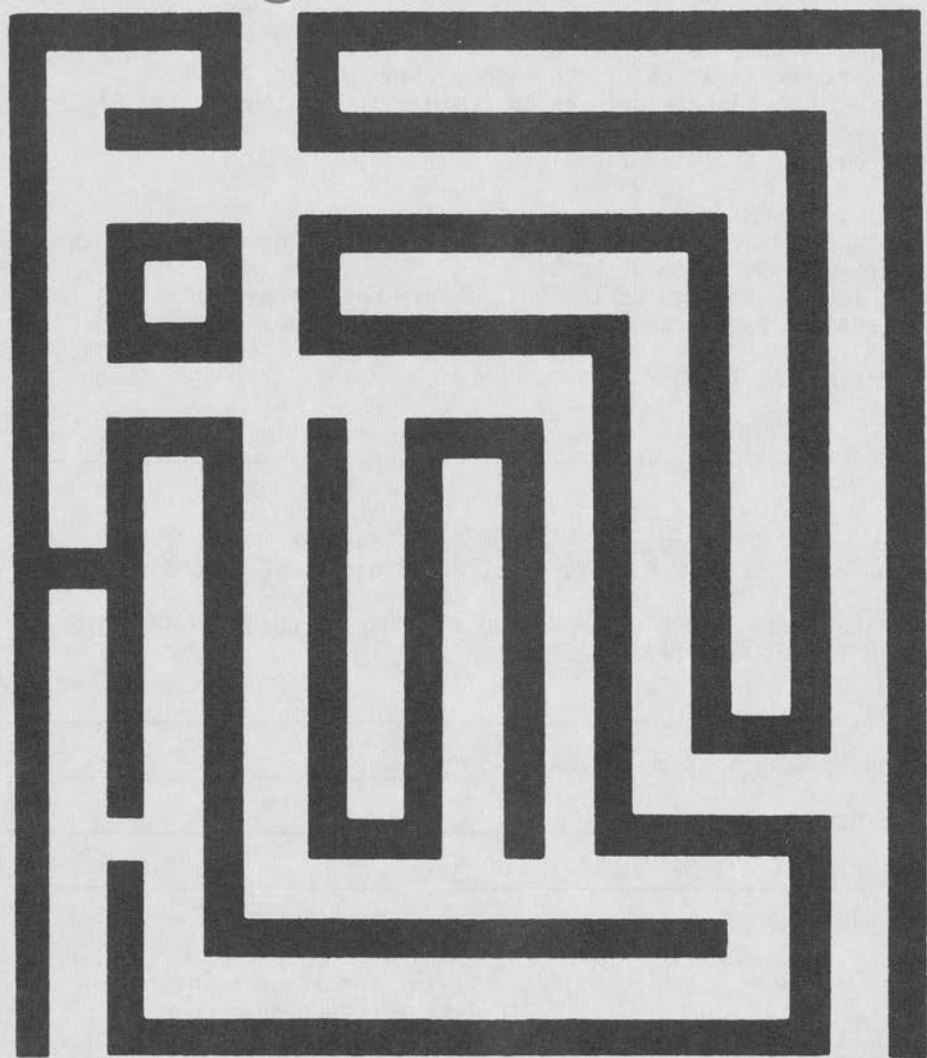
League Orders

20%--11-50 copies
30%--51-501 copies
40%--501-1000 copies

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a guide to
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memorandum

League of Women Voters Education Fund

THIS IS GOING ON DPM

TO: State and Local League Presidents

FROM: Keller Bumgardner, Chairman, Election Systems Project

DATE: November 9, 1973

On September 25 - 26, 1973, in Columbia, South Carolina, the Education Fund brought together 100 men and women in a conference designed to emphasize the need for improving registration and polling place practices. Its title was "Making the Election Process Work: Improving Registration and Polling Place Operations." Attending were state and local election officials, legislators, political party leaders, and organization representatives, including the LWV, from South Carolina, North Carolina, Georgia, and Alabama.

Conference participants agreed on several recommendations to contribute to the improvement of the registration and voting process. They have been made public in the four states and we want all Leagues to know about them. You will find the list enclosed.

Enclosed, too, are promotional flyers with order blanks for Election Check - Up: Monitoring Registration And Voting and Making It Work: A Guide To Training Election Workers. We realize that in some cities and states you have just had elections but we are sending along these reminders anyway because Leagues are approaching the time of year when planning, including budget planning, for next year's primaries, general election, and spring local elections must begin.

[1974]

ELECTIONS '74-'76

Turning people on

Are Americans fed up with today's politics and politicians? The upcoming elections give citizens their big chance to act on their ideas and opinions—in the political campaigns, in support of candidates and issues, in the voting booths. In 1974, voters will go to the polls to choose one-third of the Senate, all the members of the House of Representatives and two-thirds of the governors, in addition to thousands of state and local officials. In 1976, the bicentennial year, voters will elect a President and Vice President and have another chance at the U.S. Senate and House, the state houses and city halls.

Will more voters turn out than in 1972? In that year, only 56% of voting age Americans actually cast ballots, a far lower percentage than in other democratic countries. In the last half century, the highest level of voting in a U.S. presidential election was only 64%. In non-presidential years, even fewer voters turn out for congressional and state elections. In local elections, the figures are lower still. Millions of citizens never even register to vote. The poor, the uneducated, the elderly, and minorities like blacks, Chicanos, and Indians—those citizens who might have the most to gain by change—register and vote in even smaller numbers than other groups.

Why don't they vote? Some think that their vote

doesn't make any difference (though a few hundred votes have frequently made dramatic differences in American politics). Others find all the candidates equally unattractive or unacceptable. Many don't understand the issues involved. Some citizens don't care enough to take the trouble, or simply are not able to hurdle all the technical and administrative barriers to registration and voting. Others can't cope with the complexities of the ballot and don't even want to try.

But the problem runs even deeper than this recital suggests.

American citizens are turned off and tuned out. They no longer believe that their nation is run of, by and for the people. While disaffection with politics is nothing new in American life, the upheavals of the sixties, the events of "Watergate" and the problems of inflation and energy, appear to have deepened apathy into alienation. For too many citizens, disinterest in politics has become outright distrust of the political process, of politicians and of government officials.

Recent surveys of public attitudes have uncovered a "veritable floodtide of disenchantment" with government. Over half of those polled in a 1973 Harris study expressed feelings of alienation, cynicism and powerlessness; three-fourths believed that "special interests get more from government than the people do." In a nationwide Gallup poll in

the spring of 1974, only 25% approved of the way the President is handling his job and only 30% gave Congress a vote of approval.

As Americans' confidence in their government has declined, so has their participation in the political process. Citizens have opted out, forgetting that their aloofness from politics makes corrupt, secretive government possible and that their active, articulate participation is essential for open and responsive government.

What's to be done? The traditional methods of increasing citizen interest and getting out the vote simply won't work any more. In the current crisis of confidence, the same tired old techniques are not adequate to overcome the negativism, confusion and frustration among potential voters. Nor are they sufficient to counteract the influence of special interests inside and outside the parties. Citizens need to think not only that their votes count, but that their participation in the political life of the community can make a real difference.

This guide suggests some innovative and creative ways to inform, educate and turn on citizens, not just by motivating them but by identifying channels for getting involved. It provides specific examples—success stories—of what has been done recently to spark interest in the political process in many different communities by a variety of groups. Political action, if it is to be meaningful and effective, needs to be geared to the specific community in which it takes place. The first step, therefore, is to discover exactly what your community is like.

community guide

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VOTERS SERVICE

citizen alert 1974

REGISTRATION AND ABSENTEE VOTING PROCEDURES BY STATE 1974

The League of Women Voters is committed to promoting an informed and active electorate. The League of Women Voters Education Fund, a parallel citizen information organization, regularly publishes material to keep citizens up to date on changing procedures for registration and absentee voting. It is the voter's responsibility to make certain that he or she is eligible to vote. For example, the voter must register before the deadline. Once registered, voters must keep their registration current by notifying election officials of any change in name, address, or party affiliation. To vote absentee, the voter must follow carefully the procedures specified by the state to ensure that his or her ballot is received by election officials in time to be counted.

This compilation on registration and absentee voting reflects many changes in state laws and procedures since the 1973 LWVEF compilation. Some of the changes make it easier to register and vote. For example, several states have eased their residence requirements, and some have added new categories for absentee voting. The information in this publication has been supplied by the chief state election officials and the League of Women Voters in each state.

The following abbreviations are used;

b = absent on business
d = disabled persons
e = not absent, but prevented by employment from voting at polling place
m = military personnel (including families)
r = absent for religious reasons
s = students
t = temporarily out of county
FPCA = Federal Post Card Application form

REGISTRATION

	How does one request absentee reg. form?
	letter
	letter, postcard, in person
	letter, postcard
	—
	phone, letter, postcard, in person, FPCA
	letter, postcard, in person
	phone, letter, postcard, in person
	letter, postcard
	letter, postcard
	letter, postcard, application by parent, spouse, child or sibling
	phone, letter, postcard, in person
	in person, by mail
	—
	letter, postcard, FPCA
	letter, postcard
	phone, letter, postcard
	—
S.	letter, in person
es	register before justice of the peace or notary public
	phone, letter, postcard, in person by an agent who's a registered voter
	letter, request by registered relative of town, in person
	letter, postcard, in person
	phone, letter, postcard, in person
	letter, postcard, in person, phone
	letter, postcard, in person
	phone, letter, postcard
	letter
	phone, postcard, letter, telegraph
	phone, letter, in person
	postcard may be obtained from county clerk, local LWV
	phone, letter, postcard, in person
	phone, letter, postcard
	letter or FPCA
	—
	letter, postcard
ng	letter
	letter, postcard
	letter
	phone, letter, postcard, in person
	phone, letter, postcard, in person
	letter, postcard, in person, request by person qualified to use FPCA
	letter, postcard, in person
	letter, in person, phone
	phone, letter, postcard, in person
	letter, in person
	letter, in person, phone, FPCA
	—
	phone, letter, in person
	letter, in person
	phone, letter, postcard, in person, or by agent
	letter, postcard, request from relative
	letter, postcard, in person
	registration entered on receipt of written request for absentee ballot

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REGISTRATION

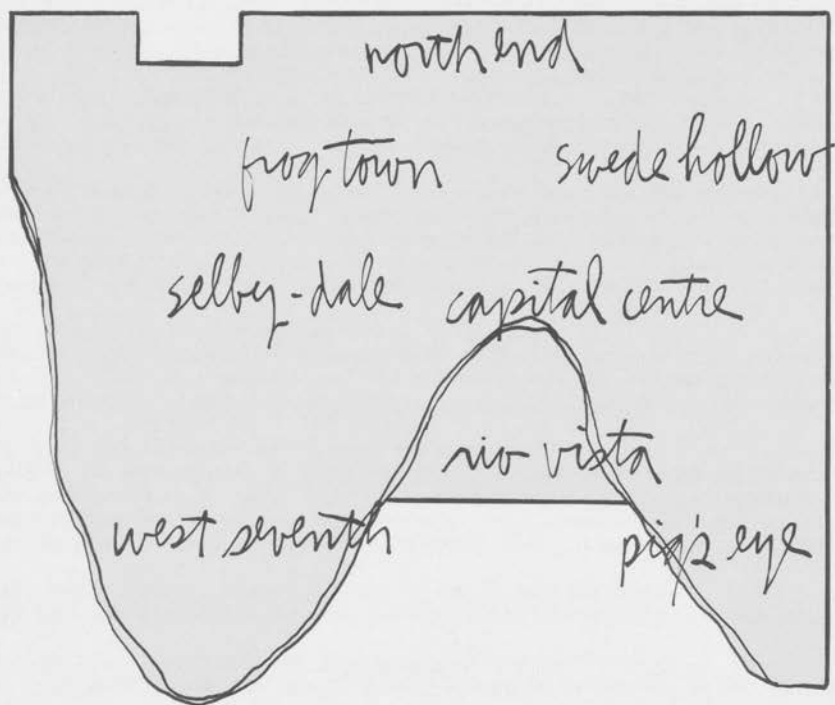
	DATE BY WHICH A VOTER MUST BE 18		RESIDENCE REQUIREMENTS			REGISTRATION DEADLINE		WHERE TO REGISTER	CANCELLATION OF REGISTRATION			PARTY AFFILIATION		ABSENTEE REGISTRATION
	primary	general	state	county	precinct	primary	general		Why is a voter's registration cancelled?	Is the voter notified?	How does one re-register?	deadline for declaration of party to vote in primary	Who can register absentee?	How does one request absentee reg. form?
ALABAMA	date of regis.	date of regis.	30 days	30 days	30 days	10 days before primary	10 days before election	county court house	move, imprisonment, insanity, reidentification	no	as new voter	no prior affiliation required	s. m. & their dependents	letter
ALASKA	primary day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	state election office, city & borough clerk, precinct registrar	failure to vote in 4 yrs.; registration in another state	yes	re-register and sign oath	June 1	anyone meeting registration requirements	letter, postcard, in person
ARIZONA	primary day	election day	50 days	50 days	50 days	50 days before primary	50 days before election	county recorder, justice of the peace, deputy registrars	failure to vote in last gen'l election, felony conviction	yes	return signed card (felons must petition court)	50 days before election	m. anyone temporarily out of state	letter, postcard
ARKANSAS	primary day	election day	none	none	30 days	20 days before primary	20 days before election	registrar of county	failure to vote in 4 yrs., move from co., name chg., felony, unqualified	yes	as original registration	no prior affiliation required	none	—
CALIFORNIA	primary day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	anywhere in city before deputy registrar, fire-houses, office of registrar of voters	failure to vote in general election	yes	return card or re-register	30 days before election	t	phone, letter, postcard, in person, FPCA
COLORADO	primary day	election day	32 days	none	32 days	32 days before primary	32 days before election	county clerk's office	failure to vote in general election	yes	as original registration	election day if not now affiliated; change by 32 days before election	d. s. m. b. t	letter, postcard, in person
CONNECTICUT	primary day	election day	bona fide residence no durational req.			day before primary; change party 6 mos. before	Sat. of 4th week before election	town clerk or registrar of voters, session of bd. of admission of electors, public sessions	felony conviction, move from town	yes	written request for continuation; if moved re-register in new town	new voter, day before; unaffiliated voter, last enrollment session; change, 6 months	m. civilian U.S. employee (and dependents)	phone, letter, postcard, in person
DELAWARE	general election day	election day	bona fide residence no durational req.			21 days before primary	3rd Sat. in Oct.	central registration in county, mobile registration	move from state, failure to vote in 2 consecutive gen'l elections	yes	written or phone request	March 1 of election year	m. Red Cross, Peace Corps, temporarily absent from tax. limits of U.S.	letter, postcard
FLORIDA	before primary day	before election day	none	none	none	45 days before primary	45 days before election	court house, with supervisor of elections, or branch offices	on request, move from state or co., felony conviction, incompetency, failure to return purge	in some cases	notify sup. of elections that status is unchanged	close of registration books	d. s. m. t	letter, postcard
GEORGIA	primary day	election day	none	none	none	50 days before primary	50 days before election	county board of registrars	failure to vote in 3 yrs., conviction of crime, judgement of insanity	yes	as original registration	at poll	anyone who qualifies as absentee voter	letter, postcard, application by parent, spouse, child or sibling
HAWAII	day before primary	day before election	none	none	none	30th day before primary	26th day before election	any county or city clerk's office	failure to vote in election yr.; request by voter	no	as original registration	choose party ballot at primary, vote same thereafter	d. s. m. b. t	phone, letter, postcard, in person
IDAHO	primary day	election day	bona fide residence no durational req.			with precinct registrar, 10 days before; with co. clerk 5 days before	with precinct registrar 10 days before; with county clerk 5 days	county clerk or precinct registrar	failure to vote in 8 yrs., felony conviction	yes	hearing with county clerk within 10 days of receipt of notice	no party declaration	d. s. m. b. t	in person, by mail
ILLINOIS	primary day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	city hall or during precinct registration days	failure to vote in 4 yrs.	yes	re-register in person	no previous affiliation required	none	—
INDIANA	general election day	election day	none	50 days (township)	30 days	29th day before primary	29th day before election	office of registration board, clerk of circuit court, before deputy registrar	failure to vote for 2 yrs.	yes	return purge notice or register as new voter	declare party when voting	t. d	letter, postcard, FPCA
IOWA	primary day	election day	none	none	none	10th day before primary	10th day before election	office of county commissioner, or with deputy	failure to record change of name or address, failure to vote in 4 yrs.	yes	as original registration	no previous party affiliation required	t	letter, postcard
KANSAS	primary day	election day	20 days	20 days	20 days	20 days before primary	20 days before election	county election commissioner's office, county court house, city hall, specified outposts	change of name, change of address	yes	see "Where to Register"	day of primary if not affiliated; change 20 days before	t. d. federal services not required	phone, letter, postcard
KENTUCKY	before general election	before election	none	none	30 days	30 days before primary	30 days before election	county clerk's office or special registration sites	not voting, moving	yes	appear before co. bd. of elections and prove eligibility	before preceding gen'l election; new voters 30 days before primary	none	—
LOUISIANA	primary day	election day	none	none	none	30 days before primary	30 days before election	office of registrar of parish	failure to vote in 4 yrs. (Orleans Parish), failure to vote in 2 yrs.	yes	regular registration procedure	30 days before election	m. & spouse, merchant marines, civilian U.S. employees out of country, members of religious or welfare agencies with armed forces	letter, in person
MAINE	primary day	election day	no durational req.	none	none	primary day	election day	before registrar of voters, board of registration, justice of peace, or notary public	move from community or state	yes	contact registrar	change, 3 months before; original declaration, any time	anyone	register before justice of the peace or notary public
MARYLAND	general election day	election day	bona fide residence no durational req.			28 days before primary	28 days before election	local election board, out of office registration sites, by mail some places	failure to vote in 5 yrs., request by voter	yes	as original registration	change 4 mos. before election; new voter — before close of registration	d. s. m. & dependents, anyone temporarily out of county for 30 days before election; civilian U.S. employees overseas	phone, letter, postcard, in person by an agent who's a registered voter
MASSACHUSETTS	primary day	election day	no durational req. Must be res. at close of registration			28 days before reg. primary; 20 days before special primary	28 days (20 days man. spec. elec., 14 days spec. town meetings)	ofc. of registrar or elec. commissioner, or registrar will visit disabled	moved — as indicated in annual canvass	yes	re-register in person	declare party at poll, change 28 days before election	m. those in govt. positions, those living temporarily outside U.S.	letter, request by registered relative of town, in person
MICHIGAN	primary day	election day	30 days	30 days	30 days	30 days	30 days before election	city or township clerk	moving, registration elsewhere	yes	appear before local clerk	no party affiliation required	d. m. b. t	letter, postcard, in person
MINNESOTA	primary day	election day	20 days			20 days before primary, reg. at polls w/ identification	same as primary	city hall or other public place designated by official, or at poll election day	failure to vote in 4 yrs., change of name or address, voter under guardianship	yes	as original registration	no party registration	all voters	phone, letter, postcard, in person
MISSISSIPPI	general election day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	county registrar or city clerk	moving or conviction of disqualifying crime	no	self-initiated	no previous affiliation required	m	letter, postcard, in person, phone
MISSOURI	primary day	election day	none			28 days before primary	28 days before election (45 days St. Louis city election)	county clerk's office or office of board of election commissioners	name or address change declared incompetent, failure to vote ev 4 yrs., felon, suffrage misdemeanor conviction	yes	apply to county clerk or election board	none	d. t. e in counties without board of election commissioners only	letter, postcard, in person
MONTANA	primary day	election day	30 days	30 days	30 days	30 days before primary	40 days before election	county clerk & recorder's office, with deputy registrar or notary public	challenge of qualifications, failure to vote in presidential gen'l election	yes	as original registration	no party registration	t	phone, letter, postcard
NEBRASKA	primary day	election day	none	none	none	2nd Fri. before primary	2nd Fri. before election	county clerk or election commissioner	change of name or address	no	as original registration		d. s. m. b. t	letter
NEVADA	primary day	election day	30 days	30 days	10 days	5th Sat. before primary	5th Sat. before election	office of county clerk, registrar of voters, justice of peace, or volunteer deputy registrar	move from jurisdiction, failure to vote in gen. election, having voted absentee twice	no	as original registration	30 days before election	m. & spouse	phone, postcard, letter, telegraph
NEW HAMPSHIRE	primary day	election day	none	none	none	10 days before primary	10 days before election	board of supervisors of the checklist	moved or died	—	re-registration for all every 10 yr.	90 days before election, independents may declare at polls	all persons	phone, letter, in person
NEW JERSEY	primary day	election day	40 days	40 days	none	29 days before primary	29 days before election	county bd. of elec. or ofc. of municipal clerk, out-of-ofc. sites, mobile vans, postcard	failure to vote in 4 yrs., conviction of some crimes	in some cases	visit board of elections or municipal clerk or by postcard	no previous affiliation required	all persons	postcard may be obtained from county clerk, local LWV
NEW MEXICO	primary day	election day	no durational req.			30 days before primary	30 days before election	office of county clerk or by deputy registrar	insanity, felony, failure to vote in general election, failure to respond to purge notice, death	yes	as original registration	1st Monday in March before primary in June	d. s. m. b. t	phone, letter, postcard, in person
NEW YORK	primary day	election day	30 days	30 days	30 days	30 days before prev. gen'l elec. for new voters; special enrollment 30 days before primary	26 days before election	county board of elections, at local polling places 2-3 days as designated	felony conviction, commitment to mental hospital, failure to record change of address or to vote within 2 yrs.	yes	re-register in person or by mail within county	enrolled in party prior to last general election; special enrollment available for new voters	d. s. m. b. & spouse, parent or children accompanying b.	phone, letter, postcard
NORTH CAROLINA	general election day	election day	30 days	30 days	30 days	21 business days before primary	21 business days before election	office of county board of elections	failure to vote in 4 yrs.	yes	appear before registrar	21 business days before election	m	letter or FPCA
NORTH DAKOTA	primary day	election day	30 days	30 days	30 days	no registration	—	—	—	—	—	no previous affiliation required	—	—
OHIO	general election day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	board of elections office or designated registration places	registration elsewhere, failure to vote for 2 yrs.	yes	return notification card, or reg. as new voter	choose party at poll for 1st primary; vote in same one thereafter or swear to voting for majority of other party in last gen'l election	t, registrars sent to disabled	letter, postcard
OKLAHOMA	primary day	election day	no durational req.			10 days before primary	10 days before election	county election board or office of deputy registrar	failure to vote in two years, felony conviction, registration elsewhere	no	as original registration	may not change affiliation between 6/15 and 10/15 even numbered years	those covered by 1970 amendments to Voting Rights Act	letter
OREGON	primary day	election day	no durational req.			31 days before primary	31 days before election	county clerk's office or any official registrar's office	if voters' pamphlet undeliverable as addressed	yes	return re-reg. form to county clerk	31 days before election	s. m. b. (out of state) complete reg. card before notary public, t register in another country, d may reg. at home	letter, postcard
PENNSYLVANIA	day after primary	day after election	30 days	none	30 days	30 days before primary	30 days before election	court house, field registration at various times	failure to vote in 2 yrs.	yes	written request for reinstatement within 10 days of notification, or re-register	30 days before election	m. merchant marines, persons in religious & welfare org., with armed forces, U.S. employees overseas & dep. of above	letter
RHODE ISLAND	primary day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	local board of canvassers	failure to vote for 5 yrs., fraud	yes	as original registration	no previous affiliation required	d. t. servicemen's dependents	phone, letter, postcard, in person
SOUTH CAROLINA	general election day	election day	bona fide residence no durational req.			30 days before primary	30 days before election	county board of voter registration office	move from precinct, death, conviction of crimes, failure to vote in 2 yrs.	yes	re-register in person; reinstate registration by phone, letter, in person if failed to vote	no previous affiliation required	m. merchant marine, Red Cross, U.S.O. U.S. government employees overseas	phone, letter, postcard, in person
SOUTH DAKOTA	primary day	election day	none	none	none	15 days before primary	15 days before election	city or county auditor, township or town clerk, or municipal finance officer	failure to vote in 4 consecutive yrs., death, move from county, mental incompetence, felony, auditor's declaration with hearing	yes	re-establish eligibility, apply to county auditor for re-registration	must be in registration book at time of election or have duplicate registration card	anyone absent from county of residence	letter, postcard, in person, request by person qualified to use FPCA
TENNESSEE	primary day	election day	20 days	20 days	20 days	29 days before primary	29 days before election	county election commission office or with precinct registrar	change of name, failure to vote for 4 yrs., death, moved out of precinct	yes	re-register at county election commission	no previous affiliation required	d. s. m. b	letter, postcard, in person
TEXAS	primary day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	county tax assessor-collector or deputies	felony conviction, failure to vote for 3 yrs.	yes	as original registration	no previous affiliation required	any qualified citizen may reg. by mail	letter, in person, phone
UTAH	primary day	election day	none	none	none	10 days before primary	1st Tues. before election	county clerk's office or with registration agent	duplicate registration	not allowed to vote	at county clerk's office	no previous affiliation required	d. s. m. b. t	phone, letter, postcard, in person
VERMONT	primary day	election day	none	none	none	24 days before primary	24 days before election	town or city clerk and local board of civil authority	move from town	yes	apply to new town or city clerk	no party affiliation required	everyone meeting residence requirement	letter, in person
VIRGINIA	general election day	election day	no durational req.			30 days before primary	30 days before election	in presence of general registrar of city or county, or his/her deputies	removal of residence, felony conviction, adjudicated mentally incompetent, failure to vote every 4 yrs.	no	removal of disability with re-registration	no party affiliation	m. & spouse	letter, in person, phone, FPCA
WASHINGTON	primary day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	county auditor's office, deputy registrars, city & town clerks	move from county, failure to vote for 30 mos.	yes	as original registration	no party primary	not necessary for absentee voting	—
WEST VIRGINIA	general election day	election day	30 days	30 days	30 days	30 days before primary	30 days before election	office of clerk of the county court	move from county, failure to vote in period covering 2 state prim & gen. elec.	yes	re-register at county clerk's office or file affidavit at least 29 days before next el.	30 days before election	d. s. m. b. t; all qualified voters absent from state for necessary cause	phone, letter, in person
WISCONSIN	primary day	election day	10 days	30 days	10 days	2nd Wed. before primary	2nd Wed. before election	municipal clerk or board of election commissioners	move from precinct, change of name, failure to vote in 2 yrs.	yes	sign & return application for reinstatement	no previous affiliation required	d. anyone more than 50 miles from voting residence	letter, in person
WYOMING	primary day	election day	bona fide residence no durational req.			30 days before primary; but may register at polls on primary day	30 days before election	city or county clerk's office	failure to vote in gen'l elec., death, removal of residence more than 30 days before elec.	yes	swear to registration oath again at city or county clerk's office	may register at polls	all persons	phone, letter, postcard, in person, or by agent
DC	primary day	election day	30 days	none	none	30 days before primary	30 days before election	District Building, D.C. public libraries & other designated places	move from D.C., failure to vote in 4 yrs.	yes	as original registration	30 days before election	s. m. t. disabled registered in person by official of bd. of elections	letter, postcard, request from relative
PUERTO RICO	primary day	election day	1 year	—	4 months	April	1st Sunday in March	school, application to enumerators who visit all residences	not voting, judicially declared unqualified, conviction of electoral offense or felony	no	file new petition for reinstatement	before last registration in April	m. s. residents working by contract outside PR	letter, postcard, in person
VIRGIN ISLANDS	primary day	election day	none	none	none	30 days before primary	45 days before election	office of board of elections; other places 2 mos. before election	failure to vote in 2 consecutive general elections	yes	respond to cancellation notice in 30 days or apply in person to bd. of elections	30 days before election	m. s	registration attained on receipt of written request for absentee ballot

ABSENTEE VOTING

	ALLOWED IN PRIMARY?	IN GENERAL ELECTION?	WHO CAN VOTE ABSENTEE?	HOW TO REQUEST ABSENTEE BALLOT	FROM WHOM?	DEADLINE FOR REQUEST	DEADLINE FOR RETURN OF BALLOT	ALLOWED IN PERSON?	WHEN?
ALABAMA	yes	yes	d, s, m, those away regularly on business	letter, in person	registrar of civil circuit court	5 days before election	election day	yes	21 — 5 days before election; make request 15 days before
ALASKA	yes	yes	d, s, m, b, t, anyone away from polls on elec. day	letter, postcard, in person	lt. governor, magistrate, election supervisor	6 mos. to 7 days before election	postmarked election day	yes	15 days
ARIZONA	yes	yes	d, s, m, b, t	request application by phone, mail, in person	county recorder	within 30 days preceding Sat. before elec.	7 p.m. election day	yes	up to 5 p.m. day before election
ARKANSAS	yes	yes	anyone unavoidably away from polling place; disabled or ill	phone, letter, postcard, in person, form from co. clerk	county clerk	1 day before election	7:30 p.m. election day	yes	15 days before to 7:30 election day
CALIFORNIA	yes	yes	m, b, anyone unable to get to poll election day	letter, postcard, in person	registrar of voters, county clerk	7th day before election	close of polls election day	yes	from 29th day before to close of poll
COLORADO	yes	yes	d, s, m, b, t	letter, postcard, in person	county clerk	5:00 p.m. Fri. before election	7 p.m. election day	yes	during regular business hrs. of city clerk
CONNECTICUT	yes	yes	d, s, m, r, anyone absent from state, moved within state	official application or FPCA	town clerk	day before election	8 p.m. state & national elec. day	yes	up to day before elec., in town clerk's office
DELAWARE	yes	yes	d, s, m, b, t	by affidavit	county dept. of elections	noon — day before election	noon, day before election	yes	30 days
FLORIDA	yes	yes	d, s, m, b, t	request application by letter, postcard, in person	supervisor of elections	5 p.m. day before election	7 p.m. election day	yes	up to 45 days before election if ballots are ready
GEORGIA	yes	yes	d, s, m, b, t, election officials	letter, postcard, in person — application must be written	county board of registrars	more than 300 mi. away-5 days before elec.; others-day before	7 p.m. election day	yes	up to 5 p.m. day before election
HAWAII	yes	yes	d, s, m, b, t, anyone living more than 10 miles from polls	letter, postcard, in person	city or country clerk's office	4:30 p.m., 7th day before election	6 p.m. election day	yes	7 days before to 1 day before election
IDAHO	yes	yes	d, s, m, b, t	letter, in person	county clerk	5 p.m. day before election	8 p.m. election day	yes	60 days before election
ILLINOIS	yes	yes	d, t, those observing religious holiday	by mail or in person	board of election commissioners	30 days to 5 days before election	in time to be delivered to polls	yes	to election day
INDIANA	yes	yes	d, s, m, b, t	by application	county election board	Sat. before election	close of polls election day	yes	30 days before election to Sat. before election
IOWA	yes	yes	d, s, m, b, t	letter, postcard, in person	county commissioner	day before election	8 p.m. election day	yes	no more than 40 days before election
KANSAS	yes	yes	d, m, anyone out of county	by application	county election officer	written-5 days before election; for d-noon, election day	close of polls election day	yes	Tues. to Mon. noon prior to election
KENTUCKY	yes	yes	d, s, b, t	letter, postcard, in person	county clerk	7 days before election	3 p.m. election day	yes	after ballot is ready, to 7 days before election
LOUISIANA	yes	yes	s & spouse, m & spouse, merchant marines, civilian U.S. employees overseas, religious & welfare orgs. with armed forces	letter, in person, military form card	New Orleans: civil sheriff, parishes: clerk of court	between 60th & 7th day before election	in time to be delivered to polls with election equipment	yes	between 19th & 6th day before election
MAINE	yes	yes	d, s, m, b, t, r	phone, letter, postcard, in person	town, city or plantation clerk	none	8 p.m. election day	yes	when ballots are ready
MARYLAND	yes	yes	d, s, m, b, t, emergency ballot for illness, injury or death in immediate family	request application by phone, letter, postcard, in person	local election board	7 days before election; emergency ballots to election day	8 p.m. election day	yes	when ballots are ready, through election day
MASSACHUSETTS	yes	yes	d, s, m, b, t	personal written req., state or fed. postcard form, in person	city or town clerk or election commissioner	noon of day before election	close of polls election day	yes	when ballots are ready
MICHIGAN	yes	yes	d, s, m, b, t, r, over 65	letter, postcard, in person, by special form from clerk	local clerk	2 p.m. Sat. before election	close of polls election day	yes	75 days before, to 2 p.m. Sat. before election
MINNESOTA	yes	yes	d, s, m, b, t	phone, letter, postcard, in person	county auditor	1 day before election	8 p.m. election day	no	—
MISSISSIPPI	yes	yes	d, s, m, e	req. application form by phone, letter, postcard, in person	county registrar & city clerk	in order to meet deadline for receipt of ballot	noon, Mon. before election	yes	up to noon 2 days before election
MISSOURI	yes	yes	d, m, b	letter, postcard, in person	county clerk or board of election commissioners	by mail-4 days before election; in person-day before	4 p.m. day before election	yes	within 30 days before election
MONTANA	yes	yes	t	request application by letter or in person	county clerk & recorder (st. or co. elec.) municipal clerk (mun. elec.)	varies with type of election	close of polls election day	yes	when ballots ready — to noon day before election
NEBRASKA	yes	yes	d, s, m, b, t	letter	county clerk or election commissioner	4 p.m. Fri. before election	10 a.m. 2nd day after election	yes	35 days before til 4 p.m. day before election
NEVADA	yes	yes	d, s, m, b	letter, postcard, in person, authorized representative with statement of disability	county clerk	Tues. before election	close of polls election day	yes	to Tues. before election
NEW HAMPSHIRE	yes	yes	d, any qualified voter absent from town	phone, letter, in person	town or city clerk	any time before election	close of polls election day	yes	any time to close of polls
NEW JERSEY	yes	yes	d, s, m, b, all temporarily out of state	letter, in person	county clerk	7 days before election	8 p.m. election day	yes	6 or fewer days before election
NEW MEXICO	yes	yes	d, s, m, b, t	request form by phone, letter, postcard, in person	county clerk	outside continental U.S. — 28 days; within continental U.S. — 10 days	7 p.m. election day	yes	to 5 p.m. Thurs. before election
NEW YORK	yes	yes	d, s, m, b, t, persons in jail awaiting trial, misdemeanants	phone, letter, postcard, in person	county board of elections	7th day before election	noon, day before election	no	—
NORTH CAROLINA	yes	yes	d, s, m, b, t	letter, in person	executive secretary or chairman of election board	Wed. before election	6 p.m. day before election	yes	60 days before to 6 p.m. Wed. before election
NORTH DAKOTA	yes	yes	d, s, m, b, t	letter, postcard in person	county auditor	day before election	postmarked before election day	yes	20 days before to election day
OHIO	yes	yes	d, s, m, b, t, r, e, over 62, certain incarcerated persons	in writing or in person	board of elections	12 noon 3 days before election	close of polls election day	yes	'til polls close on election day
OKLAHOMA	yes	yes	d, m, t, residents living temporarily abroad	by mail or in person	secretary of county election board	Wed. before election	7 p.m. election day	no	—
OREGON	yes	yes	d, s, m, b, t, anyone unable to get to polls election day	letter, postcard, in person	county clerk	8 p.m. election day	8 p.m. election day	yes	no more than 60 days before election
PENNSYLVANIA	yes	yes	d, s, m, b, t	request application by mail	county board of elections	5 p.m. Tues. before elec.; emergency application, 5 p.m. Fri. before	5 p.m. Fri. before election	yes	50 days before to 5 p.m. Tues. before election
RHODE ISLAND	yes	yes	d, those outside the state	special application	secretary of state	21 days before election	9 p.m. election day	no	—
SOUTH CAROLINA	yes	yes	d, s, m, merchant marine, U.S. government employees overseas, transportation workers, Red Cross & USO out of county	letter, postcard, in person, application form	county registration office	no fixed date	close of polls election day	yes	15 days before to noon 3rd day before election
SOUTH DAKOTA	yes	yes	all eligible voters unable to attend	letter; FPCA; state or local form	official in charge of election	no fixed date	close of polls election day	yes	'til polls close on election day
TENNESSEE	yes	yes	any qualified voter who'd otherwise be unable to vote	letter, postcard, in person	county election commission	7 days before election	close of polls election day	yes	20 days to 5 days before election
TEXAS	yes	yes	t, d, — with dr's certificate	letter, FPCA, application form	county clerk	4th day before election	before 1 p.m. election day	yes	20th to 4th day before election
UTAH	yes	yes	d, s, m, b, t	phone, letter, postcard, in person	county clerk	within 30 days of election	noon election day	yes	before election day
VERMONT	yes	yes	everyone legally registered	letter, in person, by phone	registrar or secretary of electoral board	4 days before election	close of polls election day	yes	before 9 p.m. 4th day before election; emergency — noon day before
VIRGINIA	yes	yes	d, s, m, merchant marine, citizens working overseas; t-in person only	in person or by mail	in person — registrar or sec. of electoral board; by mail — sec. of electoral board	5 days before elec. by mail; 3 days in person	in time to be counted election day	yes	40 to 3 days before election
WASHINGTON	yes	yes	any elector	application form, letter, postcard, in person	county auditor	day before election	postmarked elec. day; received 15 days after (10 days primary)	yes	usually up to day before election
WEST VIRGINIA	yes	yes	d, s, m, b, t, anyone required to be absent during voting hrs.	application	clerk of the circuit court	4th day before election	in time to be delivered before close of polls	yes	15 days before to Sat. before election
WISCONSIN	yes	yes	any qualified elector unable to vote in person	in writing or in person	municipal clerk	5 p.m. Fri. before elec. — by mail; day before — in person	in time to be delivered at close of polls	yes	3 mos. before to 5 p.m. day before election
WYOMING	yes	yes	all persons	phone, letter, postcard, in person, by agent	county clerk	before election day	in time to be delivered by close of polls	yes	15-7 days before election
DISTRICT OF COLUMBIA	yes	yes	d, s, m, b, t	letter, postcard, in person	chief registrar	15-7 days before election	8 p.m. election day	yes	when ballot is available
PUERTO RICO	no	yes	m, s, resident working by contract outside PR	letter, postcard, in person	general supervisor of elections	30 days before election	before election day	no	—
VIRGIN ISLANDS	yes	yes	s, m, b, t, spouses of m	letter, in person, by agent	supervisor of elections	20 days before election	close of polls election day	no	—

[1974]

st. paul league of women voters citizens guide



st. paul - ramsey government

ST. PAUL: 1839 TO 1974

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Tourists from the South and East took "fashionable tours" up the river to see St. Paul's bluffs towering over the lush Mississippi River valley. Today visitors can enjoy the panorama seen from parks atop the bluffs — Cherokee, Battle Creek and Mounds Parks. An emerging emphasis on environmental preservation finds St. Paul weighing its traditional industrial use of the river against pollution problems and recreational possibilities.

As capital of the Minnesota Territory (1849), St. Paul became the area's political center. Alexander Ramsey, a Pennsylvanian, was appointed territorial governor by President Zachary Taylor. His home, preserved and given by his granddaughters to the Minnesota Historical Society, serves as a living museum of that era.

Thousands of pioneers came to the St. Paul area in the 1860's attracted by the prospect of a new trade territory and Homestead Act land. Earliest settlers came from the East and New England. German and Irish settlers formed the first wave of foreign born immigration; next came Scandinavians. Members of each group tended to settle together. Even today St. Paul is made up of small neighborhoods, many of which retain an early ethnic character.

Blacks, Chicanos and American Indians have contributed to the rich cultural diversity of St. Paul. The first black migration, from the rural South, occurred early in this century; a second group came from highly urbanized centers such as Chicago and Kansas City. Many more Southern blacks have come to St. Paul in the past twenty years. Mexican Americans settled on the river flats and established the old Our Lady of Guadalupe church. As industry encroached many moved to the hills above, building a new church and preserving a culture not usually found in the Midwest. American Indians, who have given the area a rich historical background, live throughout the city but have organized into several groups dedicated to social progress for Indians and preservation of Indian culture.

By 1858 Minnesota attained statehood and adopted its Constitution. St. Paul became the capital through much political maneuvering. Early capitol buildings were located near the site of the present Arts and Science Center at Tenth and Cedar. Architect Cass Gilbert designed the present capitol building.

(continued on last page)

ELECTED COUNTY OFFICIALS

OFFICE	TERM (years)	DUTIES
Commissioner (6)	4	Sets policy, adopts county budget, administers county business, manages county property and funds
Abstract Clerk	4	Keeps title records on lands
County Attorney	4	Legal adviser to all boards and officials of county, prosecutor for the state in Ramsey County
District Judge (12)	6	See text — Section: Courts
Sheriff	4	Chief law enforcement officer, collects delinquent taxes, maintains jail, furnishes court bailiffs, transports prisoners, maintains rural patrol
Probate Judge	6	See text

NOTE: For salaries see YOUR ELECTED OFFICIALS, a St. Paul League of Women Voters publication.

ST. PAUL 1839-1974

COUNTY OFFICIALS

COUNTY GOVERNMENT STRUCTURE

COUNTY GOVERNMENT

COUNTY BOARDS

CITY-COUNTY

EDUCATION

COURTS

CITY GOVERNMENT STRUCTURE

CITY OFFICIALS

CITY GOVERNMENT

CITY FINANCE

CITY FINANCE

CITY CHARTER

SPECIAL PURPOSE CITY AGENCIES AND DISTRICTS

ELECTION LAWS

METRO COUNCIL

METRO AGENCIES

LEGISLATIVE MAP

MEETING SCHEDULE

ST. PAUL: 1839 TO 1974

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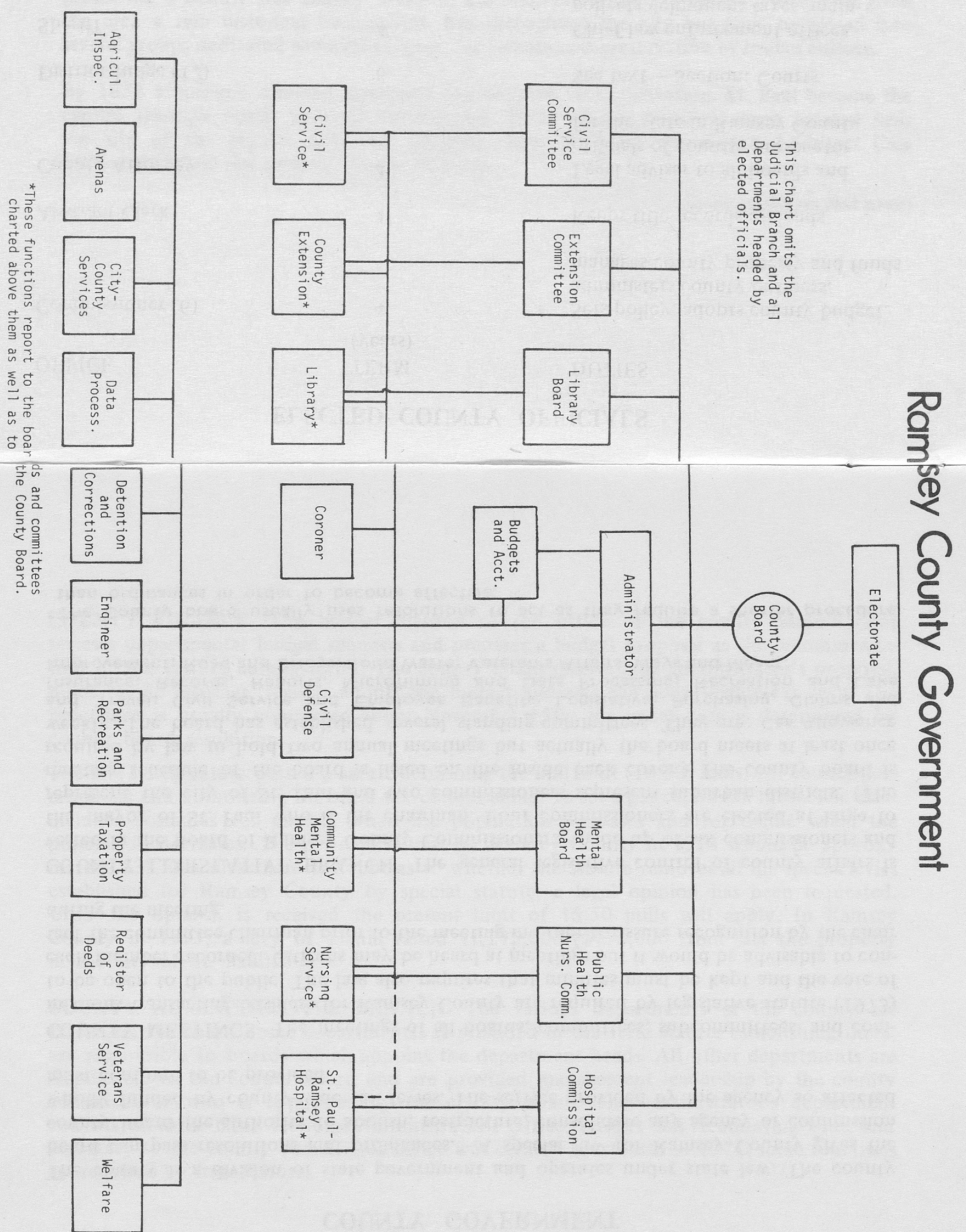
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COUNTY GOVERNMENT STRUCTURE

COUNTY GOVERNMENT

COUNTY BOARDS

CITY-COUNTY

EDUCATION

COURTS

CITY GOVERNMENT STRUCTURE

CITY OFFICIALS

CITY GOVERNMENT

CITY FINANCE

CITY FINANCE

CITY CHARTER

SPECIAL PURPOSE CITY AGENCIES AND DISTRICTS

ELECTION LAWS

METRO COUNCIL

METRO AGENCIES

LEGISLATIVE MAP

MEETING SCHEDULE

ST. PAUL: 1839 TO 1974

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COUNTY GOVERNMENT

The county is a division of state government and operates under state law. The county board can pass resolutions and ordinances.* A special law for Ramsey County gives the county board the authority to abolish, restructure, consolidate any agency or commission wholly funded by county-wide tax levies. The service provided by the agency so affected must continue to be provided.

COUNTY MEETINGS The meetings of all boards, committees, subcommittees and commissions transacting business for Ramsey County are required by legislative statute (1973) to be open to the public. The law also requires that minutes must be kept and the vote of each member recorded. Citizens may be heard at meetings but it would be advisable to contact the committee chairman prior to the meeting in order to assure recognition by the chair during the meeting.

COUNTY LEGISLATIVE BRANCH The general legislative control of county affairs is vested in the Board of Ramsey County Commissioners, made up of six commissioners and the mayor of St. Paul who is the chairman. Four commissioners are elected at large to represent the city of St. Paul and two commissioners represent suburban districts. (The meeting schedule of the board is listed on the inside back cover.) The county board is required by law to hold two annual meetings but actually the board meets at least once weekly. The board has established several standing committees. They are: Car Allowance and Travel; Civil Service and Employee Benefits; Legislative; Purchasing, Claims and Insurance; Records, Reports, Microfilming and Data Processing; Recreation and Lake Improvement; Road and Bridge; Solid Waste; Veteran's Affairs; Ways and Means.

*The County board usually uses resolutions to act as they require a shorter procedure than ordinances in order to become effective.

COUNTY FINANCE The budget division of the office of the county administrator reviews departmental budget requests and prepares a budget proposal as the recommendation of the county administrator. The county board receives the administrator's proposal, holds public hearings, revises, adopts the budget and sets the county-wide tax levy. The procedure is usually completed about November 15th; the exact date is determined by county board resolution.

The 1973 Legislature passed a statute abolishing the mill limit (16.50) mills for county governments and authorizing the state tax commissioner to set a per capita tax limit. The limit includes formulas for growth when the population increases and for decline when the population decreases. The per capita limit for Ramsey County in 1974 would be approximately \$33. Because there is doubt as to whether the statute removes all the special levies established for Ramsey County by special statute, a legal opinion has been requested. Until the opinion is received the present limit of 16.50 mills will apply. In Ramsey County in 1973, a levy of 1 mill raised \$1,275,000 (\$795,000 from just the property in the city of St. Paul).

COUNTY ADMINISTRATIVE BRANCH The various departments of the county are shown on the chart. Some departments, as provided in the state statute establishing them, are responsible to boards which appoint the department heads. All other departments are responsible to the county board and are provided management leadership by the county administrator who is appointed by the county board. The administrator's department consists of three basic sections: Administrator's Office, Budget and Accounting Unit, and Secretary to the county board. This office was created by statute in 1971; some functions are required by state statute.

COUNTY GOVERNMENT

COUNTY BOARDS

CITY-COUNTY

EDUCATION

COURTS

CITY GOVERNMENT STRUCTURE

CITY OFFICIALS

CITY GOVERNMENT

CITY FINANCE

CITY FINANCE

CITY CHARTER

SPECIAL PURPOSE CITY AGENCIES AND DISTRICTS

ELECTION LAWS

METRO COUNCIL

METRO AGENCIES

LEGISLATIVE MAP

MEETING SCHEDULE

ST. PAUL: 1839 TO 1974

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COUNTY ADMINISTRATIVE BOARDS In addition to the board of county commissioners there are a number of special boards, committees or commissions which conduct specific affairs of the county. They are:

CIVIL SERVICE COMMISSION The commission is composed of three members appointed for staggered six-year terms by the county board. They direct the operation of the civil service department whose objective is to provide comprehensive central personnel administration for all county departments. The commission holds hearings, hears grievances. Members are paid \$35.00 per diem.

COMMUNITY MENTAL HEALTH BOARD This nine-member (established by statute) board consists of three major components: community programs, mental health clinic, hospital related services. It contracts to provide services in the community for those with problems related to mental illness, mental retardation or chemical dependency. The board members are appointed by the chairman of the county board for three-year staggered terms and receive \$35.00 per diem.

COUNTY LIBRARY BOARD The suburban Ramsey County Public Library is governed by a library board of five citizens appointed for three-year terms by the board of county commissioners. The library board (established by statute in 1971) appoints the library director, prepares the budget, and has statutory power to levy up to 5 mills on property outside the city of St. Paul for operating expenses and to levy up to 1 mill annually for capital expenditures. St. Paul has its own library system. The board usually meets once a month and members receive \$5.00 per meeting.

COUNTY WELFARE BOARD The Welfare Department is a state supervised, county administered agency. The County Welfare Board, reorganized in 1971 to consist of county board members, is a policy making board with budget adopting powers.

EXTENSION COMMITTEE The Extension Department operates under a nine-member committee with chairman of the county board as chairman. They provide basic information to residents of Ramsey County on agriculture and homemaking.

PARKS AND OPEN SPACE COMMISSION The commission was created by special statute in 1971. The county board serves as this commission. Its duties include governance of park, open space and recreational areas in Ramsey County, the issuance of general obligation bonds to purchase land for the program, and the levy of taxes to finance the system.

PUBLIC HEALTH NURSING COMMITTEE The committee is being reorganized because of the merging of Ramsey County Nursing Service and Family Nursing Service.

ST. PAUL RAMSEY COUNTY CRIMINAL JUSTICE ADVISORY COMMITTEE Its objective is to improve the law enforcement, criminal justice and related agencies' capabilities in the area of criminal justice and to reduce the incidence of crime while assuring the protection of individual rights of the citizens of St. Paul and Ramsey County. The committee is comprised of 24 members — officials from criminal justice agencies, related agencies and citizens appointed by the mayor of St. Paul for indefinite terms; they receive no salary.

ST. PAUL-RAMSEY HOSPITAL AND SANITARIUM COMMISSION The St. Paul Ramsey Hospital and Medical Center operates under a 13-member commission of four county commissioners and nine citizen members each nominated from a county senatorial district by the senator of the district but appointed by the county board for staggered three-year terms. The commission, reorganized by state statute in 1973, proposes the budget, sets rates, has responsibility for both administration and policy, and appoints a chief executive officer to serve at its pleasure. Citizen members receive \$35.00 per diem up to \$1,000 per year.

COUNTY BOARDS

CITY-COUNTY

EDUCATION

COURTS

CITY GOVERNMENT STRUCTURE

CITY OFFICIALS

CITY GOVERNMENT

CITY FINANCE

CITY FINANCE

CITY CHARTER

SPECIAL PURPOSE CITY AGENCIES AND DISTRICTS

ELECTION LAWS

METRO COUNCIL

METRO AGENCIES

LEGISLATIVE MAP

MEETING SCHEDULE

ST. PAUL: 1839 TO 1974

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SPECIAL BOARDS CREATED BY THE 1973 LEGISLATURE

GILLETTE CHILDREN'S HOSPITAL AUTHORITY This is a seven-citizen member board appointed by the governor, and has the authority to oversee the merger of the Gillette State Hospital for Crippled Children of St. Paul with the St. Paul Ramsey Hospital.

RAMSEY COUNTY LOCAL GOVERNMENT STUDY COMMISSION The 1973 Legislature created this ad hoc commission of 38 members, each a resident of Ramsey County and appointed by a legislator of his district. Its duties are: to "conduct research and study to determine the need, if any, for the consolidation, separation, addition, removal or other revision" of any governmental unit or agency in Ramsey County; to draft plans for the solution of any problems it finds. The commission expires January 31, 1975.

JOINT CITY-COUNTY FUNCTIONS

JOINT COURT HOUSE AND CITY HALL MAINTENANCE The objective is to provide for the proper care and management of the Court House and City Hall building. The operations of the building are under the control of a six-member Court House and City Hall committee — three members from the Ramsey Board of County Commissioners and three members from the St. Paul City Council. The mayor of St. Paul appoints the committee members and also serves as chairman.

PURCHASING DEPARTMENT Ramsey County contracts for the use of the services of the Purchasing Department of the City of St. Paul. The fee is established through negotiation and the budgeted sum paid to the city.

JOINT CITY-COUNTY SERVICES The object is to provide service to the City of St. Paul and the County of Ramsey in three areas: Microfilming, Duplicating and Messenger Services. It is jointly funded by city and county on a 50-50 basis.

ST. PAUL INDEPENDENT SCHOOL DISTRICT # 625

St. Paul Independent School District # 625 was established in July 1965 by a citizen referendum. The boundaries of the district are coterminous with those of the city. It is governed by the St. Paul Board of Education, composed of seven unsalaried members elected at large in the spring of even numbered years for four-year staggered terms. The board adopts the annual school budget, certifies the amounts of school levies, proposes bond issues for school construction subject to voter approval and sets policy for the schools. All the secondary schools are accredited by the North Central Association.

There are 61 elementary schools. Replacement and consolidation under a \$25.2 million building program will reduce the number to 57 by 1974-75, of which over half are new since 1968. There are five senior high schools, four combined junior-senior high schools, nine junior high schools and one K-12 open school. A \$13 million building program will replace three of the older high schools by 1975-76. The total budget for schools in 1973-74 is \$68.8 million. State law sets a levy limit for general school operating expenses of 58.6 mills. In 1973-74, 50.8 mills were required to raise the portion of the budget within the limitation. The bonding limit of the district is 10% of the total market value of property in the district or about \$286 million. Current district indebtedness, including the above programs, is \$96 million. A higher average cost per pupil of \$1200, as compared to the state average of \$807, reflects the greater number of programs and services available to the district's students as well as the higher cost of living in an urban area.

Two school board policies facilitate both desegregation and specialized educational experiences: enrollment and learning centers. Open enrollment allows a child to apply for enrollment outside his neighborhood wherever classroom space is available. Learning centers either for geographically limited elementary school clusters or the city wide clusters for secondary schools offer each student a chance to take a course of special interest to him. To attend a center, a student is taken by school bus from his home to the center.

(continued on next page)

CITY-COUNTY

EDUCATION

COURTS

CITY GOVERNMENT STRUCTURE

CITY OFFICIALS

CITY GOVERNMENT

CITY FINANCE

CITY FINANCE

CITY CHARTER

SPECIAL PURPOSE CITY AGENCIES AND DISTRICTS

ELECTION LAWS

METRO COUNCIL

METRO AGENCIES

LEGISLATIVE MAP

MEETING SCHEDULE

ST. PAUL: 1839 TO 1974

From Pig's Eye to Red Rock – log cabins to the modern Capital Centre – St. Paul has spanned more than a century.

St. Paul's first settlement (1839) was known as "Pig's Eye", named for Pierre (Pig's Eye) Parrant, a whiskey trader. Father Lucien Galtier, a Roman Catholic missionary, established a log chapel (1841) dedicated to "St. Paul, apostle of the nations", thus permanently naming the growing community.

By 1860 its population was 10,401. A 1972 population estimate was 313,206 with a suburban count of 180,730 making Ramsey County's total population 493,936.

The state plays a role in supervising public education. Each biennium, the legislature sets the dollar amount of foundation aid paid to school districts. The district receives other aids such as vocational and special education costs. St. Paul receives about 41% of its school revenues from state sources. The state board of education has set regulations having the force of law to require that no school maintain more than a 30% minority population except with written permission of the state commissioner of education.

COURTS

DISTRICT COURT

The Minnesota Constitution establishes the system of district courts. The state has ten judicial districts; Ramsey County is the 2nd Judicial District with twelve judges. Except for judges assigned to the juvenile and family courts, the judges rotate their duties each month. District courts have original jurisdiction in all civil cases and in criminal cases for felony and misdemeanor charges. They hear appeals. Juvenile and family courts are divisions of the district court. Family court hears all matters related to divorce and paternity actions. The courts are deemed to be open every day except Saturday, Sunday and holidays. Judges must be attorneys at law.

The court administrator serves at the pleasure of the majority of the judges and performs the administrative duties of the court under the supervision of the judges. The clerk of court keeps all court records and assigns a deputy court clerk to each judge. All civil actions over \$6,000 and all felony prosecutions begin in the clerk's office.

PROBATE COURT

Probate court has jurisdiction over the estates of deceased persons and persons under guardianship. It appoints and supervises the guardians. The judge must be an attorney at law.

MUNICIPAL COURT

The municipal court of St. Paul established by state statute holds jury trials both for criminal matters involving violations of state laws and for civil cases where the claim is up to \$6,000. Criminal matters arising under the city charter or city ordinances are not tried by jury except where city and state ordinances are the same, as in some traffic violations. Then a jury trial may be held. Jurisdiction of the court extends to the boundaries of the county. It is a court of record. Its decisions are reviewed directly by the Supreme Court. Judges must be attorneys at law.

RAMSEY COUNTY COURT

As a result of a 1973 state statute, beginning in January, 1975 all municipal courts of Ramsey County will be merged to form a unified county court.

CONCILIATION COURT

The conciliation court of St. Paul established by state statute is a court of record and separate from municipal court even though the judges of municipal court serve in rotation as the conciliation judges. The court hears, without a jury, civil cases involving claims up to \$500.

JURIES

Ramsey County has two juries: the grand jury composed of 16-23 jurors serves four months; the petit or trial jury serves two weeks or until a case is completed. All jurors receive nominal fees plus mileage.

The grand jury hears evidence and decides if the accused person shall stand trial. The grand jury may examine, report and recommend changes in the conditions of the county institutions. The petit jury hears evidence and determines by verdict any question of fact within the jurisdiction of the court.

A total of 125 names from city and suburban directories is drawn for grand jury duty and 7500 names for petit jury during each term of court. The petit jury panel also serves the needs of the municipal courts of the city of St. Paul.

COURTS

CITY GOVERNMENT STRUCTURE CITY OFFICIALS

CITY GOVERNMENT CITY FINANCE

CITY FINANCE CITY CHARTER

SPECIAL PURPOSE CITY AGENCIES AND DISTRICTS

ELECTION LAWS METRO COUNCIL

METRO AGENCIES LEGISLATIVE MAP

MEETING SCHEDULE

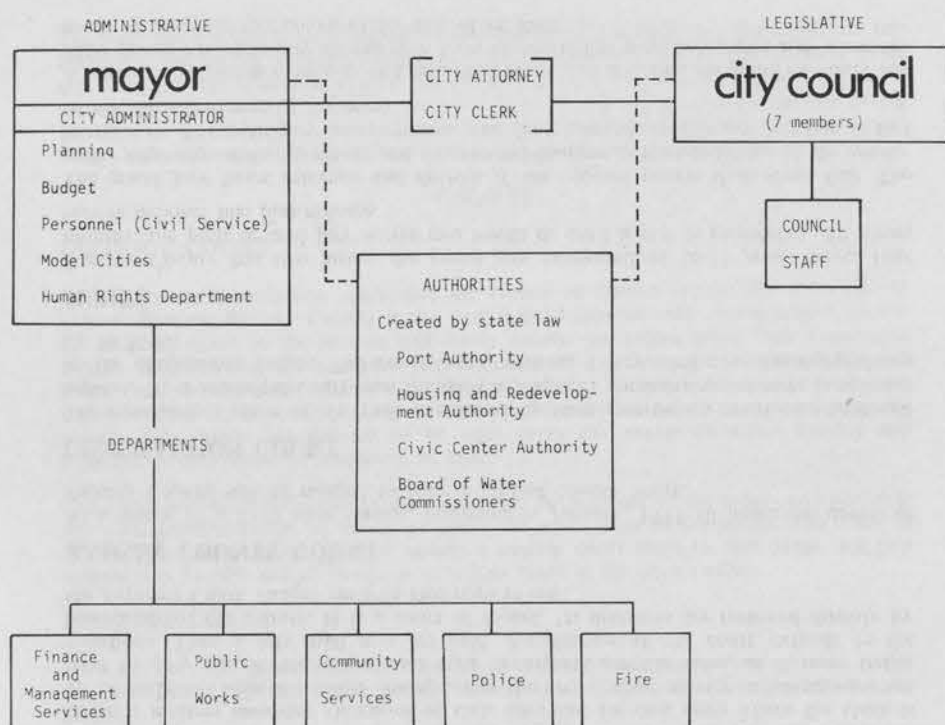
ST. PAUL: 1839 TO 1974

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St. Paul City Government



MAJOR FUNCTIONS OF CITY DEPARTMENTS

COMMUNITY SERVICES

Dog Pound, Health, Housing and Building Codes, Libraries, Municipal Athletics, Parks, Pollution Control, Recreation, Youth Service Bureau, Zoo and Conservatory

FINANCE AND MANAGEMENT SERVICES

Accounting, Assessments, Licenses and Permits, Property Management, Purchasing, Treasury

FIRE AND SAFETY SERVICES

Fire Fighting Paramedic Service (Emergency Ambulance Service), Safety Services

POLICE

Law Enforcement, Traffic Control

PUBLIC WORKS

Bridges, Sewers, Snow Plowing, Solid Waste Collection, Streets and Sidewalks, Street and Traffic Lights, Weed Control

ELECTED CITY OFFICIALS

OFFICE	TERM (years)	DUTIES
Mayor	2	Is the chief executive of the city.
Councilman (7)	2	Serves as a legislator for the city.
Municipal Judge (5)*	6	See: Courts
Member of Board of Education (7)	4	Adopts annual school budget, proposes bond issues for school construction subject to voter approval and sets policy for the schools.

NOTE: The Justice of the Peace offices have been abolished by state statute which will take effect January 1, 1975. Duties of constables have also been abolished.

*Effective in January, 1975, by state statute, Ramsey County municipal courts will be merged. There will be 11 municipal judges serving St. Paul and suburban Ramsey County communities on a rotating basis. Municipal judge terms expiring in June 1974, are automatically extended until January 1975.

For more information, call the City Election Bureau, 298-5441 or St. Paul League of Women Voters, 222-3178.

CITY GOVERNMENT STRUCTURE CITY OFFICIALS

CITY GOVERNMENT

CITY FINANCE

CITY FINANCE

CITY CHARTER

SPECIAL PURPOSE CITY AGENCIES AND DISTRICTS

ELECTION LAWS

METRO COUNCIL

METRO AGENCIES

LEGISLATIVE MAP

MEETING SCHEDULE

ST. PAUL: 1839 TO 1974

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CITY ORGANIZATION

St. Paul, incorporated as a municipality in 1854, is governed according to state law and the charter of the city. The present charter was approved by voter referendum and became effective June 1972. Since then St. Paul has been governed by eight full-time officials, seven council members and the mayor, all elected at large for two-year terms. The council is charged solely with legislating for the city; the mayor with administering the city departments.

CITY LEGISLATIVE BRANCH

Seven council members comprise the legislative body of the city. One member is elected by the council to be its president. Each member serves on several of the council's committees which are: City Development, Community Services and Elections, Energy and Environment, Finance and Sinking Fund, Legislative, Licensing and Public Safety, Management and Personnel, Public Works, and Utilities. The committee schedule is listed on the back cover.

The council legislates by passing either ordinances (city laws) or resolutions (all other official acts). A simple majority is required. The council grants licenses, zones property, revises and adopts the city budget, and confirms mayoral appointments. A mayoral veto can be overridden by five votes out of the seven. Council members serve as some of the commissioners on the quasi-independent agencies of the city: Port Authority, Housing and Redevelopment Authority, Water Department, Civic Center Authority.

Council meetings are held Tuesday through Friday at ten o'clock in the morning in the council chambers. Special council meetings are sometimes held and may be anywhere in the city. Staff of the city attorney and the city clerk attend each council meeting. All council meetings, council committee meetings, and public hearings are required to be open to the public. Citizens may address these sessions at times prescribed by the chairman. They may also be heard at the end of each council meeting on general matters.

The journal of the council is the written record of council business. It is a public record open to citizen inspection in the office of the city clerk.

NOTE: As this book goes to press, the city council just passed an ordinance designating each council seat by a number or alphabet letter. Each incumbent will occupy one place. Anyone wishing to oppose a particular member will file as a candidate for the designated council seat.

CITY ADMINISTRATIVE BRANCH

The mayor is the head of the executive branch of city government. He has the right to attend and participate in council meetings but he has no vote on the council. He may approve or veto council ordinances and resolutions. He is required to deliver at the beginning of his term of office a "state of the city" message to the council. He proposes the budget to the council. Subject to council approval he makes the following major appointments: the city attorney, the city clerk, the fire chief, the heads of the executive departments*, the city administrator, the budget director, the city planning coordinator, members of various boards and commissions. The mayor also appoints his personal staff.

The city administrator is responsible to the mayor for the proper operation of all city departments including the day to day supervision. Five city departments have been established by council ordinance. (The city charter would permit the council to establish up to six of them.) They are: Community Services, Fire, Finance and Management Services, Police, Public Works.

The budget director plans, organizes and directs the preparation of a complete financial plan for the city. This plan, following the policies of the mayor, is the basis for the mayor's budget proposal.

The persons appointed as the city administrator, the budget director, the planning coordinator and the directors of the executive departments must meet educational and professional qualifications as prescribed by council ordinance.

*The police chief, who is head of the department of police, is appointed as prescribed by the city charter. The mayor appoints a special committee of three persons to establish the criteria for the position. The committee supervises the examination of the applicants. It submits a list of the three highest to the mayor. The mayor appoints one of them, with council approval, for a term of six years.

CITY FINANCE

The charter requires that the financial plan submitted by the mayor to the council shall include: the annual operating budget of the city; the budget proposed for capital improvements; the budget of city-owned utilities, facilities and self-supporting departments. (The charter also requires that revenues derived from water department operations, the civic center and the library be placed in separate special funds to be used only for water, civic center or library purposes.) The council may revise the budget as it deems fit. It shall assess, levy and collect the taxes required to finance the budget it adopts. The charter prohibits the levy or collection of any sales tax on clothing, food, rent or fuel or of any income tax or pay roll tax (exception: 3% hotel-motel-restaurant tax). The charter limit of 49.505 mills has been superseded by state law which permits a larger levy. Not included

CITY GOVERNMENT

CITY FINANCE

CITY FINANCE

CITY CHARTER

SPECIAL PURPOSE CITY AGENCIES AND DISTRICTS

ELECTION LAWS

METRO COUNCIL

METRO AGENCIES

LEGISLATIVE MAP

MEETING SCHEDULE

ST. PAUL: 1839 TO 1974

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within these limits are levies needed for pension payments, health and welfare payments for city employees, police and firemen's relief, Port Authority administration, debt service and debt retirement. In addition to money raised by a mill levy on the assessed valuation of taxable property in the city, money for city expenses comes from licenses and fees, permits, fines, aids and grants, charges for services, federal revenue sharing funds, a gross earnings tax paid by franchise holders, and special taxes-state collected.

Council ordinance sets the calendar to be followed in preparing the budget. It requires that by October 1 the mayor shall submit his budgets to the council. Council committees are assigned to review thoroughly each departmental and agency request. The whole council holds a public hearing on the budget, usually continued from day to day for several days. All budget review meetings are open to the public. Council hearings must be completed and council budget revisions made so that the budget is adopted no later than October 25. No later than November 15, the council shall certify to the county auditor the tax levy resolution showing the amount to be provided by the property tax to finance the budget.

CAPITAL IMPROVEMENTS Funds for capital improvements come from many sources and authorizations. Major sources of funds are: payments of assessments against benefited property; county aid for maintenance and construction of a specified system of streets to provide county-wide service; federal grants for specific projects; federal revenue sharing funds; Minnesota Highway Department; municipal state aid for streets; Port Authority financing; water pollution abatement funds authorized by state law; urban renewal bonds; capital improvement bonds. A special statute enables the city to issue annually general obligation bonds for city capital improvements up to four and a half million dollars. Authority to issue them expires in 1976.

The capital improvement program covers all improvements regardless of the source of the financing. The city planning coordinator and his staff review each program request with the agency making it. The request is ranked on a priority basis. Citizens serving as the Long-Range Capital Improvements Budget Committee and as the City Planning Commission advise the mayor also on recommendations regarding priorities and needs. A plan is drawn for a five-year period so as to coordinate and plan the improvements needed in all governmental areas within the city. The mayor's proposal is then given to the council for its consideration and action.

CITY CHARTER

In 1896 an amendment to the Minnesota Constitution established home rule for any city, township or municipality. It basically states the right of citizens to designate their own form of government provided it is in accord with state laws. It permits a municipality to have a charter commission. Members of the charter commission are appointed by the senior judge of the district court to serve four-year staggered terms. The commission has the responsibility to study, consider and propose changes in the city charter.

Amendments to the city charter are made by: (1) a proposal of the city charter commission being placed on the election ballot and approved by 51% of those voting on the issue*; (2) a proposal made by petition of the registered voters being placed on the ballot and approved by 51% of the voters voting on the issue; (3) a proposal of the city council to amend by ordinance subject to review by the charter commission and referendum by the electorate only on petition; (4) a charter commission recommendation to the city council that it amend by ordinance without voter approval. (Public hearing is called and council approval must be unanimous. A petition of 2,000 can force a referendum of the charter commission's recommendation.)

In 1970 the charter commission proposed a completely rewritten charter which incorporated a strong mayor-council form of government. The voters approved its adoption and the new charter became effective in June, 1972.

Changes in city charters and city laws are also enabled by state statute. A 1958 Home Rule amendment stated that special state legislation directly affecting a specific home rule municipality would not become effective until it is approved by either the city's council or governing body or the citizenry unless the legislature otherwise provided by a general law.

*To change liquor patrol limits specified in the charter, 55% of those voting must approve.

CITY FINANCE

CITY CHARTER

SPECIAL PURPOSE CITY AGENCIES AND DISTRICTS

ELECTION LAWS

METRO COUNCIL

METRO AGENCIES

LEGISLATIVE MAP

MEETING SCHEDULE

ST. PAUL: 1839 TO 1974

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SPECIAL PURPOSE CITY AGENCIES

CIVIC CENTER AUTHORITY The authority is governed by a nine-man commission appointed by the mayor. It includes two council members. Five of the other seven commissioners must be appointed from among names submitted by the guarantors. Except for council members, commissioners serve four-year staggered terms. The commission was established by state statute in 1969 for the purpose of supervising the civic center which was built under the direction of the first authority. The center includes the civic center, a parking ramp, and the old auditorium and theatre. It is supposed to be a self sustaining operation but has yet to break even. The statute provides that if a deficit is incurred any year during the first ten complete years of operation, following final acceptance of the complex by the authority, business community guarantors will contribute up to \$150,000 each year there is a deficit. The authority tentatively accepted the complex as of December 29, 1972. January 1, 1975 is the earliest the city might receive any pledged money from guarantors.

HOUSING AND REDEVELOPMENT AUTHORITY Policy for this agency (HRA) is set by a board of seven commissioners; two are city council members; five are appointed by the mayor, with council consent, to serve staggered five-year terms.

The agency manages and operates all public housing and implements urban renewal and the Neighborhood Development Program (NDP). The HRA works with neighborhood groups in forming policies and priorities. Public housing includes single family sites, high rises for families and the elderly and HOPLIF, a program designed to allow low income families to purchase single family homes throughout the city.

NDP areas are Central Core and Seven Corners, West Midway-South St. Anthony Park, Summit-University, Thomas-Dale and West Seventh Street. Renewal areas are Concord Terrace and the Capital Centre Downtown projects. Phalen Park is designated a federal code enforcement area in which low interest loans help citizens rehabilitate homes in the community.

PORT AUTHORITY The authority was created by special statute of the state to promote commerce in the Port of St. Paul by providing land and facilities for handling, storing and shipping freight. In 1957 the legislature reorganized the PA and enlarged its duties to include industrial development. More recently the authority's duties have been further enlarged to permit it to acquire land anywhere in St. Paul and to be responsible for recreational use of the river and the lands adjacent to it. It is governed by a commission of seven members, appointed by the mayor subject to council approval. Five members serve staggered six-year terms; the other two are council members. Among the projects of the PA are Riverview Industrial Park, Barge Terminal No. 1, and the Red Rock, Southport and Northport Industrial Districts.

BOARD OF WATER COMMISSIONERS The board, originated in 1885 by state statute and continued by the present city charter, has five members: three are council members; two others serve four-year staggered terms. All are appointed by the mayor with council consent. The board and its staff are responsible for the operation and maintenance of the water utility which supplies water not only to the city but also by contractual arrangement to Lauderdale, Falcon Heights, Roseville, Arden Hills, Maplewood, Little Canada, West Saint Paul and Mendota Heights. The water utility is a self sustaining bureau of the city; all of its expenses are met by the fees it charges those to whom it supplies water and related services.

SPECIAL PURPOSE DISTRICTS

RICE CREEK WATERSHED DISTRICT

This special purpose district was created in 1972 as a consequence of the 1955 state law allowing such agencies to be established on petition of the residents or civic officials to the Minnesota Water Resources Board. The district follows the natural watershed boundaries of Rice Creek. It contains land in Washington, Anoka, Ramsey and (a very small portion of) Hennepin Counties. It is governed by a five-member board of managers, serving three-year staggered terms. Two members are appointed by the Ramsey County Board, two by the Anoka County Board and one by the Washington County Board. Board members receive up to \$35 for each meeting attended as well as mileage. The responsibilities of the board relate to Rice Creek and include regulation of water uses, mapping and zoning of flood plains and open space areas, work on and operation of drainage systems and dams. It may acquire property in order to discharge its duties. Its actions are enforceable by order of district court.

In a year of average rainfall the city of St. Paul obtains one third of its water supply from the Rice Creek Watershed; in a dry year, perhaps as little as 10% of the total.

RAMSEY COUNTY SOIL AND WATER CONSERVATION DISTRICT

On September 27, 1973, a referendum was held to establish a soil and water conservation district in Ramsey County, the only county in Minnesota without a district. The district is supervised by five supervisors who serve staggered six-year terms. Two of the initial members were appointed by the state commission. Three more supervisors were elected at a special election in November, 1973.

District supervisors and the district conservationist meet monthly. They receive expenses such as mileage and a compensation of ten dollars per meeting.

The district, a subdivision of the state, is administered by the State Conservation Commission. Technical help is provided by the Federal Soil Conservation Service. The board will plan and help to carry out a broad program of soil and water conservation (and related resources) in the county as related to urban development, protection of lakes and streams and environmental education.

SPECIAL PURPOSE CITY AGENCIES AND DISTRICTS

ELECTION LAWS

METRO COUNCIL

METRO AGENCIES

LEGISLATIVE MAP

MEETING SCHEDULE

ELECTION LAWS

QUALIFICATIONS FOR VOTING

1. Citizen of the United States.*
2. 18 years of age or older by the day of election.
3. Must be registered to vote.
4. Must be resident of Minnesota for a designated period.*

HOW TO REGISTER

1. At any time except during the twenty days preceding an election, a St. Paul voter may register at the election bureau in city hall, at a branch library or when an election nears, in other designated places.
2. On election day a person may register at his voting precinct if he can show proof of residency.
3. Proof of residency is having one of the following:
 - a. a valid Minnesota driver's license with your correct address,
 - b. a valid non-qualification certificate issued by the department of public safety, or
 - c. a registered voter in your precinct identify you.
4. Other voters of Ramsey County register in their village halls.
5. Registration is permanent unless a person fails to vote at least once every four years, changes his name or moves.
6. Absentee registration is permitted. Call the county auditor for information and registration forms.

ABSENTEE VOTING

1. Voting may be done by mail. Registration and application for a ballot must be made prior to election day.*
2. When the voter marks the absentee ballot, he must follow exactly the given directions and have the outer envelope either notarized or attested to by an eligible voter in his county.
3. The absentee ballot must be received by election officials no later than election day.
4. Special rules apply to members of the armed forces.*

VOTING AT THE PRECINCT

Ramsey County has 220 precincts, including 160 in St. Paul. Paper ballots are used in 20 non-city precincts; voting machines are used in all other precincts. Polls are open from 7 a.m. to 8 p.m. The voter in a primary need not disclose his party affiliation but he must choose from among the candidates of only one party.

TIME OF ELECTIONS

In St. Paul a city primary is held in March and a city general election in April every even-numbered year. For county offices the primary is on the first Tuesday after the second Monday in September and the general election is on the first Tuesday after the first Monday of November in even-numbered years.

*For up-to-date information, call the League of Women Voters, 222-3178.

CANDIDATES IN CITY PRIMARY ELECTIONS

Any qualified voter of the city of St. Paul may be a candidate for city office by filing a certificate of candidacy and paying a filing fee of \$50.00 to the city clerk. Mayor and council candidates appear on the ballot with party designation. School board candidates do not pay filing fees and appear on the ballot without party designation.

THE PRECINCT CAUCUS

In Minnesota the precinct caucuses of the two major parties are the beginning of the process required to adopt party platforms, select party officers and endorse candidates for state and national offices. Caucuses are held every even-numbered year before the county conventions. In a presidential year caucuses initiate the selection of delegates to the national conventions. Every eligible voter in a precinct may attend the precinct caucus. The two major parties hold their precinct caucuses on the same day.

METROPOLITAN AGENCIES

As part of a major metropolitan area, St. Paul has problems that cross its boundaries. The legislature defined the metropolitan area to be Ramsey, Hennepin, Scott, Anoka, Carver, Washington and Dakota counties. The area has over 300 units of government. The legislature has created special purpose agencies to enable inter-governmental action on problems crossing governmental lines. Major agencies are:

METROPOLITAN COUNCIL Created by the legislature in 1967, the council has 14 part-time members appointed by the governor, with senate consent, as representatives of council districts formed on a population basis by consolidation of legislative districts. Members serve staggered six-year terms and receive per diem costs. The chairman, salaried and a full-time officer, is appointed by the governor to serve at his pleasure. The council receives funds from a 0.7 mill property tax levy set by the legislature and from state and federal contracts. Its duties as delineated by state statute include: to review long-term plans of independent single purpose agencies such as MTC with veto power if the plans are inconsistent with metropolitan plans; to prepare the metropolitan sewerage plan; to approve the Metropolitan Sewer Board budget and the Metropolitan Transit Commission's capital budget and improvement program; to review and suggest changes, if needed, of all municipal and county comprehensive plans, all proposals having significant impact on metropolitan development and applications for federal and state funds; to mediate disputes related to plans among neighboring communities; to hold public hearings on plans; to conduct regional planning for criminal justice and comprehensive health needs including the advisability of large scale health facility expansion proposals; to produce the Metropolitan Development Guide.

The Metropolitan Guide delineates the policies, plans and programs which give direction to the orderly and economic development of the area. It contains the physical, social and economic criteria used by the council to review community plans and grant applications.

(continued on next page)

ELECTION LAWS

METRO COUNCIL

METRO AGENCIES

LEGISLATIVE MAP

MEETING SCHEDULE

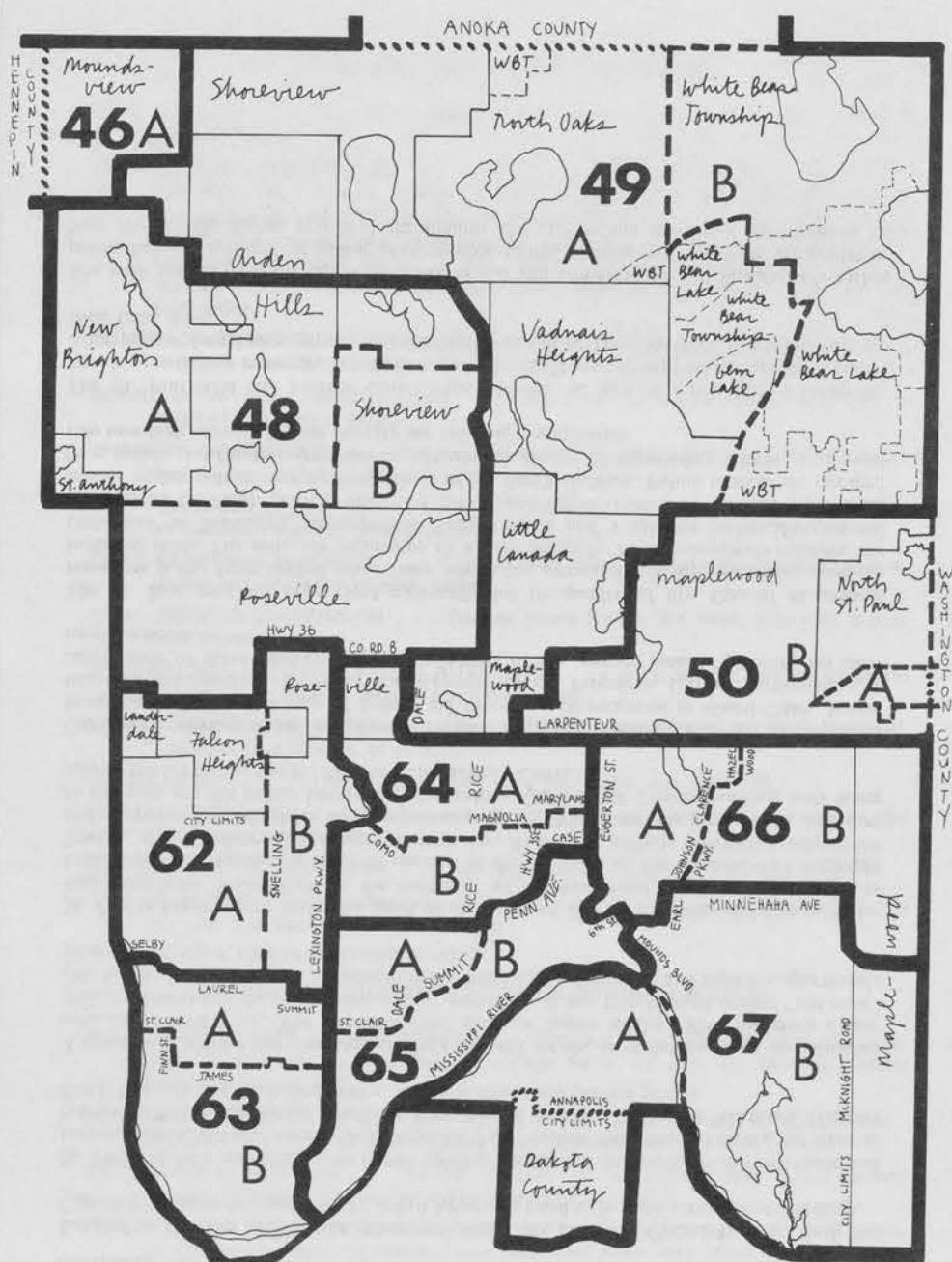
Two council committees, each of seven members, have responsibility for guide preparation: the Council Human Resources Committee in the social areas such as health, housing, aging and criminal justice; the Council Physical Development Committee for areas related to transportation, open space, sewers, water resources.

There are several advisory boards appointed by the council to recommend in specific areas: Metropolitan Health Board, Metropolitan Open Space Advisory Board, Criminal Justice Advisory Committee, Manpower Technical Advisory Committee, Cable Television Advisory Committee, Advisory Committee on Aging. All meetings are open to the public.

MINNEAPOLIS-ST. PAUL METROPOLITAN AIRPORTS COMMISSION It was established in 1943 by the legislature to own and operate the publicly owned airports system. Included within its scope are St. Paul's Holman Field and the Minneapolis-St. Paul International Airport. MAC has nine members - three elected officials and one citizen from each city and one citizen who is appointed by the governor and serves as chairman. Current policy is that income from rentals and fees shall be sufficient to furnish all funds necessary to operate the airports and retire the indebtedness.

METROPOLITAN SEWER BOARD Evidence of fast multiplying water pollution problems led the 1969 Legislature to consolidate the ownership and operation of the sewerage systems (six district; about 20 community) of the whole metropolitan area within one agency. MSB purchased the systems (except for local sewer lines) in existence in 1970. Following the sewerage guide developed by the Metropolitan Council, MSB has consolidated and upgraded plants and facilities with the goal of having 12 regional waste water treatment plants by 1976-78. MSB acts as a regional water pollution control agency. It has seven members appointed by the Metropolitan Council from districts to serve four-year staggered terms. It is responsible to the council which must approve its budgets. User charges fund its operations; bonds and federal and state grant funds support its capital projects.

METROPOLITAN TRANSIT COMMISSION Established by the 1967 Legislature, MTC has nine members: eight are appointed to four-year staggered terms by the county commissioners from nominations submitted by metropolitan mayors; the ninth, the chairman, is appointed by the governor with senate approval. MTC plans, operates and regulates the transit system in the metropolitan area. Funding authority for MTC comes from the legislature but its capital budget and improvement program require approval of the Metropolitan Council. MTC may levy sufficient millage (as of 1973 about 0.5 mill) on property within its taxing district to raise revenue up to \$3 million, the annual payment limit for debt service, both principal and interest. It may also levy up to 1.45 mills for operating expenses. Other income is from user charges and federal grants. The 1973-74 budget exceeds \$50 million. MTC has a citizen advisory board.



This map was provided through the courtesy of the Ramsey County Department of Property Taxation, Election Division.

METRO AGENCIES

LEGISLATIVE MAP

MEETING SCHEDULE

(continued from inside front cover)

Located at the top of Wabasha street and facing the imposing Cathedral of St. Paul, the Capitol dominates the landscaped Capitol Approach lined with state government buildings.

St. Paul played a significant role in the country's westward development through trade and transportation. As railroads pushed west, St. Paul became the home of such great lines as Northern Pacific and Great Northern, now merged into the Burlington Northern. Holman Field, five minutes from downtown, serves business and private planes.

A century of change has seen the old Pig's Eye site on the river developed as an industrial park called Red Rock. The Capital Centre program begun in the 1950s has given a new look to downtown St. Paul. Now almost complete, it has transformed twelve "old core" city blocks into a complex of modern office buildings, retail stores and high rise apartments joined by enclosed, climate controlled skyways.

St. Paul is beginning to make the most of its legacy of downtown parks and fine architectural structures. Smith Park, in the center of an old warehouse area know historically as Lowertown, has become a focus of renewal in the tradition of San Francisco's Ghirardelli Square. At noontime on a sunny summer day, Rice Park attracts downtown employees and shoppers who can listen to an informal concert while munching a sandwich. Adjacent to the park are the public library and the historic Old Federal Courts Building, now being remodeled for use by the St. Paul Arts and Science Center.

Cities need constant social and physical renewal to remain viable. St. Paul has accomplished some renewal with the help of federal aid through such programs as Model Cities, Neighborhood Development Programs and Ramsey Action Programs. Citizen participation, a component of these projects, involves residents of the renewal areas in planning for their neighborhoods.

The St. Paul area has been cited nationally for its quality of life. One of its greatest resources is the large skilled labor force which has attracted industries requiring complex technical skills. The skills are inculcated to a large degree by numerous private colleges, the University of Minnesota, Metropolitan State College and a modern technical-vocational institute all of which provide advanced educational opportunities. An extensive parochial school system educates almost one third of St. Paul's children. Public schools are engaged in a major construction program to consolidate groups of elementary schools and build two new high schools. Within the city are two major seminaries.

The St. Paul Arts and Science Council has become the hub of a network of culturally enriching activities in music, art, theater and science. Money to support the activities comes from private foundation grants, federal funds, a county tax levy, fees and a community wide fund drive.

The park system includes Como Park with a zoo and conservatory and Phalen Park with a public beach. Facilities for skiing, skating, golf, tennis, boating and swimming are available. New ice skating arenas scattered throughout the city reflect the area's high interest in hockey.

ST. PAUL MEETINGS OPEN TO PUBLIC

- CITY COUNCIL** . . . Council Chambers, 3rd floor, City Hall, 10 a.m. weekdays (except Monday).
- CITY COUNCIL COMMITTEES** . . . All city council committees meet in Room 707, City Hall. The following committees meet at call of the chair: City Development, Community Services and Elections, Finance and Sinking Fund, Legislative, Utilities. The following committees meet: Energy and Environmental, 10:30 a.m. Monday; Licensing and Public Safety, 9 a.m. Friday (if long agenda, meets at 8 a.m.); Management and Personnel, 8:30 a.m. every other Thursday; Public Works, 9 a.m. Wednesday.
- BOARD OF EDUCATION** . . . 360 Colborne, 1st floor Conference Room, 3:30 p.m. on the 1st and 3rd Tuesday of each month.
- BOARD OF WATER COMMISSIONERS** . . . 216 City Hall, Board Room, once a month at call of president of Board.
- CHARTER COMMISSION** . . . Council Chambers, City Hall, 3rd floor, 4th Thursday (except July and August) at 3 p.m.
- CITY PLANNING COMMISSION** . . . 421 Wabasha St., 2nd floor, Grace Bldg., 9:30 a.m. on the 4th Friday of each month.
- CIVIC CENTER AUTHORITY** . . . Civic Center, Lower Concourse, Room 23, 8 a.m. on the last Thursday of each month.
- CIVIL SERVICE COMMISSION** . . . County Board Room, 3rd floor, City Hall, 2 p.m. each Monday.
- HOUSING AND REDEVELOPMENT AUTHORITY** . . . 55 E. 5th St., 601 Northwestern National Bank Bldg., 1:30 p.m. every Wednesday.
- HUMAN RIGHTS COMMISSION** . . . Ramsey County Board Room, 3rd floor, City Hall, 7:30 p.m., 2nd Tuesday of each month.
- MODEL CITIES** . . . To confirm meeting time and place, call 224-5725.
- PORT AUTHORITY** . . . 330 Minnesota Building, 4th and Cedar, 2 p.m. on the 3rd Tuesday of each month.
- RAMSEY ACTION PROGRAMS** . . . call 227-8954 for meeting place and time.
- ZONING BOARD** . . . 421 Wabasha St., 2nd floor, Grace Building, 2 p.m. on the 1st and 3rd Thursday of each month.

RAMSEY COUNTY MEETINGS OPEN TO PUBLIC

- BOARD OF COUNTY COMMISSIONERS** . . . Council Chambers, 3rd floor, City Hall (also occasionally in municipal or village halls) 10 a.m. on Monday, unless otherwise announced.
- COMMUNITY MENTAL HEALTH BOARD** . . . Every other Thursday at 529 Jackson St., 3rd floor, noon luncheon meeting. For information call 298-4612.
- EXTENSION COMMITTEE** . . . At call of chair at 2020 White Bear Ave., Ramsey County Extension office. For information call 771-1327.
- GILLETTE CHILDREN'S HOSPITAL AUTHORITY** . . . Gillette Hospital, 1st Tuesday of the month except in October and December when they meet the 1st and 3rd Tuesday, 7:30 a.m.
- PUBLIC HEALTH NURSING COMMITTEE** . . . Meets 1st Wednesday every other month, 12:15 luncheon meeting, YWCA. For information call 298-4549.

(continued on outside back cover)

RAMSEY COUNTY MEETINGS OPEN TO PUBLIC (continued)

- RAMSEY COUNTY CIVIL SERVICE COMMISSION . . . Room 1845, City Hall, 10 a.m. each Tuesday.
- RAMSEY COUNTY LIBRARY BOARD . . . Main Library, 2180 N. Hamline, Roseville, every 4th Monday, 7:30 p.m.
- RAMSEY COUNTY PARKS AND OPEN SPACE COMMITTEE . . . Council Chambers, 3rd floor, City Hall, 1st and 3rd Mondays, usually at 2 p.m.
- RAMSEY COUNTY RECREATION AND LAKE IMPROVEMENT COMMITTEE . . . Meets at call of chair. For information call 298-4145.
- RAMSEY COUNTY WELFARE BOARD . . . Council Chambers, 3rd floor, City Hall, 2 p.m. on the 2nd and 4th Mondays of each month.
- ST. PAUL RAMSEY COUNTY CRIMINAL JUSTICE COMMITTEE . . . Meets once a month at call of chair, usually at 3:30 p.m. in Council chambers, 3rd floor, City Hall. For information, call 298-5652.
- ST. PAUL-RAMSEY HOSPITAL & SANITARIUM COMMISSION . . . St. Paul-Ramsey Hospital, 4th Wednesday of the month at 3:30 p.m.

The Monday edition of the ST. PAUL PIONEER PRESS publishes a listing of the week's public meetings.

The League of Women Voters of St. Paul gratefully acknowledges the following members of the St. Paul community whose generous financial assistance to the League of Women Voters of United States Education Fund enabled the publication and free distribution of this book:

Bremer Foundation
Commercial State Bank
Dayton Hudson Foundation including:
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Target
Dayton Hudson Booksellers
Dayton Hudson Jewelers
Team Central, Incorporated
Dayton Hudson Properties
Hoerner Waldorf Corporation
Midway Ford Company

The League thanks all those public officials who have provided information and checked the accuracy of the material.

Copies of this book are available at: Bureau of Elections, City Hall
League of Women Voters
26 E. Exchange

Membership in the League of Women Voters is open to all women citizens of voting age.

ST. PAUL LEAGUE OF WOMEN VOTERS
Central Manor, 26 East Exchange Street
St. Paul, Minnesota 55101
Phone: 222-3178 January, 1974



WHO'S WHO AND WHERE IN THE CITY OF ST. PAUL

THE LEGISLATIVE BRANCH

The City Council

The city council is the legislative branch of the city. It enacts ordinances and resolutions, each by majority vote. Meetings are held Tuesday through Friday at 10:00 a.m. in the council chambers. All council meetings are open to the public.

The council has seven members, each elected at large for a two year term in the spring of even numbered years. Each council member may appoint his legislative aide. The present members of the council and their aides are:

<u>Council Members</u>	<u>Council Legislative Aides</u>	<u>Telephone</u>
Ruby Hunt, President	Frances Boyden	298-5378 [*]
Rosalie Butler	Lois Pollari	298-4646
William Konopatzki	Trudy Jensen	298-5679
Leonard Levine	Michael Martin	298-4473
Dean Meredith	Robert Doody	298-4475
Patrick Roedler	Shirley Geer	298-5289
Victor Tedesco	Marilyn Lantry	298-5506

The offices of all members of the council are located on the seventh floor of City Hall. Room 707 is used as a committee hearing room.

The council has a research bureau to provide coordination and technical assistance needed in carrying out its legislative responsibilities. John Connelly is the research analyst; his phone, 298-4163.

THE ADMINISTRATIVE BRANCH

The Mayor : Lawrence D. Cohen 298-4324

The mayor, elected for a two year term in the spring of even numbered years, is the chief executive of the city. His chief assistant is the city administrator.

The City Administrator : Frank Marzitelli 298-4924 298-4928

He is appointed by the mayor with the advice and consent of the council and is responsible for coordination and supervision of the administration of city agencies and departments. He is available to the council.

Office of the Mayor : included within the office of the mayor are several divisions which assist the mayor.

Budget Roger A. Mattson 298-4354

The budget division is responsible for the preparation of the budget proposal submitted by the mayor to the council.

Grant-in-Aid Program William Q. Patton 298-5586

This office works with all city agencies and with inter-governmental agencies to secure grant funds for city programs. This office also works extensively

with private funding sources. It is responsible for monitoring and evaluating the city's Workable Program, a program required by the federal government for eligibility for HUD funds.

Human Rights Donald Lewis 298-4288

The department is a regulatory agency charged with enforcing the city's human rights ordinance. The ordinance was enacted to ensure equal opportunity for all to obtain employment, housing, public accommodations and public services without regard to race, color, creed, sex, national origin or ancestry. The department conducts educational programs to eradicate discrimination.

Manpower Richard Thorpe 298-4906

Manpower develops the comprehensive plan to coordinate all federal and state funded training and employment programs for the hard to employ in the greater St. Paul area. It monitors and evaluates the present programs of Manpower training. Third Floor of the Lowry.

Model Cities William Collins 298-5595

Model Cities works directly with citizens (residents) of the Model Neighborhood in projects which aid, educate and provide social services for them. Model Cities has under contract agencies such as Senior Citizens, the Health Clinic, Wilder Day Care Center, Retreat House, Neighborhood Justice Center, Housing Development Corporation, the Local Development Corporation and the Red School House. The neighborhood office is located at 165 North Dale; the administrative office in Room 502, City Hall. The program ends June 30, 1974.

Personnel John Haider 298-4221

The office is responsible for the administration of the entire personnel program for the city: recruiting and selection, training, insurance and retirement, payroll transactions and services.

The charter provides for a civil service commission of three members, appointed by the mayor with council approval, for staggered six year terms. Duties of the commission include: to appoint the director of personnel, hear and rule on grievances by petition, make studies, review civil service rules. The city council may only adopt civil service rules as concurred to by the civil service commission.

Planning

The duties of the planning department include: coordination with city departments and agencies to develop a comprehensive long range capital improvement budget; revision of the city's comprehensive plan; coordination of the planning efforts of all agencies providing social services in St. Paul; making special studies as requested by city officials or the planning commission; administer and update the city's zoning ordinance and land use controls; maintain liaison with the Metropolitan Council, Minneapolis Planning Department and State Planning Agency; assist in carrying out the provisions of the newly enacted Housing, Development District, and parking legislation.

The department has the following sections:

Administration	Vincent Coughlin *	298-4151
Artistic Drafting	Terry Rittenhouse	298-4512
Community Organization	William Grace	298-4510
Development Districts	Clarence Simonowicz	298-4153
Human Resources	William Patton	298-5599
Land Use	Roger Ryan	298-4506
Public Systems and Capital Expenditures	Richard Schnarr	298-4515

* Mr. Coughlin heads the planning department. He has the title of Planning Coordinator and is appointed by the mayor with council consent.

The Executive Departments

Although the charter permits the creation of up to six executive departments, only five departments have been established by council ordinance. The functions of each department are also prescribed by council ordinance. The heads of the executive departments are appointed by the mayor with the advice and consent of the council. The five executive departments are:

Community Services 545 City Hall	Thomas Kelley Director	298-4431
Finance and Management Services 113 City Hall	Robert W. Trudeau Director	298-4637
Fire and Safety Services 101 East Tenth St.	Steve Conroy * Chief	224-7375 information 224-7371 fire emergency
Police 101 East Tenth St.	Richard H. Rowan ** Chief	291-1111 information 291-1234 emergency
Public Works 234 City Hall	Daniel Dunford Director	298-5151

- * The fire chief serves a two year term, concurrent with that of the mayor.
- ** The police chief serves a six year term. Candidates for the position of police chief are examined according to charter prescribed procedures. From a list of three qualified candidates, the mayor appoints one, subject to the approval of the council.

Each executive department contains several divisions which provide services either directly to the citizen or to city government itself. Listed below are divisions of each department together with the person in charge of the division.

Department of Community Services

Division of Housing and Code Enforcement
Glenn Erickson 298-4214

Division of Libraries
J. Archer Eggen 224-3383

Division of Parks and Recreation

Parks: Robert Piram, Superintendent of Parks and Recreation
298-4126

All city pools and parks

Recreational Activity: Gerald W. Prill, Supervisor, 298-4641
Recreational programs at all playgrounds

Forestry: Lloyd Burkholder, City Forester, 488-7291
Tree trimming, maintenance of park buildings, grounds
Zoo, Conservatory

Municipal Athletics: Harold Holmgren, Supervisor, 298-4735
Team Sports

Division of Environmental Protection
(formerly Division of Public Health)

Edward Eberhardt, Deputy Health Officer, 227-7741

This division contains all health related programs and services under the city.

Among them are: Family Health Center, 227-7741

Pollution Control: Robert Meyers, 298-5521

Dog Pound: Call 645-3954 for stray dog pick up.

Youth Services Bureau

Director: Kenneth Pugh, 298-5465

Provides an alternative to juvenile court for preadjudicated youth in need of help.

Department of Finance and Management Services

Division of Accounting

Clemens Schleck 298-5491

Division of Assessments

J. William Donovan, Valuation Engineer, 298-4649

Determines the amount to assess on city improvements, sends notices for public hearings on improvements and rezonings.

Division of License and Permit Administration

Joseph Carchedi, License Inspector, 224-1896

Division of Property Management

Prepares plans and specifications for construction or alteration of city buildings

Division of Purchasing

William Peter, Purchasing Agent, 298-4227

Division of Treasury

Gary Norstrem 298-4406

Department of Fire and Safety Services

TO REPORT A FIRE.....CALL 224-7371

TO CALL FOR PARAMEDIC SERVICE.....CALL 224-7371

Division of Fire Prevention

Walter Schimek, Fire Marshall, 224-7391

Division of Fire Communications

Capt. James Kuhns, Superintendent, 224-7376

Division of Buildings and Maintenance

Lester Miller, Superintendent 225-4554

Division of Training

Don Johnson, District Chief

Department of Police

FOR EMERGENCY.....CALL 291-1234

FOR NON-EMERGENCY.....CALL 291-1111

Department of Public Works

Operations Division: To report a problem concerning:

Oiled and dirt street repair -- 488-8166	Street cleaning -- 488-2323
Paved street and alley repair - 298-4321	Sidewalk repair -- 298-4255
Snow plowing -- 488-8166	Snow removal -- 298-4321
Weed control -- 488-0255	Icy street sanding -- 488-2323
Complaint handler for the above functions -- Edith Moore, 298-4321	
alternate, Janet Alexander, 298-4321	
Sewer backups and maintenance -- 488-4774	
Complaint handler -- Ed Brink, 288-4774	
Street lights -- 298-5439	
Complaint handler -- William Denn, 298-5439	
Refuse collection (city service) -- 488-0255	
Complaint handler -- Margaret Aquirre, 488-9255	
Traffic lights out -- 489-8871 (after hours -- 488-2323)	
Traffic signs and markings -- 489-8871	
Complaint handler -- Vern Peterson, 489-8871	
Parking meter repair -- 489-8871	
FOR ALL ABOVE SERVICES -- AFTER BUSINESS HOURS -- 488-2323	

Design and Engineering Division: To obtain information on any proposed improvement:

Streets -- 298-5311	Lighting -- 298-4701
Sidewalks -- 298-4255	Bridges -- 298-4252

Office of Emergency Preparedness: Richard Manning, director, 298-4871

The office coordinates city agencies' plans for meeting major disasters.

It maintains the public fallout shelters, the outdoor warning system, etc.

OTHER OFFICES ESTABLISHED BY CHARTER

City Attorney: R. Scott Davies, 298-5121

The office of the city attorney has the responsibility for all of the city's legal business. It has two major divisions: the criminal section which handles all misdemeanors and traffic and code violations; the civil section which handles civil matters including suits against the city.

The office of consumer affairs is a division of this office. The director is Robert W. Mattson, 298-4567, Room 179 City Hall.

City Clerk: Harry E. Marshall, 298-4231

Record Division:

It is the custodian of the official city records, which are open for public inspection from 8:00 a.m. to 4:30 p.m. daily. It receives citizen petitions to the council and license applications. If a citizen wishes to speak at a council meeting, call this office, 298-4231.

Election Bureau:

Walter A. Bell, Supervisor, 298-5441, Room 33, City Hall
This bureau has complete responsibility for all the steps necessary to city elections, beginning with voter registration and filing of candidacy for office forms to counting and verification of ballots cast.

SPECIAL PURPOSE CITY AGENCIES

Civic Center Authority

John Friedman, Managing Director, 298-4100

Housing and Redevelopment Authority

Edward Helfeld, Executive Director, 298-5335

Port Authority

Robert Sprafka, Executive Vice President, 224-5686

Board of Water Commissioners

Clifford Hamblin, General Manager, 298-4100

Ramsey Action Programs

Edith Lallier, Director, 227-8954

BOARD OF EDUCATION

The Board of Education is the governing body of the St. Paul Independent School District #625. General information about the schools is obtained by calling 298-5050

MEMO to Voters Service Chairmen

From: Mary Waldo, State Voters Service Chairman

RE: Checklist for publications for local Voters Service file

- _____ LOCAL LEAGUE HANDBOOK (national)
- _____ VOTERS SERVICE HANDBOOK (national)
- _____ DIGEST OF MINNESOTA ELECTION LAWS AND MINNESOTA SCHOOL DISTRICT ELECTION LAWS 1973 Update (state)
- _____ Voters Service Swap Shop including (state)
 - _____ Tips on Boothing
 - _____ Tips on Candidates Meetings
 - _____ Tips on Voters Guides
 - _____ Voters Rights
- _____ MAKING IT WORK: a Guide to Training Election Workers (national)
- _____ ELECTION CHECKUP: Monitoring Registration and Voting (national)
- _____ REMOVING ADMINISTRATIVE OBSTACLES TO VOTING (national)
- _____ Publications Catalog, LWVMN
- _____ Publications Catalog, LWVUS

This is a very basic list of material to help you in this election year.

You should also have information in your file regarding elections, election officials, precinct or ward boundaries*, etc. for your local communities.

As new material becomes available, I will let you know via the Board Memo, Voters Service section.

(* The office would appreciate having a clear, readable copy of the precinct or ward boundaries, and registration locations from Leagues in the Metropolitan Area. This will help us answer the numerous inquiries we get preceding elections. Send the information to the LWVMN, 555 Wabasha, St. Paul, MN 55102. Thanks.)

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, Minnesota 55102

MEMO

MEMO

MEMO

MEMO

MEMO

TO: State Board
From: Mary Waldo, Voters Service chairman
RE: Questions, Candidates Questionnaire
July 2, 1974

These are the questions as amended for the candidates questionnaires. Please let me know if you have any changes to propose. If I don't hear from you by July 10, I'll assume the questions have your approval!

The first question for all candidates will ask for biographical information as follows: 1. education 2. occupation 3. describe your qualifications for this office.

Representatives in Congress

2. What will be the most critical issues facing the next Congress? What are your solutions?
3. What important features should be part of the campaign financing legislation?

Governor

2. If elected, describe your goals (priorities) as chief executive officer for the State of Minnesota
3. Should levy limits on local school districts be changed? Explain.
4. Do you favor a state land use plan? Explain.

Lieutenant Governor

2. What do you see as your role as lieutenant governor?
3. What do you consider the most important issues facing Minnesota in the next four years?

Secretary of State

2. In what ways could election procedures be improved in Minnesota?
3. What improvements could be made in procedures for the other responsibilities of the secretary of state, e.g. corporations, commercial division?

State Auditor

2. What are your suggestions for improving state fiscal procedures?
3. What changes would you recommend in the responsibilities of the state auditor to be more effective?

State Treasurer

2. What are your suggestions for improving state fiscal procedures?
3. What changes would you recommend in the responsibilities of the state auditor to be more effective?

(over)

Attorney General

2. What do you see as the chief responsibilities of the attorney general of Minnesota?
3. If elected, what would your priorities be (i.e. rule-making, consumer protection)?

Associate Justices - Supreme Court

2. What should be done to improve the administration of justice in Minnesota?
3. What are your views regarding:
 - a. a unified court system?
 - b. methods to improve judicial quality (i.e., merit selection of judges, mandatory training for judges, salaries)?
 - c. an intermediate appellate court between district and Supreme courts?

Representatives - Minnesota Legislature

2. What will be the most critical issues facing the Minnesota Legislature? If elected, describe your legislative goals.
3. What changes are needed in the tax system in Minnesota?
4. What steps should be taken to improve financing of public education in Minnesota?
5. What can be done to improve the economy in Minnesota without endangering our environment?
6. What are your opinions regarding:
 - a. full-time vs. part-time legislators?
 - b. size of Legislature?
 - c. legislative salaries and flexible sessions?

District Judges

2. What should be done to improve the administration of justice in Minnesota?
3. What are your views regarding:
 - a. a unified court system?
 - b. methods to improve judicial quality (i.e., merit selection of judges, mandatory training for judges, salaries)?
 - c. an intermediate appellate court between district and Supreme courts?

QUESTIONNAIRES TO CANDIDATES FOR JUDGE OF DISTRICT COURT
Directions to Local Leagues

Judges will be elected in seven of the ten judicial districts in Minnesota at the General Election, November 5, 1974. Since there are several local Leagues in each district, we have assigned one League in each district to gather replies to the enclosed questionnaire.

Since each district judge is deemed, under Minnesota law, to hold a separate nonpartisan office, when one or more judges in a judicial district are to be elected at the same General election, the ballot is required to state the name of each judge whose successor is to be elected.

The official ballot designates each office as "for the office of Judge of the District Court of the _____ Judicial District to which _____ was elected for the _____ (No.) _____ (Name of Judge)

regular term" or "to which _____ was appointed," as the case may be. When a _____ (Name of Judge)

voting machine cannot accommodate the length of these statements, the designation is "Successor to _____ elected (or appointed)." When a judge is a candidate to succeed himself, the word "incumbent" is printed after his name in the list of candidates for the office.

All candidates file with the secretary of state except in Hennepin and Ramsey Counties where they file with the county auditors.

District judges are elected at large within the judicial district as provided by the constitution for terms of six years. Salary is fixed at \$32,000 per year; \$33,500 per year in the 2nd, 4th and 6th judicial districts.

Send each candidate in your judicial district three copies of the questionnaires asking him to return two copies to you by August 5, keeping one copy for his file. Mail one copy of the candidates' answers to the state office by August 12. As an "assigned League" arrange to get the answers to the candidates questionnaire to your "recipient Leagues" by August 12.

It is the responsibility of all Leagues to publicize this information in as many different ways as they can - newspaper, bulletins, mimeographed sheets. Leagues who share a newspaper may want to cooperate on their newspaper's use of this information before the Primary Election, September 10 and the General Election November 5.

<u>ASSIGNED LEAGUE</u>	<u>SENDS QUESTIONS TO CANDIDATES FOR SUCCESSORS TO THE FOLLOWING JUDGES</u>	<u>SEND REPLIES TO THESE LEAGUES</u>
New Brighton	Second Judicial District Ronald E. Nachey, elected Archie L. Gingold, elected Edward D. Mulally, elected J. Jerome Plunkett, elected	Shoreview, Arden Hills, New Brighton, Roseville, Falcon Heights, St. Paul, St. Anthony, White Bear Lake, Mounds View
Winona	Third Judicial District Warren F. Plunkett, elected Daniel F. Foley, elected	Winona, Rochester, Austin, Freeborn County, Owatonna, Northfield
St. Louis Park	Fourth Judicial District Rolf Fosseen, elected Eugene Minenko, elected Edward J. Parker, elected Irving C. Iverson, elected Robert Crane Winton, Jr., elected David R. Leslie, appointed Harold Kalina, appointed Andrew W. Danielson, appointed Richard J. Kantorowicz, appointed	Edina, Brooklyn Center, Brooklyn Park, Excelsior-Deephaven Area, Crystal-New Hope, Minneapolis, Minnetonka, Eden Prairie, Richfield, Robbinsdale, St. Anthony, St. Louis Park, Wayzata Area, Golden Valley, Westonka, Bloomington

ASSIGNED
LEAGUE

SENDS QUESTIONS TO CANDIDATES FOR
SUCCESSORS TO THE FOLLOWING JUDGES

SEND REPLIES TO
THESE LEAGUES

Mankato Area Fifth Judicial District
L. J. Irvine, elected
Walter H. Mann, elected
Harvey A. Noltan, elected

Hibbing Sixth Judicial District
Donald C. Odden, elected
Mitchell A. Dubow, elected
C. Luther Eckman, elected
Patrick D. O'Brien, elected

Bemidji Area Ninth Judicial District
James E. Preece, elected

St. Croix Valley Tenth Judicial District
Robert Bakke, elected
Carroll E. Larson, elected
John F. Thoreen, elected
Thomas G. Forsberg, appointed

Mankato Area, Wells, Fairmont,
Jackson-Sherburn, Worthington
Rock County, New Ulm, St.
Peter, Marshall

Cloquet, Hibbing, Silver Bay,
Mid-Mesabi, Duluth

Bemidji Area, Cass Lake,
Crookston

St. Croix Valley, Cottage
Grove, Woodbury, Mahtomedi
Area, Anoka, Blaine, Fridley,
Columbia Heights

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, Minnesota 55102 - July 1974

Sample Cover Letter for Candidates Questionnaires

Citizen responsibility is a key concern of the League of Women Voters of Minnesota. While the League does not support or oppose any political party or candidate, we strive to provide voters with information that will help them cast an informed vote.

In order to do this, the League for many years has sent questionnaires to all candidates for public office, asking biographical information and the candidates' stands on issues of public interest. When we have the information from all candidates assembled, we publish this nonpartisan, factual information in various ways. We feel this is a good service in alerting voters to the important issues in government and that it helps the conscientious voter make a wise decision on election day.

We are enclosing two copies of the League questionnaire. We ask that answers to each question be limited to 75 words due to space limitations for publication. We hope you will take the time to fill them out and return one copy to us in the enclosed self-addressed and stamped envelope (keep the other copy for your files). Our deadline is August 5.

Thank you for your cooperation in this project to inform voters and for your own interest in citizen responsibility evidenced by your candidacy.

Sincerely,

LEAGUE OF WOMEN VOTERS OF MINNESOTA

555 WABASHA, ST. PAUL, MINNESOTA 55102

August 20, 1974

The Honorable Arlen Erdahl
Secretary of State
State Office Building
St. Paul, Minnesota 55155

Dear Arlen:

To keep you informed about progress in our plans to assist our local Leagues of Women Voters in providing citizens with information about election and voter registration procedures, I am pleased to report that we are planning "County Auditor Day" following the November election.

In preparation for local League participation in this event, we are acquainting our members with recent changes in election laws and encouraging them to offer their assistance to county and municipal officers charged with election responsibilities.

I am pleased to know that you are conducting special training meetings with County Auditors in many regions of the state. It occurs to me that it would be helpful to sit in on some of these meetings as a part of our preparation for League activities. I have similarly attended institutes for District and County Judges conducted by the Minnesota Supreme Court's Continuing Education for State Court Personnel.

Would it be possible to have a listing of your remaining county auditor seminars? I would hope that among the dates one or two might coincide with my own around-the-state visits to Local League communities, and that I might attend.

With every good wish,

Sincerely,

Mary Ann McCoy
State President
League of Women Voters of Minnesota



Copies: Waldo, Westmoreland, and Borg

MAM/m

CAMPAIGN TECHNIQUES KIT

The League of Women Voters of Minnesota

August 1974

V - T

This Campaign Techniques Kit was designed to be used as a resource to encourage qualified people to campaign for public office.

--- Techniques of Campaigning

--- Article: "How to Run for Local Office"

--- Explanation of Ethics in Government Law, 1974

--- Annotated Bibliography

--- Additional Publications List

--- Digest of Minnesota Election Laws

Memo to: Local Leagues

From: Mary Waldo, State Citizen Information Chairman

Additional copies of this Campaign Techniques Kit are available from the State Office, 555 Wabasha, St. Paul 55102, at a cost of 65¢ per kit (plus postage and handling).

Note:

These are ideas from the Campaign Techniques Workshop which was sponsored by the National Women's Education Fund on March 23-25, 1974.* (No relation to the LWV Education Fund.)

While the main emphasis of this article is women in politics, many of the ideas presented could apply to all candidates for public office.

IDEAS FROM "WOMEN IN POLITICS" CONFERENCE

Ms. Mary Louise Smith, the keynote speaker at the "Women in Politics" conference, was recently named Co-chairperson of the Republican National Committee. This was her first appearance since being named to this office, and the first time in 20 years of political activity that she has been paid for her work.

Ms. Smith's main emphasis and a theme of the conference, was "woman awareness". She said that both parties have an obligation to make women more aware--then women must make parties more aware of women. It has been most difficult to convince parties, voters and women themselves that women should seek public office and are indeed perfectly competent and capable of representing all the constituency.

Ms. Smith feels that there is a beginning awareness on the part of women, however, and women are leaving volunteer jobs and are seeking policy-making positions. In the past women lacked knowledge and know-how on running for office. These Campaign Technique Workshops and woman's awareness of her own potential will give her the confidence to make the decision to seek elective office. These workshops will also provide the information for women to become campaign managers. Women are already forming coalitions to get their issues passed and their candidates elected.

What is a woman's role in politics? Ms. Smith pointed out that it is essentially the same as a man's. Qualified women must seek elective office. They should not have to work harder than men, but it is fair to say that they do have to, for they must constantly be proving their abilities.

It is important to emphasize that women must be representative on all issues, not just on the so-called women's issues. There is no desire to drive men out--we need both men and women in all levels of government.

Ms. Smith said that the two key words of the "new politics" must be

CHOICE AND EQUALITY

I. Campaign Strategy -- Planning

A. Becoming a candidate means making an enormous number of choices:

1. Audience--Whom do you want to reach? Voters fall into two groups.

a. Your supporters--How can you be sure they'll get out and vote?

b. The undecided--the independents--You must persuade these. At first, suggest, then later in the campaign, use heavy persuasion.

2. What's the message of the campaign? What's the theme? This is not always established by words, but by the style of the campaign which must be carried through by every member of the staff.

* The views presented herein are not necessarily those of the League of Women Voters of Minnesota.

3. What mix of voter contact do you choose?
 - a. Mail--expensive, impersonal, but reaches large numbers of people.
 - b. Telephone--personal, good for small campaign if done well.
(All telephone volunteers should have telephone training.)
 - c. In person--tiring, time-consuming, but best vote-getter.
 - d. Mass media--most expensive, has questionable effectiveness, but don't miss an opportunity to get free space or time.
4. Finance
 - a. How much money is the very minimum you need to spend?
 - b. What fund raising will you use?
 - c. Borrowing money is a very bad idea.
5. How can the candidate be best used?
 - a. What does she do best? If she can't cope with coffee parties, don't use them.
 - b. How much can she do well in one day? If she tires easily, don't overschedule.
 - c. How much time does she and her staff have to spend? If she works full time, it's obvious she'll have to depend more on mail and telephone and less on personal appearances.
6. Creative vs. Responsive campaigns
 - a. A responsive campaign spends its energies responding to the opponent and dealing with him on his terms.
 - b. The creative campaign is well-planned from the start, stays with the plan, and deals with the opponent on your own terms.
7. How do you evaluate progress?
 - a. Have a reporting system for every project. If 20 phone calls are made, have a list sent back to headquarters with 20 responses.
 - b. Have a volunteer in charge of collecting commentary, news-clippings, letters, etc.

B. Canvassing

1. Name recognition--does the candidate have it?
2. Issues--what are the important ones in your area? (Arvonne Fraser, co-founder of the Women's Political Caucus, says that the candidate's qualifications are always more important than issues.)
3. After a visit to a community, send a volunteer there to get the feel or receptiveness of the voter. Check news clippings, etc.
4. For the first-time office seeker vs. incumbent, research opponent's weak areas.
5. People Resource Survey--Get lists of people in organizations in the community. They'll be the community leaders. Talk to them. Get their reactions to your candidacy. This is sometimes called neutralizing the opposition. These leaders will be flattered by your seeking them out, and even if they still won't support you, they'll talk your ear off and often give you valuable information.

C.. Defining the Electorate--All the things you should know about your area

1. Number of people of voting age
2. Voter turnout in past elections
3. Party strength
4. Ticket splitters

5. Median income
6. Religious, ethnic, racial makeup of population
7. Past election results

The above information can be gotten from census tract records, available at the library. Census data also tells you about car ownership, home ownership, education levels, etc. You can use a color-coded map with overlays to make sense of and show patterns of this information.

Also use information available at party headquarters. Minnesota has its Blue Book (Legislative Manual) available at the Secretary of State's office, which is absolutely essential and necessary for any candidate in the state. Universities may also have much of the information needed in computerized form.

D. Formulas to use in getting statistics to analyze electorate

1. Registration--Percentage of registration is number of registered voters divided by number of people of voting age.
2. Party strength--Percentage of actual voters voting in average race in one party.
3. Ticket splitting--Percentage of vote for highest and lowest vote getters of same party.
4. Party switch--Voter votes for one party for certain race; the next election votes for the other party for that office.

Always use percentages, not numbers--don't use this to predict--only as a means to direct efforts.

II. Administrative Obstacles (or, election machinery may not always be neutral)

- A. How many signatures are required to become a candidate? Other requirements?
- B. Study state election laws.
- C. How is registration going to be run? What forms will be used? Do they have enough? (Sometimes they get lost.)
- D. Poll workers--who is eligible? Is the election board in charge? Women should be recruiting people for poll worker spots.
- E. Watch voting machines, especially just before election day. Do machines in your area have a history of breaking down? Do they run out of ballots?
- F. Familiarity of polling places--The polls should be in the same building year after year. There should always be a telephone in the building so that a poll worker can call if they run out of ballots or if a machine breaks down. Be sure poll workers know whom to call.
- G. We should all view the election board as we do elected officials. We should make demands on them, but don't go to them to get information for your candidate. The League of Women Voters is the best informed group on administrative matters. The Minnesota Civil Liberties Union is also good. The League has an excellent publication on administrative obstacles. It's put out by the LWV Education Fund - 1970.
- H. How are absentee ballots handled? Efficiently?

- I. How are election judges chosen? In Minnesota first class cities, it's civil service. In all other communities, persons to serve as judges are taken from the party lists of both parties in equal numbers.

III. Answering the Woman Question

Every woman who runs for public office will be asked certain questions or face attitudes which reflect an anti-feminist viewpoint. Be prepared for these questions. "How can you be a good mother and an elected official?" "Why is your husband letting you run for office?" Practice answering these difficult questions unemotionally. Don't try to raise awareness with every voter. Answer generally; don't get into feminist philosophy.

IV. Headquarters

- A. The best headquarters is a storefront on a busy street with lots of foot traffic. To find a location, get in the car and drive around.
- B. Always have a coffee pot plugged in and have literature on display.
- C. Put a "help wanted" sign in the window. People walking by will think you're paying and walk in.
- D. Put someone in charge of scrounging--desks, chairs, etc.
- E. Assign a "go-for", a runner to do the errands.
- F. Make up a volunteer form, asking only pertinent information, including previous experience.
- G. Headquarters should be clean, attractive, look professional.
- H. Put out a donation can. "It costs \$3.63 a day to run this headquarters".
- I. Get a phone (at least two if running for national offices).
- J. You must have long tables for mailings (try to get them from churches).
- K. Rent office machines.
- L. Have a grand opening. Get flowers from funeral homes, get a band (promise them free press and they'll donate their time).
- M. If there is space, offer child care.
- N. On busy days, get someone to donate sandwiches for lunch.
- O. Try to have a receptionist on duty as many hours of the day as possible.
- P. How about using a deserted gas station as headquarters? They come cheap nowadays.

A visible headquarters is not always necessary, especially for local campaigns. Many use the basement of a home, but every campaign should have a local neighborhood headquarters in some home in every area with a sign so stating in the window. That person should have literature available and be well informed about the candidate and the issues so that he can answer his neighbor's questions.

V. Volunteers

A. How to get them

1. Recruit while canvassing. About one in ten will help.
2. When doing telephoning, before asking for the vote, ask for their help. This assumes their vote.
3. Consciously use men as volunteers--it's effective.

B. How to keep them

1. Never let a volunteer take abuse. Don't put them in such a vulnerable position.
2. Give free tickets to fund raisers to volunteers whenever possible.
3. Praise them.
4. When possible, let them implement their ideas.
5. Never allow them to work in the blind. Brief them on your strategies, ethics. Be sure they know that your campaign will never react unethically to the unethics of your opponent.
6. Volunteers need strong emotional support. They usually draw on the strengths of the candidate, not vice versa.

VI. Door-to-door campaigning

- A. Volunteers as well as the candidate must be prepared to hand out literature, contribution envelopes and a written invitation to would-be volunteers. Recruit while campaigning.
- B. Never go to the most favorable or the least favorable precincts, but to those where you may sway the voters.
- C. After going door to door, follow up with a hand-written note by canvasser. If a canvasser is asked a question he can't answer, he should make a note of it, the person's address, then get the answer to him. This is very good public relations.
- D. All volunteers should make note of voter's responses, then send follow-up hand-written note. A second mailing to the undecided is a good idea.
- E. Be unique in your handouts. One campaign made up color books with the candidate's message and handed them out to the children.
- F. The best time to visit is between 5 p.m. and 7 p.m., but use your volunteers whenever they have the time.
- G. In fortress-type apartments, get an occupant to go with you. Have him or the volunteer go down one side of the hall, the candidate the other (Minnesota has a law which guarantees the candidate access to multiple-unit dwellings, so don't let the manager scare you away).

VII. Endorsement:

- A. Citizen endorsement. This seems to be effective. List them in newspaper ads and get them to pay for it.
- B. Organizational endorsement--teachers' groups, other professional groups often have money. You may get endorsements you don't want. If so, meet with them, tell them you won't use their name and why. You may want to create groups

that endorse you. "Lawyers for"

- C. Use elected officials not up for re-election. Get them to endorse you. Young lawyers, businessmen like to see their names in print.
- D. Collect IUO's. If anyone owes you a favor, now is the time
- E. In Minnesota, labor endorsement is one of the most important ones to get. (In Minnesota, labor means AFL-CIO.) Notify the labor committee of your desire to be endorsed. They'll invite you to an interview session. If you make it, request to appear at their next meeting to thank them. It is legal for labor unions to support their candidate financially, so be sure to ask for money.
- F. Many professional groups send sample ballots to their membership. Talk other groups into doing this.

VII. Public Relations and the Press

- * Learn to articulate to yourself before anyone else why you are running.
- * Tell why you are better than your opponent!
- * Don't talk about the things that interest you--talk about the things that influence the undecided voter.

A. Literature

1. Get to know a printer. This will be most helpful all through the campaign.
2. Use his suggestions. Use whatever suitable materials he's got around. Some sizes and colors are cheaper than others.
3. You'll need a basic handout. A small good-looking 4" x 6" card is a good buy for your money. (You should use union shop if you want union support.)
4. Try for a distinctive look on all literature. A graphic artist can do a good job. The look should become your trademark.
5. Don't forget the "paid for by..." disclaimer. Laws require this.
6. Use the most sophisticated literature (your most expensive) for the undecided voter. It's too costly to hand out indiscriminately.
7. It's usually worth it to print up flyers on single issues. For instance, hand out flyers about transit at bus stops.
8. A tabloid type piece using newsprint (it looks like the Sunday mag section) is very effective.
9. Buttons and bumper stickers are too expensive and not used enough to make them worthwhile. Their exposure is too limited. Billboards are not recommended. Lawn signs are a personal endorsement and get exposure.

B. Newspapers

1. If endorsed by a newspaper, make copies of the editorial and use in handouts.
2. Always use a simple message in newspapers. The simple message is the one that's remembered.
3. Small ads throughout the newspaper are effective.
4. Bold headlines that draw attention without reading small printing is also effective.

C. Radio and Television

1. Use radio as reinforcement of your other campaigning. Avoid complicated messages. People don't listen carefully to radio so only the simple messages should be used.
2. Talk shows are good. Try to get on.
3. Radio is excellently targeted. For instance, country western stations reach certain groups, classical music stations reach another group, so aim for the group you must reach to win.
4. FCC says political candidates must get the lowest price on radio and television.
5. Use someone with a good voice and good diction. It might pay to hire a professional.
6. Negative advertisement is why you're better than your opponent. If used well, it is effective. Don't be afraid to use it.
7. All campaigns must emphasize four basic areas of concern and use of the media can help them to do it.
 - a. Establishment of identity--are you credible to the voters?
 - b. What's wrong with the opponent?
 - c. How am I going to do a better job?
 - d. Toward the end of the campaign, assume that the above three points have been well made. Build momentum. Be positive. Use only the simple message.

D. Free publicity

1. A well-run campaign generates publicity. Authenticity is the key word.
2. Deal with the editors of newspapers very early in the campaign. You may be a human interest story. Find out who the reporters are. Call on them, personally if you can. Ask them to be aware of your campaign and give you coverage.
3. Treat reporters professionally.
4. Send all newspapers all press releases. Don't discriminate.
5. Educate your family on how they should deal with reporters.
6. The society page may seek you out. Don't allow a sexist portrayal, or a story emphasizing physical aspects such as your looks or your clothes. Instead, try to use the society page to your advantage. Encourage them to write about the life style of the active (or activist) young woman, etc. Get a reprint and pass it out.
7. Don't come across as a one-issue candidate. Speak out on all issues, even if reporters insist on asking you only about feminist issues.
8. Give members of the press free tickets to fund raisers.
9. Don't overuse news conferences. In place of them, use background briefings. These are often cocktail-type setting, informal get-togethers when members of the press are invited. Hand out your press kits which should contain biographical story or resume, an 8" x 10" glossy and a slide picture of yourself.
10. Aim for Monday coverage which usually has the best readership.
11. Listen to yourself on tape. Practice using the mike. Have someone advise you.
12. News releases--keep them coming, but well-written and to the point.
13. Have a volunteer in charge of media. She should have a media list compiled so that when you want to get a news story out, you can do so quickly.
14. Always be visual and thematic in your campaign. Don't lie. A good reporter will check on you.

IX. Scheduling and Advance

- A. The person in charge of scheduling has a great responsibility to make the best use of the candidate and her available time.
- B. Decide where you need to go. Where do you want to be seen?
- C. You may want to send questionnaires to precinct captains on what will be going on in their areas and what their suggestions are about your public appearances.. Follow up with phone calls getting details on events of interest.
- D. Always get a phone number where the candidate can be reached.
- E. Make sure the candidate knows exactly what's expected of her, in terms of dress, speeches, issues that will be discussed.
- F. Have someone drive the candidate. She should never attend functions by herself. That person can pass out literature, keep things moving and make an exit possible, if necessary.
- G. Keep a tight schedule and keep on schedule.
- H. Determine what's worth attending and don't waste time on anything else.
- I. Schedule two weeks ahead of time, leaving time for rest and relaxation.
- J. Understand the candidate's capabilities. If she doesn't feel she can campaign all day, then attend a night function, you might be sorry if you push her.
- K. Always leave time in schedules to drop in at local radio stations or newspapers.

X. Fund Raising

A. Expenses

- 1. Keep records of all expenses, contributions. This is the law.
- 2. Only one person should be able to authorize expense payments and disbursements. Every campaign should have a treasurer to do all this book work.
- 3. Every state has different election laws. Get a copy of election laws from the Secretary of State. Minnesota has the Blue Book, which you can request from the Secretary of State.

B. Fund Raising

- 1. Every contributor has an investment in the candidate, and it's a sure bet that he'll vote. So the more investors, the better.
- 2. Use fund raiser volunteers who have influential friends and moneyed friends. They'll have great guest lists.
- 3. Go over the budget with the fund raiser chairman. Then he can ask more realistically.
- 4. Larger campaigns should have fund raiser kits: tax laws, sample pitches, biography, statement of purpose, budget information, record cards containing who they talk to, who contributed how much, lists of candidates' friends, membership lists of local organizations, special interest groups, IUO's.
- 5. Send personal letter to priority people, then follow up with a phone call. Have this in a card file.
- 6. Don't be afraid to ask for funds.

C. Events

1. Campaigns need more than one event. (Most do anyway.)
2. Every large event needs basic organization, and four basic committees:
 - a. Treasurer.
 - b. Someone in charge of lists, telephoning.
 - c. Someone in charge of food, drinks, decorations.
 - d. Publicity chairman--get it in the press before and after.
3. Fair or carnival--fun generates publicity, but this is much work.
4. Cocktail party--simplest--most contributions for the least amount of work.
5. Tennis, bingo, raffle, picnics.

XI. Voting Behavior of the American Woman

- A. In 1920, the year that women attained the right to vote, 1/3 of the eligible women voted; 2/3 of the men voted.
- B. Research in 1940 showed the voter is very little influenced by the media, most influenced by their party designation.
- C. In 1950, 10% fewer women than men voted.
- D. In 1960, women began to vote at the same rate as men.
- E. Variables of turnout:
 1. One year of college or more, she votes.
 2. If she works, she votes at the same rate as men.
 3. Age--in 1968, the 21-30 age bracket voted at a higher rate than men.
 4. Region--women in north, west and midwest vote at a higher rate than women from the south.
 5. Urban women vote at a higher rate than men.
(The above should not be used for prediction.)
- F. Women and Issues
 1. Women less favorable than men to policies concerning military.
 2. Women more favorable to civil rights issues--younger women more so than older women.
 3. Women more favorable on social welfare than men.
- G. In 1972 election.
 1. Party identification in the past has been the greatest predictor. In 1968-70 studies show that we have less party polarization.
 2. The level of confidence in officials is on a steady decline.
 3. The old campaign tricks aren't working anymore.
The rise of the independent voter--switch vote--the voter is much more issue-oriented than before.
 4. Instead of elitists delivering the vote and controlling their districts, we have special interest caucuses: Youth, women, education, black, labor, Latins.

This article is a reprint from the League of Women Voters of Michigan. Their publication, "The Green Grass Roots," is a political notebook for people who want to participate.*

HOW TO RUN FOR LOCAL OFFICE

Good local government requires citizen participation on the ballot as well as in the polling place. Most townships, villages, small cities, and school boards are in need of qualified and interested persons to run for office. Take the BIG STEP and be a CANDIDATE. Here are some very basic hints on how to run for office.

WHAT IS NEEDED

- A program.
- A supportive family, inner security, and stamina.
- An assessment of who your supporters might be.
- A dedicated campaign committee and campaign manager.
- Potential financial backing. (\$200 to \$500 minimum for local office.)

CALENDAR OF ACTION

This calendar may be used for both primary and general elections.

TWELVE WEEKS BEFORE ELECTION DAY

- Learn about the position you seek by attending all related meetings and by reading past minutes and pertinent reports.
- Select a campaign committee, define jobs, and prepare strategy. Have this committee:
 - Consult with the county clerk about requirements for running for office as well as for reporting campaign financing.
 - Prepare budget.
 - Circulate nominating petitions.
 - Prepare a solicitation letter.
 - Compile a card file of supporters and workers.
 - Compile a card file for mailing.
 - Develop positions on issues.
 - Plan news releases and advertising campaigns.
 - Plan promotional techniques, such as: flyers, buttons, bumper stickers, yard signs, and car top signs.
 - Have picture taken or prepared for media.
 - Organize endorsement advertisements.

EIGHT WEEKS BEFORE ELECTION DAY:

- Have the treasurer open a bank account in the name of your committee. (Committee for the Election of Jane Doe.)
- Order flyers, solicitation letters, and other printed material. Newspapers will sell you quantity reprints from ads.
- Keep track of the filing date and file petition(s).
- Release news to media upon filing.
- Plan public exposure with your committee:
 - Neighborhood coffees
 - Luncheons
 - Speaking engagements with local service clubs and organizations
 - Candidates night
 - Mail out solicitation letters.
 - Release to the media information on campaign personnel, especially your treasurer's name and address.

*Copies are available from the League of Women Voters of Michigan, 202 Mill Street, Lansing, Michigan 48933, for \$1.00 (who are indebted to Dawn Cooper and Sandy Shaw for the use of material in their brochure, RUN WOMEN RUN).

FOUR WEEKS BEFORE ELECTION DAY:

- Begin full public exposure.
- Distribute all promotional material in the community except handout flyers.
- Attend coffees and make public appearances.
- Keep your campaign committee active; this is the crucial time for obtaining votes.

TWO WEEKS BEFORE ELECTION DAY:

- Continue full exposure.
- Meet the public by door-to-door visits at shopping centers, in super-markets, and in homes.
- Mail out flyers or hand deliver them door-to-door.
- Begin newspaper advertising.

ONW WEEK BEFORE ELECTION DAY:

- Begin radio and television spot advertisements, if planned.
- Continue newspaper advertising, including an Endorsement Ad.
- Continue public exposure.

OUTLINE FOR A BASIC CANDIDATE'S SPEECH

You should answer three basic questions:

1. Who You Are. Tell your name, background, education, family data, and organizational interests and affiliations.
2. Why You Are Running. Tell how you first got interested in the office, your motivations (stress long and continued interest if possible), and what you personally can offer the position, such as time, talent, interest and experience.
3. What Sets You Apart From Other Candidates. Why should voters vote for you? Here is your chance to impress them with your grasp of issues. Discuss them briefly. Also stress that you need their help, tell them how they can help you, where they can get absentee ballots, how they can get rides to the polls, and the DATE OF THE ELECTION. Always end with the date firmly in their memory.

HELPFUL HINTS FOR THE CANDIDATE

- Before your campaign begins, prepare two or three basic speeches. Keep them short.
- Keep sentences terse and to the point.
- Speak with conviction, but with willingness to admit you do not have all the answers. Speak slowly.
- Forget the philosophical statements. Voters do not vote for eggheads. They vote for down-to-earth, ordinary people with whom they can identify and communicate.
- Always strike a positive tone. Do not attack politicians, fellow candidates, or the "establishments."
- If you are a woman, run as a person; not as a downtrodden minority. You'll need the votes of men as well as women.
- Keep meticulous financial records of where your money comes from and how it is spent. Campaign finances are regulated by federal and state laws. Your county clerk will tell you the legal requirements.

IF YOU LOSE

- TRY AGAIN! The second time you are known and have experience.
- Accept speaking appointments. These will make you better known next time.
- Encourage and aid others with your experience.

SUMMARY

1974 Ethics in Government Act

Campaign Financing Provisions:

- The candidate must designate a principal campaign committee, which must have a treasurer.

- Associations which raise or spend money to influence elections must establish a political fund and keep that money separate from other funds of the association.

- Political committees and funds must register with the State Ethics Commission when they raise or spend more than \$100 and must periodically report on their contributions and expenditures.

- The reporting dates in 1974 are:

1. July 7
2. September 5: five days before the primary for candidates in primary races
3. October 10: final report for losers of primary
4. October 31: five days before the general election
5. December 5: 30 days after the election, final reports

- The name, address, and employer (or occupation if self-employed) of each person, political committee, or political fund who has made one or more contribution in excess of \$50 (or aggregate in excess of \$50) must be disclosed (for state legislative candidates, in excess of \$100 for statewide candidates, together with the amount and date of the contribution, and the total amount of contributions within the year of each contributor so disclosed.

- Disclosure of all transfers to or from the reporting committee must be made.

- Loans in excess of \$100 (or aggregate in excess of \$100) to or from any person must be disclosed together with the full name, address, occupation and place of business of the lenders or endorsers.

- Expenditures in excess of \$100 (or aggregate in excess of \$100) must be disclosed together with the name, address, occupation and principal place of business of each person to whom expenditures have been made -- with the amount, date, and purpose of each expenditure.

- All expenditures made with the consent, expressed or implied, of a candidate must be authorized and are counted against his spending limit.

Governor and Lieutenant Governor running jointly: \$600,000
Attorney General: \$100,000
Secretary of State, Treasurer and Auditor: \$50,000
State Senator: \$15,000
State Representative: \$7,500

- Individuals who spend money genuinely independently of the candidate must place a disclaimer on the campaign materials and must file reports with the commission if they spend over \$100.

- Political parties may contribute to a candidate up to 50% of his spending limit. Other committees, funds, or individuals may contribute up to 10% of a candidate's spending limit. Independent spenders are also limited to 10%.

Other Provisions of the Law:

Establishes a bi-partisan Ethics Commission which has responsibility for administering and enforcing the provisions of the law. The Commission is composed of six members appointed by the governor with the advice and consent of three-fifths of the Senate and House of Representatives.

Regulates lobbyists who are defined as one who is paid or designated by another person or association or who spends more than \$250 in a year to influence legislative or administration action (with several specific exemptions). Lobbyists are required to register with the commission and to make periodic reports of the money they spend on lobbying.

Public officials are required to file a statement of their economic interests with the commission and to report any potential conflicts of interest. These are defined as candidates for legislative and constitutional offices, members of the legislature, constitutional officers in the executive branch and their chief administrative deputies, major executive department officials, major legislative staff, members of the Metropolitan Council, Metropolitan Transit Commission, Metropolitan Sewer Board, Metropolitan Airports Commissions and other state boards and commissions which have important rule-making powers.

Public financing is provided by \$1 checkoff from income tax funds. Individuals may allocate \$1 of their taxes either to the candidates of one political party or to all qualifying candidates regardless of party affiliation. The money is allocated proportionately among the various statewide and legislative candidates.

A tax credit of up to \$12.50 for contributions to political parties and candidates is allowed, although the maximum credit for contributions to parties is \$5.00.

ANNOTATED BIBLIOGRAPHY

This annotated bibliography provides a brief reading list that may be helpful to candidates, campaign workers, and citizens interested in politics or candidacies for themselves or others. Most of these publications are "how to" resources, while the remainder are more philosophical in their approach to the American way of politics or specific aspects of the election process.

Bullitt, Stimson. To Be a Politician. Garden City, New York: Doubleday & Co., 1961

This book presents a general overview of the political process including a thoughtful consideration of changing methods of campaigning and of the continued need for organizations such as political parties. The four sections of the book cover these topics: politics as a profession, campaigns, qualities present in the best politicians, and the need for leadership from among the leisure class.

Cannon, James M. (ed.). Politics U.S.A.: A Practical Guide to the Winning of Public Office. Garden City, New York: Doubleday & Co., 1960

This book is an anthology of articles about modern political methods. Each chapter has been written by a seasoned politician or political technician to reveal the broad spectrum from campaigning for office to effectively administering public office after election. The authors of the chapters include Hugh Scott, John F. Kennedy, Richard M. Nixon, Adlai Stevenson, Leonard W. Hall.

Dutton, Frederick G. Changing Sources of Power: American Politics in the 1970's. New York, N.Y.: McGraw Hill Book Co., 1971

The author of this book contends that this decade of the 1970's will see the "politics of pluralism, uncertainty, contention, and choice." He provides an in-depth survey of the major forces of change in American politics.

Lubell, Samuel. The Future of American Politics (2nd Edition). Garden City, N.Y., Doubleday & Co., 1956

This book gives a historical perspective of the changes that came about in American politics from the Roosevelt generation to the Eisenhower presidency.

May, Ernest R. and Frazer, Janet (ed.). Campaign '72: The Managers Speak. Cambridge, Mass., Harvard University Press, 1973.

In January 1973 for the first time in American history, principal participants in a major election met to discuss the science and art of campaign strategy: The planning, calculation, contrivances, miscalculation, and mischance that determine what the electorate sees. The exchanges took place at the Harvard Conference on Campaign Decision-making. Eighteen people participated, including those in the campaigns of Nixon, McGovern, Wallace, Muskie, Humphrey, Jackson and McCloskey. Brief sketches of participants, a chronology of major events of the campaign, and campaign statistics are included.

Milbrath, Lester. Political Participation. Chicago, Ill., Rand McNally, 1965.

This is a summary of existing political science literature on political participation. The book also contains a good bibliography which lists the major works in this field at the time of publication.

Mitau, G. Theodore. Politics in Minnesota (2nd revised ed.) Minneapolis, Minnesota, University Press, 1970.

This is a handbook on government and politics in Minnesota. This volume discusses party patterns, issues and leaders; election law and party organization; the state legislature; and legislative lobbies.

Movement for a New Congress. Vote Power. Englewood Cliffs, New Jersey, Prentice Hall, 1970. This book focuses upon preparations for the 1970 Congressional campaigns, but the techniques discussed are useful to current campaigns. How to choose campaigns in which to work, the role of volunteers, and how to remain politically effective after the campaign are areas emphasized. Vote Power includes appendices on marginal Congressional districts, roll call votes in Congress, and registration laws in various states.

Napolitan, Joseph. The Election Game & How to Win It. Garden City, N.Y., Doubleday & Co., 1972.

The author is a political manager whose particular strategies have brought his candidates success. His thesis is that candidates who win are those whose personalities and approach to issues make for "instant involvement" with viewers and listeners. The book also provides analyses of the techniques necessary for success in today's political arena--polls and how to use them, the news media, and the in's and out's of convention politics.

Nimmo, Dan. The Political Persuaders. Englewood Cliffs, New Jersey, Prentice Hall, 1970.

The author reveals the new techniques of profiling the electorate and projecting the candidate through the mass media. Considerable information is also presented about professional campaign managers and successes and failures of the new techniques in recent years.

Parkinson, Hank. Winning Your Campaign: A Nuts & Bolts Guide to Political Victory. Englewood Cliffs, New Jersey, Prentice Hall, 1970.

This is a realistic guide to modern campaign practices with emphasis on public relations aspects such as announcing candidacies, holding press conferences, writing press releases, and scheduling in campaigns. Written particularly for potential candidates, it advises under what conditions one should run for office and how to run a successful campaign.

Schwartzman, Edward. Campaign Craftsmanship: A Professional's Guide to Campaigning for Elective Office. New York, N.Y., Universe Books, 1973.

For the new or potential candidate, this book appraises what a political campaign involves in time, money, and work and shows how the use of professional techniques can provide a real chance for winning elective office. Specific details include how and when to announce candidacy; petition, canvass, and get on the ballot; rent space, hire managers and staff; raise money and spend it economically; make scheduling; advertise effectively.

Simpson, Dick. Winning Elections: A Handbook in Participatory Politics. Chicago, Illinois, The Swallow Press, 1972.

In this book the process of winning elections is laid out step-by-step including selecting candidates, choosing the issues, raising a voluntary and committed constituency. The theme, participatory politics, focuses on issues instead of public relations, candidates not controlled by bosses, and on volunteers not precinct captains.

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, Minnesota 55102 - August, 1974

These are additional materials available to help participants in the political process.

Order prepaid from:

League of Women Voters of the U. S.
1730 M Street, N.W.
Washington, D.C. 20036

_____ Citizen Alert 1973: Registration and Absentee Voting Procedures by State.
What every voter needs to know. 1973, Education Fund, 2-fold, #295, 25¢.

_____ Administrative Obstacles to Voting.
Findings of a League of Women Voters Education Fund Survey of Registration and voting procedures in 251 communities and recommendations for improvements. 1972, Education Fund, 32 pages, #206, 60¢.

_____ Is Politics Your Job?
Stresses the importance of knowledgeable participation in self-government. 1969, 46 pages, #179, 50¢.

_____ Removing Administrative Obstacles to Voting Strategies for Improving Local Registration and Voting Administration.
Adaptable for other kinds of community action. 1972, Education Fund, 12 pages, #271, 35¢.

_____ Elections '74-'76: Turning People On.
Fresh strategies for broadening citizen participation, 1974, Education Fund, 12 pages, #485, 60¢.

_____ Election Check-up: Monitoring Registration and Voting.
How-to's of monitoring, complete with sample checklist easily tailored to any citizen group's effort. 1973, Education Fund, 36 pages, #270, 35¢.

_____ Getting Into Print.
Tips on working effectively with the print media. 1974, 4 pages, #484, 25¢.

_____ How to Build a Sight and Sound Image.
Comprehensive look at opportunities to use radio and television. Guidelines for producing radio tapes, slide presentations, films, and other audio-visual materials. 1971, 8 pages, #427, 50¢.

_____ Tips on Reaching the Public.
1968, 100 pages, #277, \$1.25.

_____ The Art of Raising Money.
1964, 76 pages, #298, \$1.00.

_____ Campaign Spending: The Great American Treasure Hunt.
Why campaign costs are soaring and highlights of the Federal Election Campaign Act of 1971. 1972, Education Fund, 4 pages, #105, 25¢.

Note: Other issue-oriented publications are available. Write for catalog to address above.

1974 ELECTION LAW CHANGES

Prepared by

ARLEN ERDAHL

Secretary of State

- CHAPTER 36 States that no resigning member of a city council shall participate in a vote of the council to choose a person to replace the resigning member. HF#1184
- CHAPTER 38 Defines a maximum rate of \$.16 per standard line shall be offered to the legal newspapers of Minnesota to print the constitutional amendments being offered for public consideration. HF#7277
- CHAPTER 41 In nominating petitions in cities of the first class, the candidate must secure 2% or 500 signatures, whichever is greater, of the total number of persons voting in the municipality, ward, or other election district at the last preceding general municipal election. HF#2789
- CHAPTER 48 Candidates and committees on behalf of candidates for election to the U. S. Congress may file copies of the report required by the Federal Government in lieu of those required by the state. HF#1522
- CHAPTER 55 All registration centers shall remain open until 9:00 P.M. on the last registration day and for at least two days-not including Saturdays, Sundays, and legal holidays-immediately preceding the last registration day, and shall also remain open from 10:00 A.M. to 4:00 P.M. on the Saturday immediately preceding the last registration day. HF#1504
- CHAPTER 120 Established July 1 as the day the Secretary of State must supply the county auditors with election laws. HF#2985
- CHAPTER 169 The official charged with printing the state white ballot shall furnish the tally book with returns for the state white ballot and the state pink ballot. The official charged with printing the state pink ballot shall furnish the envelopes for the state pink ballot and the state white ballot. The Secretary of State shall prescribe the form for the summary statements and the official charged with printing the tally book and returns shall furnish the summary statements for each precinct at the same time and in the same manner as the tally book and returns are furnished. SF#2910.
- CHAPTER 312 Permits the contest of an election, relating to the number of votes, under certain circumstances. SF#735
- CHAPTER 391 Relates to the filing of nominating petitions for elections. Effective day after enactment. SF#2817
- CHAPTER 240 Relates to redistricting of county commissioner districts. Effective 1-1-75. SF #2136
- CHAPTER 250 Permits the transportation of voters to the polls on election day with certain restrictions. HF#818
- CHAPTER 259 Relates to applications for absentee ballots for elections, and the officers to whom applications are made. HF#3276
- CHAPTER 264 Establishing the time the governor may issue his writ calling for a special election when a vacancy occurs in the legislature. HF#3395

- CHAPTER 301 Provides for team voting for the governor and lieutenant governor on voting machines. SF #3408
- CHAPTER 306 Provides that members of the legislature be restored to positions in private employment after legislative sessions. HF#102
- CHAPTER 337 Relates to government and elections in cities without home rule charters (Statutory Cities). HF#2970
- CHAPTER 415 Establishes the constitutional residency requirements for candidates for election. SF #2818
- CHAPTER 434 The clerk shall file a copy of the boundaries of the precincts with the Secretary of State. Any changes in precinct boundaries shall be filed with a map with the corrected precinct boundaries in the Secretary of State's Office. HF#2405
- CHAPTER 439 Ballots shall be canvassed in order except that if sufficient judges are available to provide counting teams of four or more judges evenly divided between the political parties for each box, an additional box or boxes may be opened and counted. HF#2848
- CHAPTER 457 Constitutional amendment to permit amendments to be adopted by a vote of 55% of those voting on the question. HF#47
- CHAPTER 470 Establishes an Ethics Commission to govern political financing for candidates for constitutional offices, the legislature, supreme court, and district courts; also to govern lobbying. HF#951
- CHAPTER 509 Prohibits school events after 7:00 p.m. on precinct caucus days. Permits employees to take time off work to attend caucuses. HF#2715
- CHAPTER 583 Requires political subdivisions to transfer names of voters from 1972, where there was no permanent voter registration, to registration cards. Deletes unnecessary information from voter registration cards. SF #3434.

ANNOUNCING:

TIMELY

INFORMATIVE



1974

VOTERS

GUIDE

A tabloid-size newspaper (11½ x 16") printed in blue with red on newsprint stock.

8 pages of information about all candidates appearing on the statewide ballot in the General Election, November 5, 1974! PLUS other voter information concerning registration, absentee ballots, Congressional district maps, etc.

I. This special newspaper will be mailed September 16th directly to League members as the September-October issue of the MINNESOTA VOTER.

II. Order extra copies now for distribution by your League in your community.

USE

- at candidates meetings
- at schools, libraries, nursing homes
- for business and professional organizations
- for new voters
- for local businesses

THIS IS THE BIGGIE!!!!!!!

COST: \$.02 PER COPY

1.60 PER 100

PLUS POSTAGE AND HANDLING

(LOCAL LEAGUES EDUCATION FUND MONIES MAY BE USED TOWARD PURCHASE OF THE VOTERS GUIDE.)

RESERVE YOUR COPIES NOW!!! THESE WENT FAST IN 1970, SO ORDER QUICKLY TO AVOID DISAPPOINTMENT.

Send your order to:

League of Women Voters of Minnesota
555 Wabasha
St. Paul, MN 55102

(Do not mail remittance; you will
be billed.)

YES! Reserve _____ of the 1974 VOTERS GUIDE. Shipment will be made September 16.
Quantity

Name of League _____

Ordered by _____
Name, Title

Mail to _____
Name

Address _____
Street, City, State, Zip

1974 Election Citizen Information Report

Please return one copy to the state office by December 1, 1974.

Keep the second copy for your files to use in preparing your annual report.

LOCAL LEAGUE _____ CITIZEN INFORMATION
(VS) CHAIRMAN _____
ADDRESS _____

of members on your committee _____ # of total membership involved _____

INDICATE the Citizen Information Activities (P-Primary, G-General) in which you participated this year and comment briefly on each.

PUBLICATIONS

() REPLIES TO CANDIDATES QUESTIONNAIRES

Legislative _____ Number _____ How distributed?

Local _____ Number _____ How distributed?

Judicial _____ Number _____ How distributed?

Were you a Recipient _____ or Assigned League _____ ? (Check which)
If Assigned League, estimate amount spent in postage \$ _____.

() STATE VOTERS GUIDE
Number _____ How were they distributed?

() DIGEST OF MINNESOTA ELECTION LAWS
Number _____ How distributed?

() CAMPAIGN TECHNIQUES KIT
Number _____ How distributed?

() CITIZEN ALERT: Registration & Absentee Voting Procedures by state, 1974 edition
(National Publication)
Number _____ How distributed?

() OTHER
Number _____ How distributed?

PUBLICITY of election and voting information

() POSTERS: National _____ Local _____

() NEWSPAPERS: _____ Clippings, please?

() RADIO

() TV

() LOCAL FLYERS (Samples, please?)

() OTHER

SERVICES

() VOTER REGISTRATION: Check areas in which your League specifically assisted.

_____ First-time voters

_____ New Residents

_____ Absentee voters

_____ Armed Forces

_____ Voters qualifying under New Resident Law (30 days in precinct)

_____ Estimate total number of voters registered through League efforts

() ELECTION RETURNS REPORTING

_____ ABC Key Precinct

_____ Twin Cities NES Reporting

_____ Other (describe, please)

() SPEAKERS BUREAU TALKS

Number of talks _____ Subjects:

Kinds of groups addressed:

LWV material used:

(Attach separate list of information on Speakers Bureau if you wish)

() SAMPLE BALLOT

() GET-OUT-THE-VOTE CAMPAIGN (Describe, please)

How did you reach less easily motivated voters?

PUBLIC MEETINGS (Please attach a report on each public meeting held-include date, candidates and offices represented, publicity, approximate attendance - and your comments!

() CANDIDATES COFFEES

() CANDIDATES MEETINGS

() FAIR BOOTH

() OTHER (Describe, please)

COOPERATION WITH OTHER ORGANIZATIONS

What organizations?

How did you cooperate?

Did they ask you?

What other organizations held: Candidates Meetings? _____

Get-out-vote campaign? _____ Other? _____

What new groups of people did you reach this year?

BUDGET - Amount budgeted for Citizen Information (VS) this election year \$ _____

How much did you spend \$ _____

EVALUATION What do you consider your most successful Citizen Information (VS) activity?

Why was it successful?

Please comment upon your cooperation with political parties -- candidates meetings, get-out-the-vote campaigns, etc. (Attach separate page, if necessary.)

Did you secure new members as a result of your Citizen Information work?

Do you think your Citizen Information efforts will relate to your finance drive? _____ How?

MEMORANDUM TO: President of the League of Women Voters of _____
FROM: Mary Waldo, State Coordinator for ABC Key Precinct Reporting
RE: Key Precinct Reporters

The League of Women Voters of Minnesota is cooperating with ABC in reporting the November 5, 1974 General Election returns in 65 Key Precincts here in Minnesota.

Proceeds from this project are budgeted directly to the 1974-75 budget - as approved by Council delegates in April 1974. We participated in ABC Key Precinct reporting in 1966, 1968, 1970 and 1972.

We have received confirmation from ABC that the following have been designated Key Precincts in your area:

We are asking you to appoint members to report election results for these precincts. Remember that it's more often more fun in pairs (and one can serve as a "back up" for the other). Complete instructions will be sent directly to the reporters. Here briefly are their duties:

1. Make an initial contact with the chief election official for precinct assigned explaining who you are, that this precinct has been selected by ABC's research staff as part of Minnesota's vote profile, and requesting permission to get the vote totals for U. S. Congressmen and governor to relay to ABC,
2. Determine whether a telephone is available for your own use on election night at or close to the polling place and secure its number. If no phone is available, ABC will install one.
3. Report by phone to ABC the results of the voting when polls close and totals are available. Remain at the designated phone for 30 minutes afterward in case ABC wishes to call back for additional information.

Prospects for Key Precinct reporters in your League may be found among the newest and the most experienced members . . . or in-betweeners who may not be available for a long-range assignment this year but who can do this one-time job willingly and well. Expenses for driving a distance (should the precinct be far away), coffee or meals away from home in "line of duty" are paid by ABC - so there will be no out-of-pocket expenses. If more than one precinct is assigned to your League, please send us the name of the member assigned as Local Coordinator.

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, Minnesota 55102 - November 1974

V - T

Memo to: Local Leagues

From: Mary Waldo, Citizen Information Chairman
Shirley Westmoreland, Election Laws Chairman
Helene Borg, Action Chairman

Re: November 21, 1974 - County Auditor Day in Minnesota

November 11, 1974

What? As forecast in the September Board Memo, page one, this day throughout the state League representatives will call on their county auditors for an interview. At this interview we shall be concerned with the elections and election laws from the auditor's point of view. The results of this interview should give us a variety of important information. It should help identify areas in which we need to put more time and energy voter registration in Minnesota? new or amended election laws? training of election officials? It will also aid the League in responding to a request from the Senate Subcommittee on Elections, chaired by Senator Stephen Keefe.

Why?

The persons in your League who should be involved in this project are your state Program and/or Election Laws chairman, your Action chairman and your Citizen Information (Voters Service) chairman. The information from this interview will be particularly pertinent to these persons and will, in addition, help your counterpart on the state Board determine needs on the state level.

Who?

We have assigned the primary responsibility of interviewing the county auditors to specific Leagues. This means, however, that all Leagues in each county can participate in the interview, but the assigned League will be responsible for filling out the questionnaire and returning it to the state office by December 1, 1974. Copies of the interview for your county can be obtained from the state office after December 1st.

We encourage as many Leagues as possible to attend the interviews. The assigned Leagues will make the initial phone call to the county auditor to arrange for an appointment for Thursday, November 21. The county auditors have received a letter of explanation about County Auditor Day.

How? After a time for the interview has been arranged, please notify the other Leagues in your county. If for some reason your county auditor cannot meet with you on November 21st, then arrange a time for the interview on another day (perhaps November 22 or November 25). Since there are no Leagues in several Minnesota counties, some assigned Leagues are asked to cover an additional adjacent county. This request is being made to make the results of our interviews represent as many counties as possible. If you have been assigned a county outside your area, the state budget will reimburse the cost of your mileage.

One additional suggestion: Please read the questionnaire carefully before the interview, so that you have a good idea of the subjects to be covered.

Good luck!

(OVER for assignments)

COUNTY AUDITOR DAY ASSIGNMENTS

<u>LOCAL LEAGUE</u>	<u>COUNTY (COUNTY SEAT IF NOT SAME AS LEAGUE TOWN)</u>	<u>NOTIFY FOLLOWING LEAGUES OF APPOINTMENT TIMES</u>
Alexandria	Douglas, Pope (Glenwood)	
Anoka	Sherburne (Elk River)	
Austin	Mower	
Battle Lake	Otter Tail (Fergus Falls)	
Bemidji	Beltrami	
Buffalo	Wright	
Cass Lake	Cass (Walker)	
Chaska	Carver, Scott (Shakopee)	
Cloquet	Carlton (Carlton)	
Crookston	Polk, Red Lake (Red Lake Falls)	
Detroit Lakes	Becker, Hubbard (Park Rapids)	
Duluth	St. Louis	Hibbing, Mid-Mesabi
Fairmont	Martin	
Freeborn County	Freeborn (Albert Lea)	
Fridley	Anoka (Anoka)	Anoka, Blaine, Columbia Heights
Granite Falls	Chippewa (Montevideo), Yellow Medicine	
Hutchinson	McLeod (Glencoe)	
Jackson-Sherburne	Jackson, Cottonwood (Windom)	
Mankato Area	Blue Earth, Watonwan (St. James)	
Marshall	Lyon, Redwood (Redwood Falls)	
Minnetonka-Eden Prairie	Hennepin (Minneapolis)	Bloomington, Brooklyn Center, Brooklyn Park, Crystal-New Hope, Edina, Excelsior-Deephaven Area, Golden Valley, Minneapolis, Richfield, Robbinsdale, St. Anthony, St. Louis Park, Wayzata Area, Westonka
Moorhead	Clay	
New Ulm	Brown	
Northfield	Rice (Faribault)	
Owatonna	Steele, Waseca (Waseca)	
Red Wing	Goodhue, Wabasha (Wabasha)	
Rochester	Olmsted, Dodge (Mantorville), Fillmore (Preston)	
Rock County	Rock (Luverne), Pipestone (Pipestone)	
Roseville	Ramsey (St. Paul)	Arden Hills, Falcon Heights, Mounds View, New Brighton, St. Anthony, St. Paul, Shoreview, White Bear Lake
St. Cloud Area	Benton (Foley), Stearns	
St. Croix Valley	Washington (Stillwater)	Mahtomedi Area, Woodbury, Cottage Grove
St. Peter	Nicollet, LeSueur (LeCenter)	
Silver Bay	Lake (Two Harbors)	
Stevens County	Stevens (Morris), Swift (Benson)	
Wells	Faribault (Blue Earth)	
West Dakota County	Dakota (Hastings)	Northern Dakota County Area
White Bear Lake	Chisago (Lindstrom)	
Willmar	Kandiyohi	
Winona	Winona	
Worthington	Nobles, Murray (Slayton)	

QUESTIONNAIRE
for
COUNTY AUDITOR DAY
November 21, 1974

Return to state office by December 1, 1974

- I. Were there problems you encountered in administering the new election day voter registration law?
- A. Extended registration hours?
- Was there added cost?
- B. What number of additional places were designated in your county for voter registration?
- C. What number of persons registered during pre-election day registration?
- D. What number of persons registered by mail (i.e. postcard registration)?
- E. Did you decide to establish permanent registration? (This applies to areas that previously did not have voter registration.)
- F. What number of groups, organizations or individuals requested voter registration forms?
- Were the forms distributed to persons in your county?
- G. What kind of publicity did you use to promote voter registration?
- II. Did you receive adequate information regarding the administration of the campaign financing laws?
- A. What were the most helpful sources of your information?
1. In-person briefing by Secretary of State?
2. Other government official?

3. Publications?

Titles?

B. What kinds of training and/or materials would have been useful?

III. Were there problems you encountered in administering the campaign financing laws (both the Fair Campaign Practices Law and the Ethics in Government Law)?

A. Were the candidates adequately informed about the new Campaign Financing Law?

B. Has there been public interest in the filing of campaign financing information (i.e. particular organizations, groups or individuals)?

IV. How do you select election judges? Do organizations submit names of interested persons? Which ones?

V. Do you provide training for election judges, registration workers, etc.?

If so, what methods do you use?

VI. Is there adequate communication between counties for sharing registered voter information (i.e. changes of residence, etc.)?

VII. What changes are needed to better assure the accuracy of reporting election results?

A. Would the standardization of election reporting forms and/or the use of computers help you?

B. How do you identify areas where mistakes in reporting most frequently occur?

VIII. Would you comment upon budget for elections?

A. How much was budgeted for administering elections in your jurisdiction?

B. How was your budget apportioned?

IX. What is your opinion concerning rotation of candidates' names on the ballot (i.e. economic feasibility, counting procedures, printing)?

LWV of _____

Person completing return _____

Date _____

Sent on League letterhead.

Memorandum to County Auditors

From Mary Ann McCoy, President
League of Women Voters of Minnesota

Re: Election Procedures

November 11, 1974

The purpose of the League of Women Voters is to promote political responsibility through informed and active participation of citizens in government. Elections are a vital part of our governmental process.

Since the first statewide elections under the new election laws of 1973-74 have just been completed, we are interested in the administration of these laws. We are also vitally interested in your opinions regarding other areas relating to elections. Information gathered from these interviews will be shared with appropriate legislative committees. (The Senate Subcommittee on Elections, chaired by Senator Stephen Keefe, has already requested our assistance.)

We have set aside Thursday, November 21, as County Auditor Day in Minnesota. On that day League members in your county will be calling on you. Their purpose will be to interview you concerning your responsibilities for elections and your suggestions for improving election procedures. (League members have been requested to call your office prior to November 21 for an appointment.)

We thank you in advance for your cooperation on this project.